

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

CONSTITUTION

ARTICLE I

The name of this organization shall be CHUM Co-op Preschool.

ARTICLE II

The purpose of CHUM Co-op Preschool shall be to support and operate a non-profit, non-sectarian, state licensed school of the highest possible caliber at the least expense through the cooperation of parents and staff; and to provide parents with experience in the knowledge and understanding of children by observation and participation in the school and by attendance at parents' meetings.

We believe children learn best through play and hands-on activities. Through purposeful classroom arrangement and planning developmentally appropriate activities, the children will be meaningfully engaged in play with their peers while attending CHUM Preschool.

ARTICLE III

The membership of this association shall extend to all parents or guardians of children enrolled in the school. Voting privileges shall be limited to those members whose children are enrolled in and presently attending the school. Members may vote at all board and preschool meetings. There shall be only one vote per child enrolled. The President may only vote to break a tie or when voting is done by secret ballot.

ARTICLE IV

The officers of CHUM Co-op Preschool shall consist of the President, Vice President, Communications Director and Treasurer(s), and they shall comprise the Executive Board. The treasurers' positions will be bonded.

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

ARTICLE V

CHUM Co-op Preschool's Board of Directors consists of an executive board and the general board. The Board of Directors shall attend ALL meetings. In the event of low enrollment, some executive and general board positions may be combined, this may be determined each year by executive board if low enrollment warrants this.

CHAIRPERSONS

- Admissions
- Field Trip
- Personnel
- Fundraising (up to 2)
- Student Services

Combinations of chairperson responsibilities may occur based on enrollment.

ARTICLE VI

CHUM Co-op Preschool shall be conducted according to the Articles of Operation contained in the By-Laws.

ARTICLE VII

This Constitution shall be reviewed every two years by a 3-5 person volunteer committee led by the Vice President or as needed to maintain licensing standards and by-laws. It may be amended by a two-thirds vote of the members present at any meeting of CHUM Co-op Preschool, provided written copies of the proposed amendment are given to all members 10 days in advance of the meeting. There shall be no vote by proxy.

ARTICLE VIII

Upon this organization's liquidation or ceasing to exist, by dissolution or otherwise, such property deemed necessary may be sold to cover outstanding debts and then the net remaining assets shall thereon be and become the property of the Chapel Hill United Methodist Church and/or another non-profit charitable organization at the discretion of the Board of Directors.

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

CHUM CO-OP PRESCHOOL BY-LAWS

ARTICLE I: OBLIGATIONS OF MEMBERS

It shall be the duty of members of CHUM Co-op Preschool to fulfill, to the extent of their powers, the responsibilities of membership in this preschool as specified hereafter.

There shall be an Orientation, as well as a Working Parent Orientation, in the fall of each year and such others as deemed necessary by the Board of Directors. In addition, there shall be an Open House in the second half of each year. Written announcement of all CHUM Co-op Preschool meetings shall be made at least one week in advance of the date scheduled. There shall be no votes by proxy. Parents are required to fulfill the following obligations. Failure to cooperate will bring action by the Board.

1. Each family is required to be represented at Orientation and Working Parent Orientation.
2. The prime responsibility of the working parent is to learn their assignment so the teacher(s) can effectively utilize his/her time and talents with the children.
3. Parents shall assist at school the allotted number of days.
4. The Parent Participation schedule must be adhered to except in emergencies. If changes in an existing schedule must be made, it is the responsibility of the parent to do so. The Class Participation Parent is to be contacted with rescheduling problems.
5. In the cooperative spirit, members should be prepared to assume another member's duty on short notice or in case of an emergency.
6. Daily housekeeping chores will be performed by working parents.
7. Parents will respect the other parents and children of the school by refraining from discussing children or situations observed during school hours.
8. Parents are expected to participate in special work days and field trips.
9. Non-board member parents are expected to work on two committees for a whole school CHUM event (i.e. Fall Festival/Trike-A-Thon, Spring Carnival, etc.) in the capacity of set-up, clean-up, or planning committee.

Complaints should not be registered with the teacher(s). All complaints related to any area of the school should be registered with any member of the Board of Directors, who will in turn channel them to the President.

ARTICLE II: ELECTION OF EXECUTIVE BOARD AND GENERAL BOARD MEMBERS

The Vice President may appoint and preside over a Nominating Committee composed of five - seven persons. When the Nominating Committee is appointed, it shall consist of three - five persons returning the following year. It shall include a representative from each class, the

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

Admissions Chairperson, and the President. A notice shall be in the February and March newsletters stating nominations are being taken for new board members. A notice will also be sent to all incoming parents so they may have an opportunity to volunteer for a position. The President and Vice President positions shall be voted on at the April Board meeting. Nominations will be taken from Registration forms and should be a current CHUM family.

In April, the Nominating Committee shall review all nominees and make the final selection of board members based on those best qualified for the position. There will be a joint board meeting within a month following the selection of the new officers. The members of the New Board will be voted into office by members of the current board. Newly appointed officers will assume their duties at the close of the present school year, except the newly appointed Treasurer(s) who shall officially take office July 1 of each year.

By showing cause, CHUM Co-op Preschool may remove any officer by a two-thirds vote of all members. Voting shall be by secret ballot. The officer in question and the membership of the preschool are to be notified in writing of the charges against the officer and of the impending vote at least one week in advance of the voting.

ARTICLE III: DUTIES OF THE EXECUTIVE BOARD

The President shall preside at preschool meetings according to Roberts' Rules of Order. The President shall prepare the agenda for the Board of Directors meetings and, in collaboration with the Board, the agenda for preschool meetings. It shall be the responsibility of the President to ensure the Board members effective performance of their duties, the smooth administration of the school, and to promote the best possible cooperation between the members of the preschool and the teachers. The president will ensure the school continues to meet state licensing requirements. The President will have communication with the church in regards to the Renter's contract. The President shall be responsible for notifying a parent of the \$50.00 fine for missing a scheduled workday and checking that payment is made before the child returns to school.

The Vice President shall assist the President with his or her duties and shall be Chairperson of the Constitution Committee. The Vice President will be responsible for Fall Orientation. The Vice President will coordinate a Parent's Night Out in the Fall Semester and Spring Semester. The Vice President shall preside at meetings in the absence of the President and shall become President if the office falls vacant. The Vice President shall be Chairperson of the Nominating Committee and also be a member of the Finance Committee. The Vice President, along with another member of the Executive Board, will be responsible for welcoming families who begin after the start of the school year and will provide an orientation packet. The Vice President will secure babysitter for monthly board meetings.

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

The Communication Director shall keep minutes of all meetings, shall handle all correspondence and material assigned through the President or teacher(s), and shall prepare highlights of general board meetings to be published in the monthly newsletter. In addition, the Secretary will handle all correspondence/scheduling between CHUM Co-op Preschool and Chapel Hill United Methodist Church. The Communication Director shall be responsible for typing and publishing a monthly newsletter and master calendar to be distributed electronically & responsible for updating the website as needed.

The Treasurer(s) positions shall be bonded in the amount recommended by the Board. The position will be divided as follows:

- Treasurer A will be responsible for paying salaries and fixed charges. All bills for equipment and supplies, which are presented in itemized form by the committee chairpersons, shall be paid by Treasurer A when the teacher(s) indicates such materials have been received in satisfactory condition. This person is also responsible for providing necessary information to the hired CPA, who will prepare all tax documents.
- Treasurer B shall receive and record all registration fees, tuition fees and donations. Treasurer B shall make available one copy of the financial report at each board meeting and shall balance the checking account monthly. Treasurer B shall update the current year's budget at the beginning of the year to reflect student enrollment and will develop a proposed budget for the following year. Each month, Treasurer B will keep a record of expenditures for all budget categories.

The Treasurers shall be Co-Chairpersons of the Finance Committee. The President, the Treasurer(s) and the teacher(s) will have a mid-year meeting for the purpose of reviewing the books.

The Treasurer(s) shall report and review monthly to the President and Vice President on financial activities to provide a check and balance system.

Each Executive Board member shall keep a record of his/her activities, and shall keep an updated Board Position Operating Guidelines binder for the guidance of the incoming Chairperson(s). The Board Position Operating Guidelines binder is the property of CHUM Co-op Preschool. Each Executive Board member, with the exception of the Vice President, shall sign paperwork at the bank after the transition in July. Proof of the new board members (a copy of the minutes) must be given to the bank. The Executive Board members are involved in the Fall Orientation and are responsible for making a presentation/class tour to the individual classes. Executive Board Members must be returning CHUMmers. If this is not possible, exceptions will be made.

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

*In the event of low enrollment, determined by executive boards, combining of executive and general board positions and responsibilities will take place and is warranted by by-laws if needed.

ARTICLE IV: POWERS AND DUTIES OF THE BOARD OF DIRECTORS

1. The Executive Board of Directors (and Admissions board position) of CHUM Co-op Preschool shall meet 9 months of the year (no board meetings will be held in June, July and December unless deemed necessary by the President) to:
 - 1.1. Consider the business of the school.
 - 1.2. Execute any decisions of the preschool.
 - 1.3. Take all necessary actions for the effective operation of the school.(*The non-Executive Board members will be required to attend 3/9 scheduled board meetings)
2. The Board of Directors shall, on information supplied by the Personnel Committee:
 - 2.1. Appoint new teacher(s) and define their duties within the salary limitations recommended by the Finance Committee and approved by the preschool.
 - 2.2. By two-thirds vote of the entire Board, sever the connection of the teacher(s) with the school.
3. In an emergency, the Executive Board shall be empowered to act for the whole Board for that occasion only.
4. A quorum shall comprise of no less than fifty percent of the full voting members of the Board of Directors.
5. The Board of Directors shall appoint a qualified auditor or Auditing Committee before the expiration of the Treasurer's term or as deemed necessary by the Board.
6. If the office of Vice President, Secretary or Treasurer(s) is vacated, the Executive Board shall appoint a replacement. The appointed officer shall serve the remainder of the term of office.

ARTICLE V: CHAIRPERSONS AND COMMITTEES

Chairpersons

Chairpersons shall be appointed by the Nominating Committee headed by the Vice President. When needed, Chairpersons shall appoint their own committees with the exception of the Secretary whose committee will be appointed by the Executive Board.

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CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

general board positions and responsibilities will take place and is warranted by by-laws if needed.

The General Board shall be comprised of the following Chairpersons:

1. The Admissions Chairperson shall receive inquiries on membership and inform applicants to the school of the character and purpose of the school, particularly with reference to its cooperative nature; shall determine acceptances within the limits of the enrollment; shall develop class rosters & keep admissions records of current members of the school. The Chairperson will also coordinate Advertising and the Open House for prospective families.
2. The Field Trip Chairperson will assist the teacher(s) in scheduling and coordinating field trips and visiting resource people to the school program; maintain regular communication with the teacher(s), Class Parent, and Newsletter chairperson on upcoming field trips and visitors; complete and send thank you notes to all field trip locations and visitors in a timely manner. The Field Trip Chairperson will make arrangements for yearly class pictures and coordinate the December Giving Project.
3. The Fundraising Chairpersons (1-2) shall be Co-Chairpersons of the Fall Festival / Trike-A-Thon and Spring Carnival; complete and send thank you notes to all contributors of the Trike-A-Thon and Carnival. The Fundraising Co-Chairpersons shall share all responsibilities of any/all other fundraising events.
4. The Student Services Chairperson is responsible for upkeep of the school photo album; collect purchase and keep the school supplied in expendable materials, secretarial supplies and equipment; submit itemized bills to Treasurer A. Available funds for the Student Services Chairperson shall be specified in the annual budget. The Chairperson shall schedule monthly and Sunday cleanup crews for the year and send out reminders of the schedule; monitor the playground monthly and make sure all necessary repairs are made; coordinate year end maintenance projects.
5. The Personnel Chairperson shall be responsible for gathering information on standards and practices in the school; securing applications for teaching positions; preparing a dossier on such applicants, containing information on training, experience and personality; keep a file of the qualification of the teacher(s) employed and a list of available substitutes; drawing up teacher(s) contracts, helping during teacher(s) evaluations, and acting as liaison between teachers, Board and parents; receives and verifies working parents' clearance forms from the appropriate agency as students enroll; assist the Admissions Chairperson by giving school tours, handling publicity for Open House; check accuracy of white emergency cards and update them annually, other duties as assigned by the Admissions Chairperson. The Personnel Chairperson shall be responsible for ensuring the accuracy of the green health forms before the start of each school year; keep the first aid kits supplied; file doctor's certificates and green health forms; and file health records with the appropriate agency. The Personnel Chairperson must update the green forms every two years and contact the parents if a

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

form will expire during the school year; post children's known allergies at the school and notify the Class Parent when there is exposure to a contagious disease. (Identity of the child shall remain anonymous.) The Personnel Committee, consisting of the Secretary, two members of the Board of Directors, and two members-at-large of CHUM Co-op Preschool, shall interview the applicants and submit their findings to the Board of Directors for appropriate action. Before a teacher is hired, the Chairperson must verify early childhood program director qualifications and inform the appropriate agency for a background check.

Chairperson(s) shall be responsible for reporting to the Board of Directors, shall keep a record of his/her activities, and shall keep an updated Board Position Operating Guidelines binder for the guidance of the incoming Chairperson(s). The Board Position Operating Guidelines binder is the property of CHUM Co-op Preschool. All General board members shall turn in their Board Position Operating Guidelines binder to the President at the April board meeting. All updates and changes shall be completed BEFORE the transitional meeting in May. In the case of a board position being vacated prior to the end of the school year, the binder MUST be updated and returned within a week of position being vacated. Failure to return binder will result in a \$50 fine.

Class Participation Parents

The Class Participation Parent shall consist of one parent from each class who will prepare a schedule for working parents, and must ensure each parent gives service for a satisfactory number of sessions as required by the enrollment. The Class Parent will not be on the Board of Directors, and therefore not required to attend monthly board meetings, with the exception of the September board meeting which they are required to attend. However, in consideration of the requirements involved, they will not be required to participate on two committees for Trike-A-Thon and/or Spring Carnival like all other non-board members. The Class Parents will be included as team leaders on the monthly clean schedules.

Standing Committees

In addition, there shall be the following Standing Committee:

1. The Finance Committee shall include the Executive Board and the teacher(s). The teacher(s) may elect not to be present at the Finance Committee meetings but must be apprised of relative information including figures for a proposed budget. The Finance Committee shall, during the spring term of each year, prepare a budget for the ensuing year and present this to the Board of Directors for approval. A copy of the approved budget shall be put in each orientation packet. The Finance Committee shall prepare

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

material to be considered by the Board of Directors if any major changes in the budget are deemed necessary.

ARTICLE VI: ARTICLES OF OPERATION OF CHUM CO-OP PRESCHOOL

1. Schedule

- 1.1. The CHUM Co-op Preschool calendar will be presented by the Board of Directors and shall convene and recess similar to the Portage Public Schools calendar. If school is canceled, causing the 3AM program to miss more than 2 days, the 4AM program to miss more than 3 days, or the 4PM program to miss more than 5 days (equal to one week worth of sessions for each class), a make up for each day missed over the allotted days will be scheduled at the end of the year. No make-up days will be scheduled after the scheduled classroom shut down.
- 1.2. The number of working parents scheduled for each class session will follow at least the minimum state licensing requirement, and the actual number scheduled will be at the discretion of the Board of Directors and teacher(s).

2. Teachers

- 2.1. There shall be one or more professionally trained teacher(s) as the enrollment of the school justifies.
- 2.2. All teacher(s) shall be appointed by the Board of Directors from a report prepared by the Personnel Committee. The appropriate agency must also give their clearance before a teacher(s) may be hired.
- 2.3. There shall be an annual contract between the teacher(s) and the preschool.
- 2.4. A Program Director shall be on site at all times when children are present. If the teacher(s) is not qualified to be the Program Director, then one shall be hired in addition to the current teaching staff.
- 2.5. The Program Director/teaching staff shall:
 - 2.5.1. Plan and execute the daily program of the school
 - 2.5.2. Have exploratory conferences with parents of each child in the 4AM and 4PM classes for the purpose of better understanding the child. Time for this will be provided in the school calendar. Parent/teacher meetings may be requested by the parents or teacher for the 3AM class, when deemed necessary.
 - 2.5.3. Represent the school professionally in the community; attend meetings in the area devoted to school activities with the approval of the Board of Directors, and report to the preschool on those meetings.
- 2.6. A teacher with a child enrolled in the school shall be required to pay all fees.

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

3. **Enrollment**

The maximum enrollment of the school shall be determined, within the limits of the state license, by the Board of Directors upon advice of the Admissions Chairperson and permission of the teacher(s) involved.

4. **Rules of Eligibility**

Applications are accepted by the Admissions Chairperson. Applicants must be at least three or four years, respectively, before September 1 of each school year. The parents shall abide by the requirements of the preschool and assume their full share of responsibility in the operations of the school. Failure to cooperate will bring action by the Board.

5. **Order of Preference**

5.1. The order of preference in making up the enrollment for the three-year-old group shall be without reference to race, creed, color or economic status.

5.1.1. Siblings of those who are currently enrolled in the school.

5.1.2. Siblings of those who, at one time, have been enrolled in the school and children of parents/legal guardians from Chapel Hill United Methodist Church.

5.1.3. Date of application.

5.2. The order of preference in making up the enrollment for the four-year-old group shall be without reference to race, creed, color or economic status:

5.2.1. Children enrolled in CHUM Co-op Preschool the previous year.

5.2.2. Siblings of those who are currently enrolled in the school.

5.2.3. Siblings of those who, at one time, have been enrolled in the school and children of parents/legal guardians from Chapel Hill United Methodist Church.

5.2.4. Date of application.

5.3. The order of preference in making up the enrollment for both groups shall be discontinued January 1st and enrollment completed by date of application.

6. **Waiting List**

As openings occur in the school membership, they shall be filled in accordance with seniority application within each group. Once an opening has been offered and refused by an applicant, said applicant loses their seniority and, if desired, may be placed at the bottom of the waiting list.

7. **Registration**

A set fee, determined by the Board of Directors, shall be charged for the registration of each child and shall be assessed each year the child is enrolled in the school. The registration fee is non-refundable, except when a child is accepted and enrolled into a Young 5's Program or Kindergarten, in which case the registration fee is refundable only until June 1. The registration fee shall be due within two weeks after the child's acceptance to the school, except when that date of acceptance is less than two weeks prior to the opening of the school. It will then be due before the child is allowed to attend

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

the school. The registration fee is due April 15 with the first tuition payment. A non-refundable activity fee, to be determined by the Board of Directors, is due July 15.

8. Tuition

8.1. Tuition shall be paid in money and services. Tuition and fees shall be determined by the Board of Directors.

8.1.1. Annual tuition shall be paid in eight installments due, August 15, September 15, October 15, November 15, January 15, February 15, March 15, and April 15. Arrangements for an alternative payment schedule may be made in special circumstances.

8.1.2. If tuition is not received by the 15th of the relative month, Treasurer B will notify the parent tuition is late. A \$50.00 late fee is due along with tuition if it is not received by the 20th of the relative month. Tuition and the \$50 late fee must be paid prior to the parent's child returning to school. If the tuition and late fee are not received before the 25th of the relative month, the President will speak directly with the parent and/or notify them by letter their child is withdrawn from the school. With approval from the Executive Board, the child may be reinstated upon receipt of the tuition and late fee, provided the child's place has not been filled by another student.

8.1.3. Tuition for a child entering after school has started shall be prorated. The activity fee will be prorated based on the child's start date. The registration fee will remain the same regardless of when the student begins school.

8.1.4. All payments must be made by check or money order. In the event payment is returned for any reason, i.e. NSF, Account Closed, etc. the family will be charged a minimum of \$10 and subject to any additional bank fees. This fee along with the full tuition payment, in the form of a cashier's check or money order, must be received before the child will be allowed to return to the school. If this occurs with the first tuition payment prior to the start of school, this must be paid within seven days or the child's position will be given to the next child on the waiting list. Any NSF received by the school is deemed nonpayment and will be treated / handled according to the rules of this Constitution.

8.2. Withdraws and Dismissals

8.2.1. If a child is withdrawn from the school, no refund shall be given. There must be a 30 day written notice given to the Admissions Chairperson before the child is withdrawn.

8.2.2. Written notice of withdrawal from CHUM Co-op Preschool must be received by the Admissions Chairperson or General Board 30 days prior to the child's last day of attendance. No tuition refunds will be given.

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

- 8.2.3. Once current tuition installment has been paid, no money will be refunded. In the case of tuition being pre-paid, a request for reimbursement must be submitted in writing to the General Board for approval.
- 8.2.4. Registration fee will not be refunded.
- 8.2.5. Activity fee shall be refunded on a pro-rated basis.
- 8.2.6. If parents are requested, by the teacher(s) or the Executive Board, to withdraw their child from the school, a refund will be given on a prorated basis.

9. Fines

- 9.1. Parents shall serve as helpers as often as is found necessary by the Class Participation Parent, and mothers and/or fathers shall be required to give some time each year for other committee work and/or maintenance and repair of equipment.
- 9.2. Missing a scheduled work day:
 - 9.2.1. There shall be a \$50.00 penalty assessed for missing a scheduled workday without securing a substitute. This fee is payable prior to the parent's child returning to school. The child may NOT stay that day if the parent does not work. In emergency circumstances, the Board strongly encourages the parent to contact the President to explain. Extenuating circumstances shall excuse said penalty by Board approval. If approval is granted, a refund of the penalty will be issued after the next Board meeting.
 - 9.2.2. In the event of noncompliance, a penalty will not be assessed if the working parent has taken all the necessary steps including the following:
 - 9.2.2.1. Gives at least 24 hours notice to the classroom teacher
 - 9.2.2.2. Contacts all parents on the class roster to attempt to secure a substitute
 - 9.2.2.3. In the event a substitute is not secured, contacts the board President and informs him/her that the above measures were taken.
- 9.3. Missing a scheduled cleanup day / Volunteer Assignment:
 - 9.3.1. A \$50.00 penalty shall be assessed for failure to work a scheduled clean-up time (monthly or Sunday clean). There is no grace period. This fee must be paid BEFORE the parent's child returns to school. The parent will be rescheduled to work another clean-up time to make up for the missed day in addition to the penalty. In emergency circumstances, the Board strongly encourages the parent to contact the President to explain the situation as soon as possible. Extenuating circumstances shall excuse said penalty by Board approval. If approval is granted, a refund of the penalty will be issued after the next Board meeting.

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

- 9.3.2. A \$50.00 penalty will result for any family who does not fulfill volunteer obligation (specific task signed up for at Orientation i.e. set up, clean up or planning committee) with assigned CHUM event (i.e. Fall Festival/Trike-A-Thon, Spring Carnival, etc.) without securing a replacement. Extenuating circumstances shall excuse said penalty by Board approval. If approval is granted, a refund of the penalty will be issued following the next Board meeting.

10. **Health**

CHUM Co-op Preschool requests all children follow the guidelines regarding immunization requirements by the Michigan Department of Licensing and Regulatory Affairs and the Michigan Department of Public Health Immunization Section. Parents are responsible for sending children to school in good health. The decision of the teacher as to the child's fitness to attend school shall be final.

11. **Multiples**

When there is a parent(s) of multiple children enrolled in the same class, the Parent Work Schedule will be based on the number of parents (mom and dad count as one) per class and not the number of students. Families with children concurrently enrolled in the 3s and 4s programs have the option of a buyout plan, which is only available to two families each year. Priority exists until January 1 of the previous school year and then it is on a first come, first serve basis. The Admissions Chairperson has more detailed information.

12. **Board Meeting Attendance**

When any board member has obtained his or her third absence from a mandatory board meeting, they will automatically be added to the next scheduled monthly cleanup.

13. **Comprehensive Background checks and Fingerprinting - LARA**

- 13.1. Each working parent or approved family member must complete a comprehensive background check and fingerprinting process required by LARA Licensing and Regulatory Affairs for all child care licensees, designees, child care center staff, adult household members, and volunteers with unsupervised access to children. Per licensing requirements and law changes, a comprehensive background check and fingerprinting for all volunteers with unsupervised access to children is mandated. CHUM Co-op Preschool requires that all working parents/volunteers consent to this comprehensive background check and fingerprinting. The consent form can be found on our parent portal, volunteers must schedule an appointment at www.identogo.com. More information is available at www.michigan.gov/ccb.

Fingerprint appointments must be scheduled to take place by August 15th and it is the working parents or approved family members responsibility to complete this process before starting school.

- 13.2. Working parents or approved family members whose children enroll *after* July 15th will have 30 days to complete the comprehensive background check and

CHUM CO-OP PRESCHOOL CONSTITUTION

Amended and Approved, May 2019

fingerprinting form. After 30 days, the child will not be allowed to return to school until the background check and fingerprinting process has been completed.

ARTICLE VII

Copies of the Constitution and By-Laws of CHUM Co-op Preschool shall be provided to all members.

ARTICLE VIII

These By-Laws may be amended by a two-thirds vote of those present at a meeting of CHUM Co-op Preschool, provided written copies of the proposed amendment be given to all members 10 days in advance of the meeting. There shall be no vote by proxy.

ARTICLE IX

CHUM Co-op Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

We will accept students with special needs based upon an IEP (Individualized Education Plan) through the local school district. The following will need to occur:

1. A screening tool has to be administered as determined by the school district.
2. A meeting with parent and teacher is required to determine the needs of the child.
3. A recommendation for a referral will be made to KRESA or a local agency based on the child's need to determine if additional support is needed should CHUM Co-op teacher feel that the preschool setting is not meeting the child's needs.
4. CHUM Co-op Preschool will work with the family to provide a general education preschool school setting; making reasonable accommodations as outlined in the IEP, without added cost to the school.