

**AQUIA HARBOUR PRESCHOOL, INCORPORATED
PRINCIPLES AND GUIDELINES**

AMENDED January 26, 2005
AMENDED May 22, 2007
AMENDED January 30, 2008
AMENDED August 14, 2008
AMENDED August 1, 2009
AMENDED November 19, 2009
AMENDED October 20, 2011
AMENDED February 16, 2017
AMENDED February 15, 2018
AMENDED August 24-25, 2020
AMENDED August 19, 2021

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PRINCIPLES AND GUIDELINES**

These guidelines are a supplement to the Corporation By-Laws.

1. SCHOOL TERM

The school will open the day after Labor Day and close near the end of May. Three snow days **per** class are built into the school year calendar. After 3 classes have been missed, make-up days may be scheduled after discussion with the general membership

2. CLASS SIZE

Maximum enrollment will be 18 in the four-year old classes and 15 in the three-year old classes. When maximum enrollment is reached, a waiting list will be kept. Under no circumstances will anyone be bumped from this list unless the membership application is denied.

3. REGISTRATION

Registration will take place in the first week of February for the upcoming school year. Returning families of the preschool have 1st priority. AHPOA residents & alumni have 2nd priority. Any other interested parties have 3rd priority. Once **anyone** is registered and on a roster or waiting list, they will **not** get bumped for any reason, even if a PM class is canceled due to low enrollment. The lists will be maintained by the vice-president, who is in charge of registration procedures. A \$50 registration fee (amended January 2008) per student is required and non-refundable. If placed on the waitlist, the registration fee will not be required until placement in a class.

4. FINANCIAL SUPPORT

The Aquia Harbour Preschool receives its sole financial support in the form of registration fees, tuition fees, supply fees, and fundraising efforts. Tuition is due on the first of each month and no later than the ninth. A \$25.00 late fee will be charged for any payment received from the 10th to the 15th. The late charge will increase to \$35.00 thereafter. If a check is returned for insufficient funds, a \$40.00 fee will be imposed. After the first occurrence, the member may still pay by check. After two such occurrences, however, alternate payment methods must be used, such as a cashier's check or money order. Exceptions may be determined by the Board of Directors. No deductions or partial payments may be made for illness or leave; tuition is not pro-rated. Monthly tuition for the 3's class is \$115 and for the 4's class it is \$140 (voted and passed by membership February 15, 2018).

A Money Market emergency fund is established to safeguard the operation of the school in years that enrollment tuition does not meet school operating expenses, or other such events that threaten the school's continuation. This fund shall maintain a balance of \$30,000. Any monies exceeding that amount shall be used at the discretion of the Board of Directors.

5. MULTIPLE FAMILY MEMBERS ENROLLMENT

If a member has more than one child enrolled in Aquia Harbour Preschool, Inc., that family needs only to earn the required co-op points for one child. One co-op fee will be collected per family. A registration fee and supply fee will be collected per child. The tuition rate for any additional child(ren) will be reduced by 10%. If the children are in different classes, the deduction will come off of the lower priced class.

6. TEACHING STAFF AND THEIR DUTIES

The staff is composed of an experienced teacher and a teaching assistant per class per licensing requirements. The teaching staff will be provided personal leave as follows, 3.5 days of leave will be provided to the 3's teacher, 5.5 days will be provided to the 4's teacher, and 7 days will be provided to the teaching assistant(if working a full 5 day a week schedule)(Amended August 2021). 3 days of paid bereavement will be provided for each teacher and 2 unpaid (amended August 2021).

A. DUTIES OF THE TEACHER

1. Plan and implement curriculum
2. Inform parents of child's development
3. Buy expendable materials
4. Keep the school an attractive and healthy environment
5. Plan and coordinate classroom events and programs with assistance from room parents

6. Plan and coordinate all field trips
7. Plan and coordinate 4-year old graduation

B. DUTIES OF THE TEACHING ASSISTANT

1. Assist the teacher with her plans
2. Substitute for the teacher
3. Help make instructional materials and aids
4. Help keep the school an attractive and healthy environment

7. SUBSTITUTES

A substitute will be obtained in the event a teacher or teaching assistant requests leave. When the teacher and the teaching assistant are both absent, two substitutes may take their place. A Substitute Notice Form is required to be filled out and given to the treasurer for disbursement of funds. The Board will ensure substitutes meet all requirements for employment. Substitutes may be paid a rate of \$11.00 per hour.

8. BOARD OF DIRECTORS AND THEIR DUTIES

The Board of Directors consists of six voting members. The President, Vice-President, Treasurer, Secretary, Committee Director and the Advisor who must be a past Board member. The board shall have the responsibility to administer evaluations of the Employees' performance and conduct yearly evaluations. The hiring and termination of Employees is subject to a majority vote of the board. The Board may also revise the Employee Handbook as needed.

A. DUTIES OF THE PRESIDENT

1. Makes yearly calendar
2. Handles licensing requirements for the school
3. Updates staff/board/school files
4. Sets up Licensing, Fire, Health Inspections
5. Prepares and has staff MOUs signed
6. Updates Handbooks, By-Laws and Principles and Guidelines as needed
7. Presides over General Membership Meetings
8. Presides over Board of Director Meetings
9. Presides over Board & Staff Meetings
10. Serves as liaison with the AHPOA
11. Handles staff issues
12. Writes an annual performance evaluations on the staff
13. Delegates Committee Chairs to Board, if need be
14. Writes monthly newsletters to membership
15. Obtains substitutes and fills out Substitute Notice Form for the treasurer

B. DUTIES OF THE VICE-PRESIDENT

1. Functions as President in the President's absence
2. Responds to registration inquiries and arranges tours of the preschool
3. Handles all registration responsibilities
4. Organizes August Orientation
5. Prepares paperwork for February registration
6. Oversees designated committee, if need be
7. Prepares rosters and updates as needed for board/staff/room parents
8. Maintains and updates student files throughout the year
9. Communicates to membership the status of any outstanding required paperwork
10. Updates phone recording message at the preschool
11. Attends all preschool meetings

C. DUTIES OF THE SECRETARY

1. Takes minutes of all GM Meetings, BOD Meetings and Board & Staff Meetings
2. Maintains Aquia Harbour Preschool Website
3. In charge of correspondence

4. Keeps pertinent records, articles, etc.
5. Updates all forms, By-Laws, Principle & Guidelines, Parent Handbook
6. Submits any articles to newspapers and the Aquia Harbour Newsletters
7. Oversees designated committee if need be

D. DUTIES OF THE TREASURER

1. Collects and distributes monies of the preschool and properly records all transactions.
2. Attends all preschool meetings and gives the treasurer's report
3. Completes bank reconciliations using bank data and QuickBooks
4. Sends out late tuition reminders/invoices
5. Picks up preschool mail and pays preschool's bills
6. Pays Staff twice a month using payroll software
7. Sends any tax notices to the payroll company
8. Keeps record of payroll and staff attendance
9. Prints and distributes W-2 Tax Forms associated with the Preschool before January 31st
10. Prepares summary reports
11. Prepares an Income Statement for the school year using QuickBooks
12. Prepares budget for upcoming school year based on previous figures and anticipated enrollment.
13. Arranges for taxes to be filed by our CPA after all bookkeeping is completed in June
14. Keeps Board aware of current financial situation
15. Reimburses staff/membership for funds spent on budgeted/approved items
16. Maintains all records of reimbursements/receipts/deposits
17. Insures all new assets or disposition of assets are reported for tax purposes (business personal property)

E. DUTIES OF THE COMMITTEE DIRECTOR

1. Prepares Committee Sign-ups for Orientation
2. Calls meetings with committee chairs to inform them of responsibilities
3. Assures clean-up chairs have access to the school on the scheduled day and an updated checklist
4. Replaces committee chair in the event of vacant position
5. Logs co-op points and sends out mid-year co-op point statuses
6. In charge of coordinating and overseeing Fall Fundraiser with Chair and Committee (Vendor Fair/Fall Festival)
7. In charge of coordinating and overseeing Spring Fundraiser with Chair & Committee (Fun Run/Meadows Farms)
8. Attends all preschool meetings

F. DUTIES OF THE ADVISOR

1. Help the board with past history and procedures
2. Serve as parliamentarian when necessary

9. **CHANGES TO PRINCIPLES & GUIDELINES** are at the discretion of the Board. In order to maintain a level of consistency from year to year, it is suggested that changes be honored for at least a 6-month period until the acting board has an opportunity to evaluate changes made by the prior board.

10. **COMMITTEES & ADDITIONAL POINT OPPORTUNITIES**

A. CLEANING CLOTH COMMITTEE/CHAIRPERSON

Makes sure that committee members know that their month has begun and that they keep up with laundering weekly for the duration of the month. In the event that the member cannot complete their week, the Chairperson will fill in.

B. FUNDRAISING CHAIRPERSON

Plans and implements one or more major fundraising events for the year. Schedules Spirit Nights with local businesses. Assists Committee Director with duties upon request.

C. MEMORY BOOK COMMITTEE/CHAIRPERSON

The chairperson will appoint each committee member with students and/or class events to photograph. Members are then responsible for uploading their photos into the AHPS Shutterfly account and categorizing them in the corresponding class folders for the year. The chairperson is responsible for creating the memory book no later than April 15th.

D. ROOM PARENTS

Arrange phone/text chains, post classroom party sign-up sheets, prepare the monthly snack calendar, and assist teachers with any class programs/parties/running the classroom social media page(amended August 2021).

E. WORKERS

Members who participate in any preschool event that asks for volunteers can obtain points in the following ways (if your committee is planning that event, you are not eligible to receive additional co-op points for working that event):

- A. Monthly Cleanups at preschool
- B. Work at any fundraising event by setting up, cleaning up, or as a helper
- C. Help with class parties/programs.

F. CLASSROOM HELPERS

Those who participate in the classroom experience are at the discretion of the teacher. This includes bringing a special book to read, teaching a special song and other similar activities.