

CONSTITUTION

First United Methodist Cooperative Nursery School of Ann Arbor, Michigan

Organizational Structure

First United Methodist Church Administrative Board
Church Leadership Council
Children and Family Ministry Team
Nursery Board
Teacher

I. Name

This organization shall be known as the First United Methodist Cooperative Nursery School of Ann Arbor ("FUMCN"). It shall be operated by the Nursery Board and be directly responsible to the Children and Family Ministry Team of the First United Methodist Church. It shall be licensed by the State of Michigan Department of Human Services.

II. Purpose

The purpose of the First United Methodist Cooperative Nursery School is to provide a Christian-oriented cooperative Nursery School. The Nursery School supplements the home and church school in establishing foundations for the spiritual, physical, mental, emotional, and social development of children through regular association with others their own age and maturity in an environment planned and equipped especially for them under the guidance of trained personnel. A basic principle of the cooperative nursery provides for regular parent/guardian participation in the ongoing program.

III. Administration

Section 1 - Children and Family Ministry Team

The Children and Family Ministry Team is the group charged with coordinating the total children's educational programs of the First United Methodist Church. Policies and procedures are recommended by the Nursery Board and are presented to the Children and Family Ministry Team of the Church. The Nursery Board shall have representation on the Children and Family Ministry Team, which shall set up task forces for the following purposes:

- A. Study and approve the curriculum.
- B. Approve the Nursery budget as presented by the Nursery Board or special task force.
- C. Set up a task force for recruiting a Teacher replacement when necessary.
- D. After consultation with the Nursery School Board, make the final recommendation for employment of the Teacher.
- E. See that final employment arrangements are made.

Section 2 - Nursery Board

The Nursery Board shall provide for the direct operation of the Nursery in accordance with the constitution and bylaws and report all activities and plans to the Children and Family Ministry Team.

- A. The President of the Nursery Board shall be a member of First United Methodist Church of Ann Arbor. (This requirement will be waived for one year if no suitable person is found) The President should have served on the Board previously.
- B. At least three of the Board members shall be members of the First United Methodist Church. This number includes the President.
- C. The Nursery Board shall have general responsibility for the actual operation of the Nursery in accordance with the provisions of the bylaws.
- D. The Nursery Board shall report the year's program to the Children and Family Ministry Team and recommend plans and budget for the new year.
- E. The membership of the Board shall be drawn from the participating parents/guardians with the number and the method of selection to be established in the By-laws.

Section 3 - Teacher/Director and Teachers

- A. The Teacher shall be directly responsible for the daily operation of the Nursery in accordance with the provisions of the By-Laws.
- B. As an employee of the Church the Teacher shall also insure that the Nursery School instruction be Christian-oriented.
- C. Training and experience: The Teacher shall have at least a Bachelor's Degree or equivalent combination of education and experience with the proper training in Nursery School techniques to comply with the State of Michigan and, if possible, be a member of a Protestant Church.
- D. As an employee of the First United Methodist Church, the Teacher shall be appointed by the Children and Family Ministry Team, upon recommendation of the Task force set up for that specific purpose. A written contract stating conditions of employment shall be signed by the teacher and the staff advisor and then filed in the Education Office and the Board president's file.
- E. The Teacher shall serve on a limited basis as a consultant to the phases of the church's program concerning nursery school-age children.

IV. Membership

Section 1 - Membership shall be determined as provided in the bylaws (Section I. B.).

Section 2 - Members shall enroll for not less than one full semester or the remainder of the current semester, unless the Nursery Board approves special circumstances.

Section 3 - The Membership Chairperson as prescribed in the bylaws shall process membership applications.

V. Finances

Section 1 - The budget of the operation of the Nursery shall be determined by the Nursery Board and approved by the Children and Family Ministry Team.

Section 2 - The Nursery shall be self-supporting for operational expenses. Income above the current expenses shall be reserved in savings and for capital expenditure or special projects as directed by the Board. The Board shall approve all expenditures above \$100 (total cost of item or group of items) except daily or regular operating expenses (e.g. paint, basic nourishment, insurance, etc.).

Section 3 - The amount of the Teacher's salary, social security payment, and fringe benefits shall be deposited in the church funds for payment to the Teacher.

VI. Amendments

Amendments to the Constitution and/or bylaws shall be proposed by a 2/3 vote of the members of the Nursery Board and presented to and approved by the Children and Family Ministry Team.

BY-LAWS**First United Methodist Cooperative Nursery School of
Ann Arbor, Michigan****I. MEMBERSHIP**

A. The membership shall consist of the parents, guardians, or approved substitutes of the children enrolled in the nursery.

B. Procedure for Selection of Children

1. Children who are three or four on or before Dec. 1 are eligible for enrollment in the Nursery School.
2. Exceptions are handled through the Membership Chairperson with the approval of the Nursery School Board.
3. Application for financial aid, whether partial or total, shall be filed with the Membership Chairperson and Treasurer, and reviewed in consultation with the President, Staff Advisor, and Teachers.
4. Application for membership must be made in writing on the application form and accompanied by an application fee.
5. Membership shall be open to all interested persons, with priority given in the following order to:
 - a. Children currently enrolled in the nursery school, providing they send their next year's application to the Membership Chairperson by the open house.
 - b. Children of members of the First United Methodist Church of Ann Arbor, in order of their applications, until the open house.
 - c. Children of previous members of the nursery in order of their applications by the open house.
 - d. Children whose parents/guardians are not members of the First United Methodist Church, but are currently enrolled in FUMC programs, in order of their applications, until the open house.
 - e. Other parties up to and including the open house will be accepted based upon a lottery system.
 - f. All applications received after the open house are taken in the order they are received.
6. Two places shall be reserved in each session for special needs children as indicated in the Membership Chairperson's guidelines, to be held open until the open house.
7. Cases of special needs will be referred to the Membership Committee on Special Needs, in consultation with the Teacher.

8. The number of children enrolled shall be determined by the Nursery Board and will depend upon the facilities of the nursery as approved by the State Department of Social Services.

C. Duration of Membership

1. Members shall enroll for not less than one full semester or the remainder of the current semester unless the Board has made special arrangements.
2. There shall be a trial period for each new child consisting of five sessions from date of the child's first day of school.
3. For a child continuing from the previous semester, there shall be no trial period.

D. Dismissal or Withdrawals

1. The parent/guardian may withdraw a child during or at the end of the trial period.
2. The child may be withdrawn at the end of the trial period by the request of the nursery board after consultation with the teacher.
3. The child may be withdrawn any time during the semester due to prolonged illness, moving out of town, or unsatisfactory adjustment to the nursery situation.
4. A child may be required to withdraw from the preschool at the request of the nursery board for the following reasons:
 - If the child is not socially, emotionally, or physically capable of participating in the preschool program in an effective and beneficial manner.
 - If the child poses a serious threat to the health, safety, or welfare of the other children, including, but not limited to, repeated, aggressive behavior such as hitting, biting, spitting, etc. that does not resolve through efforts involving teacher and child's parent or guardian.
 - If the admission or health form requirements have not been met as outlined in the bylaws in section I.B. and I.G.
 - If the tuition schedule has not been met as covered in the bylaws in section II.D. and II.E. of the Handbook General Information, Section C.2.
 - If the parent/guardian responsibilities are not met as outlined in Section I.F. of the bylaws.
 - If some other situation exists which, in the reasonable determination of the nursery board, makes it necessary or desirable to exclude a child from admission.
5. Any member requested to withdraw by the nursery board shall automatically have the right of appeal, provided a written request is submitted to the nursery board within five days after notification of withdrawal.
6. Refund on tuition in case of withdrawal:
 - If a member withdraws voluntarily at the end of the trial period, all tuition for the semester will be refunded except that covering the entire trial period.
 - If a member withdraws voluntarily at a time other than the trial period, and if a satisfactory substitute is obtained, the withdrawing member will be refunded tuition covering the remainder of the first semester pro-rated on a daily basis.
 - A member withdrawing voluntarily in the second half of the second semester may apply to the nursery board for consideration of a partial refund.
 - If a member is asked to withdraw by the nursery board at the end of the trial period, all tuition will be refunded (excluding deposits and application fees).

- If a member is asked to withdraw by the nursery board at some time other than the trial period, refund of tuition will be pro-rated on a daily basis (excluding deposits and application fees). Refunds will be made as soon as possible.

E. Special Needs Membership

The requirements for Special Needs students will be considered individually.

F. Obligations of Parent/guardian Members

As a co-op parent/guardian I am expected to contribute to the cooperative nature of the nursery school. This includes, but may not be limited to, the following:

1. Assist in the classroom the number of times designated at the beginning of each semester.

For the 3's this is approximately 6 times per semester.

For the 4's this is approximately 8 times per semester.

Parents/guardians of twins assist 1 1/2 times the least number of assist days.

Parents/guardians of triplets will assist 2 times the least number of assist days.

Parents/guardians who have more than one child in Nursery School are given the least number of assist days in each session.

2. Act as the emergency assist parent/guardian the number of times designated at the beginning of each semester.

For the 3's this is approximately 2 times per semester.

For the 4's this is approximately 3 times per semester.

As the emergency assist parent/guardian I understand that I am "on call."

Emergency assist parent/guardian also brings a fruit, vegetable, or dairy snack for the class to be supplemented by a grain product stored at the school.

3. Help with the maintenance of the school.

If I am a 3's parent/guardian, I will fulfill this requirement by signing up for the Spring Clean-Up workday (3 hour commitment) PLUS 1 other scheduled workday per year (2 hour commitment). If I am a 4's parent/guardian I will fulfill this requirement by signing up for the Fall Set-up workday (3 hour commitment) PLUS 1 other scheduled workday per year (2 hour commitment). If I am a young 5s parent, I will fulfill this requirement by signing up for 1 scheduled workday per year (3 hour commitment). I also understand that if I fail to show up for my scheduled workday I will contact the maintenance chair so I can be given an alternate project.

4. Donate an item or service (worth a minimum of \$50) to the Annual Auction held in fall. This is our major fund-raiser and the ONLY fund-raiser required of each and every member. This is also a major factor in keeping our tuition reasonable.

5. Fulfill my committee responsibilities. I will be assigned a committee position. I will plan to work at least one hour per week on my committee assignment. I will keep written records of my assignment, if appropriate, and submit them to the responsible Board member.

6. Fulfill my financial responsibilities. I will submit tuition payments as scheduled in the handbook. I understand that failure to do so may result in my child being withheld from school until this obligation is met.

7. Donate refreshments 2 or 3 times each year for social events or special days as scheduled.

8. **Attend parent/guardian meetings.**
9. **Accompany the children on field trips** as needed, above and beyond assist responsibilities.
10. **Parents/guardians of Special Needs children** may have a different arrangement of responsibilities. This will be determined according to the child, parent/guardian and Nursery needs.

G. Health

1. Following the health requirements set by the State of Michigan, no child may attend nursery sessions until the parent/guardian has presented to the Health Chairperson completed health forms with the specifications signed by a qualified physician.
2. Each child must be inoculated for rubella, diphtheria, mumps, whooping cough, tetanus, polio, and measles, hepatitis B and varicella unless a doctor's signed statement explains the exceptions or an immunization waiver is signed. The Board may discuss these waivers.
3. Children with colds or signs of communicable diseases must be kept at home according to the procedure set up by the Health Chairperson. The parent/guardian must notify the Health Chairperson immediately of such an exposure. In turn, the Health Chairperson must notify all parents/guardians in that nursery school session.
4. The teacher shall be the final authority in judging the health and fitness of the child.

II. FINANCES

- A. The Nursery Board with the approval of the Children's and Family Ministry Team shall set all fees.
- B. The Nursery Board Treasurer handles all incoming funds. The Financial Secretary/FUMC Business Manager handles all outgoing funds.
 1. The Financial Secretary/FUMC Business Manager shall be responsible for signing all checks.
 2. Whenever possible, the purchase of an item should be made by the committee chair responsible for that budget line item.
 3. All bills are to be paid by requisition only, which must be authorized by the chairperson responsible for that budget line item prior to purchase to insure reimbursement for that expenditure. This should then be submitted to the Financial Secretary/FUMC Business Manager as soon as possible after the bill was incurred.
 4. The board shall approve all expenditures above \$100 (total cost of item or group of items) except daily or regular operating expenses (e.g. paint, basic nourishment, insurance, etc.).
- C. **A non-refundable application fee** shall be paid at the time of application, for each application submitted.
- D. **A non-refundable deposit fee** shall be paid by April 1 to hold a child's class spot. If a child is accepted into the nursery school after April 1, the \$50 non-refundable deposit is due immediately upon notification of acceptance. The non-refundable deposit will not be pro-rated for students enrolling during the school year.
- E. Tuition
 1. Tuition will come due according to a schedule approved by the Nursery Board.

- Reminder notices will be placed in nursery school mailboxes one week prior to due date.
 - A one week grace period beyond due date will be allowed for tuition payment.
 - At the end of the grace period, members with outstanding payments will receive a mailed notice with a one-week final deadline to respond with payment or a written payment plan approved by the treasurer. This requirement must be met in order for the child to attend class beyond the final deadline.
 - Payment plan schedules will receive no further grace periods (unless arranged through the treasurer in special circumstances).
2. A child registered after the second week of the semester will have his or her tuition pro-rated on a daily basis.
 3. See By-Laws I, D.6. for refund policy in case of withdrawal

III. ADMINISTRATION

A. The Nursery Board

- I. The Nursery Board shall consist of the President, Vice-President, Secretary, Membership Chairperson, Treasurer, Financial Secretary/FUMC Business Manager, Health, Nutrition and Safety Chairperson, Maintenance Chairperson, Supply and Equipment Chairperson, Fund-Raising Chairperson, Social Chairperson, Communications Chairperson, Curriculum Chairperson, Member-at-Large, Parent Education and Orientation Coordinator, Publicity Chairperson, Young 5s Administrative Coordinator, Teachers, Staff Advisor, and Special Projects. Some of these positions may be co-chaired.
- II. Responsibilities of the Nursery Board as a whole:
 - Coordinate all Nursery functions.
 - Consider suggestions or criticisms submitted by any member of the Nursery.
 - Review and approve the program for the Nursery as presented by the Teachers.
 - Approve the annual budget to be submitted to the Children and Family Ministry Team for approval.
- III. Duties and responsibilities of the officers:
 - Officers shall attend Board meetings or send an appropriate substitute if unable to attend.
 - Officers shall be responsible for the operation of the nursery until new officers are elected and transfer has occurred.
 - Throughout the year, each officer shall keep an up-to-date detailed job description to be presented to the successors.
- IV. Board meetings:
 - Board meetings will generally be held once a month for approximately 2 hours. May elect to skip one of the summer months with Board approval.
 - Board meetings are open to the membership.
 - Voting rights at meetings are reserved for Board members. The President and Teachers do not vote.
 - Quorum for Board meetings will be two-thirds of all Board members. A decision vote will equal two-thirds of voting members present.

V. Duties of the President.

- Exercise general supervision over the affairs of the Nursery and coordinate the activities of the various officers and committees.
- Call and preside at all meetings of the Nursery Board, Membership Meetings, and Executive Committees.
- Attend the Children and Family Ministry Team meetings, or send a representative.
- Complete application for the Nursery License renewal (every other year).
- Process membership screening for criminal history, abuse and neglect.
- Make appointments as may be required, subject to the approval of the Board (i.e. assist chairperson, necessary committees).
- Assist Vice President in assigning committee jobs to the membership.
- With the assistance of the Vice-President and up to three other board members, implement the Teacher Evaluation process. With assistance from the staff advisor provide feedback to the Teachers regarding the results.
- Attend Budget meetings and any Financial Aid committee meetings.
- Be an ex-officio member of any committee when necessary.
- Confer with the Teachers as necessary about curriculum, program, and policies.
- Submit an annual report of the Nursery School year to the Children and Family Ministry Team at the end of the Nursery School year.
- Confer with Teachers and decide when school should be canceled for dangerous weather conditions. Activate the phone chain.
- Coordinate with Secretary to ensure that handbook revisions are up to date.
- Renew Teacher contracts.
- Act as liaison in the event of an accident at nursery school.
- Approve and oversee the team-building budget.

VI. Duties of the Vice President:

- Work in a collegial manner with the President in any areas he/she deems necessary or helpful. Be apprised of the President's job description and duties.
- Make assignment of committee jobs with assistance of President.
- Assume the duties of the President during any absence.
- Assume the duties of the President if the office falls vacant before the end of the term of the office and until a new President can be elected.
- When requested by the Teacher, arrange for a substitute Teacher and for payment by the Financial Secretary/FUMC Business Manager. Keep accurate records of Teacher's time off and report to Church Business Manager.
- Assist the President with the implementation of the Teacher Evaluation process.
- Coordinate with Secretary to ensure that handbook revisions are up to date.
- Be responsible for the member evaluations-distribution, collection of data, and reporting of results to the Board and membership.
- Ensure that the "Sub Box" is appropriately stocked and ready to be used on short notice. Ensure that Sub Box materials are rotated or renewed on a regular basis.
- Serve as a member of the Executive Committee and the Bylaws Committee.

VII. The Secretary shall:

- Take attendance and write the minutes of all Board meetings.
- Post minutes of the Board meetings for the membership to read, distribute minutes to board members prior to next board meeting, and file a copy in the church education office with Staff advisor.
- Keep all records and business correspondence other than financial matters.
- Provide the Newsletter Editor with Board meeting highlights for inclusion in the Newsletter.
- Note handbook revisions or updates that occur throughout the year. Be responsible for issuing revisions/updates to co-op members as needed.
- Be responsible for publishing revised/updated handbook in time for the May Welcome Night.
- Pass Master Copy of handbook to incoming Secretary.

VIII. Duties of the Membership Chairperson: The Membership Chairpersons Position shall be a 2-year position shared by a 3 year old class parent/guardian and a 4 year old class parent/guardian with turnover of duties to assure continuity from the beginning of the application process through the start of a new school year. Both shall have general Board voting rights. The 4-year-old class parent/guardian shall have voting rights for the Executive Committee. The 2 Chairpersons cooperatively shall:

- Handle all applications and new member forms for enrolling in the nursery school
- Contact present members of the 3-year-old session before April 1 about their intention to return the following year.
- With church office support, contact FUMC parents/guardians of 2 and 3-year-old children, and parents/guardians children in the FUM-Kids program, informing them about the nursery school before April 1.
- Inform applicants of their acceptance, waitlist status or non-acceptance.
- Work with the Health Chairperson, Class Representatives, and Teachers in acquainting new members with rules and policies of the nursery.
- Keep the Board members updated on all membership changes.
- Collect application and deposit fees and turn over to Treasurer.
- Make a complete list for each class each semester, and update as necessary.
- Keep up past membership file.
- Work with the President, Treasurer, and Staff Advisor in handling all applications for financial aid and in obtaining financial aid funds.
- Advertise & coordinate an open house in the early spring for recruitment of new members.
- Work with Member at Large and the class representatives to share conducting tours of nursery school for interested, prospective members.
- Aid in the selection of special need families in consultation with Teachers according to Membership Chairperson's guidelines.
- Coordinate with Young 5s membership coordinator to handle inquiries about the program.
- Include 5s in Open House publicity.
- Include 5s page in Google spreadsheet.

IX. A Treasurer and Financial Secretary/FUMC Business Manager shall handle the finances of the school.

A. The Treasurer shall:

- Make deposits and handle nursery school funds.
- Collect tuition and notify any members of late, unpaid tuition payments.
- Process financial aid applications and awards in coordination with Membership Chair.
- Present monthly reports to the Nursery Board in conjunction with Financial Secretary/FUMC Business manager.
- Responsible for collection of funds at Auction.
- Responsible for requesting funds to cover Financial Aid applicants' tuition.
- Work with the Financial Secretary/FUMC Business Manager to prepare the budget and be part of the Budget Committee.
- Meet with 5s representatives to coordinate budget and fundraising.

B. The Financial Secretary/FUMC Business Manager shall:

- Write all checks.
- Record all transactions and balance in the church ledger system.
- Produce monthly reports for the Nursery Board.
- Act as a substitute for Treasurer at monthly Board meetings if Treasurer is unable to attend.
- Balance the checkbook.
- Receive copies of bank statements and reconcile with incoming funds and reports prepared by the Financial Secretary/FUMC Business Manager.
- Chair the Budget Committee, which will consist of the Treasurer, Financial Secretary, President, Vice President, Supply and Equipment, Curriculum, Maintenance chairperson, and Staff Advisor to prepare the budget for the following year.
- Keep track of substitute Teacher expenses.
- Arrange for an annual, internal audit and external audit with FUMC every five years.
- Require President or President's designee signature on all checks written in the amount exceeding \$1000.

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X. The Health, Nutrition, and Safety Chairperson shall:

- Ensure that the preschool follows State of Michigan safety regulations with support from teacher and nursery board.
- Distribute registration folders to all members. Collect forms as completed and channel to appropriate Board members.
- Prepare the children's health and emergency forms before the start of school. Make sure no child or parent/guardian attends without these. Bring doctor's statements and/or immunization waivers to the Board's attention when necessary.
- Prepare emergency supply kit for school classrooms and field trip packets for each class.

- Make a list of any allergy or health condition of individual children that may affect their participation in the program, and post this list for assist parents/guardians to see. Include allergy list in Fieldtrip tote bags along with a set of emergency cards. Keep Teachers and members informed of this information.
- Keep the emergency file up to date.
- Inform parents/guardians of exposure to communicable disease. Report to Health Department in accordance with their guidelines.
- Complete and submit the immunization record form for the nursery school to the Health department.
- Work with the Membership Chairperson, Class Reps, and the Teachers in acquainting new members with health and safety policies of the nursery school. This includes conducting fire drills seasonally according to State guidelines.
- Arrange audio and visual screening with the Washtenaw County Health Department.
- Prepare orientation folders for the following year. Return Health Appraisal forms to outgoing members if requested.
- Work with the snack parent to assess the incoming food allergies and edit the currently defined snack list to accommodate class allergies. Lead snack parent to use snack list to purchase non-perishable snack in bulk and within budget for all four FUMCN classes. Communicate the responsibility of the emergency assist parent to purchase appropriate perishable snacks. Work with teacher to ensure fire/emergency drills are conducted each season.
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XI. The Maintenance Chairperson shall:

- Organize and supervise workdays at the beginning and end of the year.
- Organize and supervise monthly clean ups.
- Work with the Teachers on maintenance needs and problems as they arise.
- Evaluate maintenance committee positions to ensure facilities are maintained in most efficient manner, making necessary additions and deletions in committee structure and responsibility.
- Work closely with assigned committee members for the following:
 - A Room
 - Paint and Easel
 - Sewing Repair and Home Jobs
 - Playhouse
 - B Room
 - Q Room
 - Bathrooms & Laundry
 - Outside
 - Art shelves and display
- Assign alternate projects to families who are unable to attend work days

XII. The Supply and Equipment Chairperson shall:

- Be in charge of procurement of all supplies used by the Nursery (teaching, photo supplies, maintenance, etc.).
- Send all receipts and accompanying requisition forms to the Financial Secretary/FUMC Business Manager, and make a copy for supply records.
- Keep track of all expenditures for equipment and supply, watching to see that the total budgeted amount is not exceeded.
- Check catalogues and any other available resources for purchase of new equipment.
- Recommend to the Nursery Board any purchase of equipment for use by the nursery and secure this purchase upon Board approval.
- Keep a notebook of helpful suggestions as to brands of merchandise purchased or places where items are cheaper.
- Complete a year-end inventory of supplies and equipment for the following year's committee.
- Work closely with assigned committee members:
 - Creative suitcases
 - Play dough
 - Pet Care
 - Texture Table

XIII. The Fund-Raising Chairperson shall:

- Plan and develop fund-raising projects for the school year with the goal of producing income that is at least equal to the fund-raising income specified in the annual proposed FUMCN budget.
- Submit plan of fund-raising projects for the school year to the Nursery Board for approval. The plan should be submitted to the Board within the first 2 to 3 months of the school year and shared with membership.
- Keep the Board informed throughout the year of any changes to the plan, and of the progress made toward reaching fund-raising activities.
- Exercise general supervision over all fund-raising activities.
- Keep membership informed of progress toward reaching desired fund-raising goal.

XIV. The Social Chairperson shall:

- Supervise the activities of the Social/Special Day Committee.
- Arrange refreshments for all nursery school events.
- Arrange with committee members for set-up and clean up of refreshment tables.
- Purchase beverage and other supplies as needed for nursery functions.
- Initiate social get-togethers for parents when appropriate or suggested by the Nursery Board.
- Collaborate with and support Curriculum and Fundraising committees for all-school events.
- Help supervise the FUMCN Family Care Program to assist FUMCN families in need. Work with the Social Committee, Member-At-Large, and Class Representatives to identify and match families in need with volunteer families who are willing to help.

XV. The Communications Chair shall:

- Supervise support committee for publicity, newsletter, photo processing, DVD production and website to ensure appropriate communication to public and membership of nursery school events.
- Establish (in conjunction with church staff) a newsletter deadline and distribution schedule at the beginning of each semester. This schedule shall be posted on the hallway bulletin board and copies distributed to each Board member.
- Publicize monthly newsletter deadlines by posting a reminder the week of the deadline and encourage all members of the nursery to submit information for the newsletter.
- Edit materials submitted as needed, and oversee the production and distribution of the newsletter each month.
- Coordinate publicity of major events with appropriate Board Member (e.g. Membership for Open House).
- Supervise maintenance of website to ensure current information is maintained and updated.
- Maintain a file of newsletters produced during the current school year and upload to website.

XVI. Curriculum Chairperson shall:

- With the leadership of the Teachers, plan for the use of family and community resources to provide a rich learning environment.
- Supervise the curriculum team.
- Coordinate and chair monthly curriculum team meetings.
- Write monthly newsletter article explaining the upcoming units, activities and needs; inform parents/guardians of field trips and special projects.
- Keep parent/guardian resource file up to date.
- Attend monthly Board meetings. Seek Board approval for new field trips.

XVIII. Member-at-Large/Scheduling Chairperson shall:

- Organize all fall child-teacher conferences, split session attendance schedules, assist sign-up sessions, and parent/guardian-teacher conferences for first semester.
- Help the Class Representatives coordinate gifts for the Teacher on the following occasions: Christmas, the Teacher's birthday, and National Teacher Appreciation Day.
- Schedule and supervise signing-up procedures for 2nd semester conferences and any other parent/guardian-teacher conferences during the year.
- Supervise the Assist Schedule Committee. Be responsible for the allocation and establishment of assist and emergency assist assignments in cooperation with the other committee members. Be their resource person whenever problems arise with assist schedules.
- Activate the phone chain upon notification from the President.
- Schedule 2nd semester assist sign-up.
- Coordinate school tours for prospective members when requested by the Membership Chair. Assist with orientation of new members during the school year.

- Represent the membership at monthly Board meetings. Work closely with the class representatives to elicit views of members concerning any and all aspects of our program.
- Participate in teacher evaluation process with input from class representatives.
- Help supervise the FUMCN Family Care program to assist FUMCN families in need. Work with the Social Chair and Committee, and Class Representatives to identify and match families in need with volunteer families who are willing to help.
- Support the Class Representatives as they work with the teacher to deal with members who are habitually late for their assist days.
- Supervise the Sibling Care Coordinator.

XVII. The Parent Education Coordinator shall:

- Prepare and send out Parent/guardian Orientation Packet in August
- Coordinate and implement the FUMCN Orientation night
- Work with Membership chair, and Health chair, and Class Representatives to orient new families who join FUMCN after FUMCN Orientation Night.
- Plan and implement Kindergarten Readiness Night
- Plan and implement other appropriate education programs throughout the school year and survey membership for program ideas.
- Provide the Communications Chair with parent/guardian education resources and program information for the monthly FUMCN newsletters.

XVII.. The Executive Committee

The Executive Committee shall be composed of the President, Vice President, Membership Chairperson, Treasurer, Teacher, and Staff Advisor. This committee shall be empowered to act for the Nursery Board when there is insufficient time to call a full meeting. Five out of six members must be contacted.

XVIII. Special Projects Coordinator shall: **(if applicable)**

- A. Spearhead new ideas that develop out of the board retreat with the help of general membership and/or board members.
- B. Plan and implement new programs or ideas developed by the board.
- C. Work with other board members and their committees to aid implementation.
- D. Recognize special efforts within the co-op by giving small gifts of recognition to members who go above and beyond the call of duty.

XIX. . Publicity Chairperson shall

- Work closely with other Board members including: Fundraising, Membership, Parent Education, Communications, and FUMCN 5s Coordinator
- Handle external publicity of the preschool through the media.

- Procure advertising and publicity for annual auction, open houses and parent education events in coordination with appropriate Chair leader.
- Maintain and update yearly the FUMCN alumni database (on Excel) and print labels from database when required.
- Design and/or update applications, flyers, announcements, invitations and informational brochures. Handle the copying and distribution of these items.
- Relate important publicity issues to the Webmaster so that website stays current. Possibly publish and maintain a FUMCN blog.
- Research and make use of free advertising opportunities. This may include: coordinating FUMCN members to distribute and hang flyers around town, use of Craigslist, Mlive, Arborweb, advertisement in Church Bulletins, etc...
- Research and make decisions (with help from the Board) on how to use publicity funds. This may include: advertisement in the Ann Arbor Observer, Ann Arbor Community Press, First Steps Newsletter, People's Coop Newsletter, and local radio, etc...
- Research and implement appropriate permanent and non-permanent signage and banners that promote FUMCN.
- Create a marketing plan for FUMCN that possibly includes: publicity from Ann Arbor News, NPR, Ann Arbor Art Fair, Main Street and State Street Associations, etc...
- Schedule and present information about FUMCN to relevant community groups which may include: MOPS, Mother's and More, Ann Arbor Mom's Club, other preschools or coops (for FUMCN 5s program), etc...
- Track all expenditures, which shall be taken from the "Publicity" line item in the yearly budget

Manage and direct "publicity support" position from general membership

XX. Young 5s Administrative Coordinator

*The coordinator will serve as a liaison between the FUMCN board and the Young Fives class:

- work with publicity (brochure, applications, website).
- work with fundraising (FUMCN Auction and other optional activities).
- help membership with spring Open House.

*The coordinator would handle these jobs separately (with input from the board):

- collect application forms and fees; pass on checks to treasurer.
- collect health forms.
- create and organize orientation forms.

*The coordinator will attend monthly board meetings.

IV. DUTIES OF THE TEACHER/DIRECTOR

A. Daily Program

- Plan the daily schedule and curriculum for the school within the overt philosophy of the Church School, coordinating this with the Curriculum Committee and Nursery Board, and subject to the approval of the Children and Family Ministry Team.
- Carry out this program with the help of assisting parents/guardians and substitute teachers.
- Be in charge while the school is in session and be the final authority in matters pertaining to discipline of the children.
- Supervise and train the assisting parents/guardians.

B. Parent/guardian-Teacher Relationships

- Hold an initial interview with the child and parent/guardian prior to the beginning of the nursery school.
- If desired by parent/guardian and/or teacher, hold a conference with the parent/guardian after the child has been enrolled in the school for some time.
- Discuss with the parents/guardians any questions or concerns about the individual child or the daily program. This is to be done outside of school hours when the teacher is not in charge of the children.
- Schedule a conference with each parent/guardian sometime during the school year, with an optional conference after the second semester.

C. Meetings and Advice

- Report to the Nursery Board of activities
- Recommend purchases of supplies and equipment to the Supply and Equipment Chairperson.
- Be present at all parent/guardian meetings.
- Be a member of the Nursery Board and attend, upon request, the Children and Family Ministry Team.

D. Evaluation

- The teacher shall, upon request, present to the Children and Family Ministry Team a summary and evaluation of the year at the close of the second semester.

E. Provisions for employment are found in the Constitution in Part III, Sections 3.

- The director will continue to update their knowledge by means of professional development seminars, meetings, conferences, etc. FUMCN requires directors to attend at least one professional development activity per semester. Directors are to report back to the FUMCN Board after each program attended and share new knowledge gained. FUMCN will reimburse directors entrance and materials fees for these programs within an assigned budget.

F. Directors will review safety procedures for fire, tornado, and emergency at least three times a year. The directors will go over this information as sited in the FUMCN handbook at orientation, fall and spring coffees. The directors will also remind parents/guardians on a regular basis that the emergency procedures and evacuation plans are posted in each of the classrooms. The directors will implement a fire drill during each of the seasons school is in session, as well as at least one tornado drill in the spring.

VI. Duties of the Assistant Teacher

- Work under the supervision of the lead teacher
- Assist and redirect children during circle and free play times
- Assist lead teacher in creating and planning curriculum
- Assist with preparation of daily activities
- Assist in teaching assist parents their duties
- Assist in the assessment of individual skills of the children
- Be the substitute for lead teacher when she is not there
- Attend board meetings as needed
- Assist in any other situations as needed

VII. PROCEEDINGS - Selection of Board Members**A. Eligibility**

1. At least three of the Board Members shall be members of the First United Methodist Church, with at least four being non-members.
2. The President shall be a member of the First United Methodist Church. (This By-Law may be waived for one year if no suitable person is available.)
3. When possible, the Treasurer shall have previous Board experience and serve as an ex-officio advisor the following year.
4. The Board should, if possible, be divided between parents/guardians of three and four year olds.
5. In order to provide for continuity, it is recommended, if possible, that two members carry over to the next year's Board.
6. When possible, the two Membership Chairpersons shall consist of one 3's parent/guardian and one 4's parent/guardian.
7. When possible, the two Maintenance Chairpersons shall consist of one 3's parent/guardian and one 4's parent/guardian with one person having previous Maintenance experience.

B. Method of Selection

1. Parents/guardians of incoming 4 year olds will be surveyed second semester to ascertain their interest in a Board position. They will also be asked to nominate others they feel would be qualified and interested.
2. Parents/guardians of incoming 3's will be asked their interest in a Board position when applying.
3. The President will appoint a Nominating Committee to meet between the February and April Board meetings.
4. The Staff Advisor and/or President is in charge of the Nominations Meeting and will get approval from nominees. (The Nominating Committee will try to get a balance of Board members from the 3's and 4's.)
5. The Board will vote on the nominees at the April Board meeting.