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INTRODUCTION

Shining Star Preschool, Inc. is a part time preschool serving the residents of Westlake and neighboring communities. As a part time preschool, parents are not required to spend a day at school helping the teachers. Instead, parents occasionally assist in day-to-day activities; such as snack day, field trips and special events. You will find the experience to be rewarding for both you and your child.

Our objectives focus on the development of individual personalities, self-reliance, social adjustment and preparation for school experiences through social, physical, intellectual and emotional activities. Our staff consists of one certified teacher and one certified teacher’s aide for each class and a Director.

Throughout this handbook you will be informed of the aspects of our school. We are here because of the vision and hard work of previous parents, who were united in the belief that their children would benefit from a preschool of this type. Each succeeding group of parents attempted to continue the tradition of making this a better school for their children. Therefore, it is hoped that each new mother and father will be ready and willing to share his or her special talents for the betterment of Shining Star Preschool, Inc.

# BUSINESS ARRANGEMENTS/FEE SCHEDULE

**Registration Fee-** A $40 fee is charged and must be paid at the time of registration. In addition, the agreement form must be completed and given to the Director with the fee. The fee covers our school accident policy and other processing costs and is not refundable unless class is canceled due to lack of enrollment. Minimum class enrollment must be met or class may be canceled.

# Tuition- The September Tuition, Child Enrollment and Health Information, Medical Form, and Fundraiser Option forms are due on or before the first parents’ meeting or your child first day of school. Thereafter, tuition is due the first of every month for a total of nine months. A $2 per day late fee will be charged for tuition received after the 10th of the month. A $20 fee is charged for any returned check. Any accounts 30 days past due will be referred to a collection agency. You may pay in advance several months, or for the year. The parents are responsible for any penalties incurred due to insufficient funds.

# Refunds- No refund will be given for absences, vacation periods, emergency school closing, or early withdrawals. No withdrawals are recognized until the Director receives notification.

PLEASE REMEMBER THAT THIS IS A NON-PROFIT ORGANIZATION AND IS DEPENDENT UPON THE MEMBERS FULLFILLING THEIR OBLIGATIONS. WE OFFER ALL PARENTS AN OPPORTUNITY TO BE INVOLVED AND TO PARTICIPATE IN THE DAILY ACTIVITIES OF THE SCHOOL. HOWEVER, LACK OF PARTICIPATION MAY RESULT IN CANCELLATION OF SPECIAL EVENTS.

(1)

**SESSION TUITION ENROLLMENT/STAFF**

2-year old class $60/month 5 Minimum/10 maximum

Friday 1 Teacher/1Teacher’s Aide

9:00-11:30 a.m.

3 year old class $105/month 12 Minimum/18 Maximum

Tuesday/Thursday 1 Teacher/1Teacher’s Aide

9:00-11:30 a.m.

4-year old class $136/month 12 Minimum/18 Maximum

Monday/Wednesday/Friday 1 Teacher/1 Teacher’s Aide

9:00-11:30 a.m.

Pre-k class $175/month 12 Minimum/18 Maximum

Monday/Tuesday/Wednesday/Thursday 1Teacher/1Teacher’s Aide

9:00-11:30 a.m. or 12:00-2:30 p.m.

Pre-k Enrichment $30/month 1 Teacher

Friday

9:00-11:30 a.m.

There is a $10 discount applied to the total monthly tuition for a family with more than one child enrolled in the preschool.

# CHILDREN’S MEDICAL AND ENROLLMENT RECORDS

Your child must be 2, 3, 4 or 5 years old by September 30th of the current year. Exceptions shall be reviewed and determined by the Director and Teachers. Each child must have a medical examination prior to entering school. The school provides medical forms and the date of exam should be no earlier that June 1st of the enrollment year. A medical plan must be completed and submitted to the Director for any child with an allergy or chronic illness. All enrollment and medical forms must be completed and submitted to the Director by the first parents’ meeting, or the child **CANNOT** begin classes.

All children are accepted on a trial basis. After a six-week period, the Director will review any concerns or recommendations instituted by the teachers. Any time during the school year, the teachers may make a recommendation to the Director as to the removal of a child from the classroom.

# PARENTAL DUTIES: *Parental Participation In The Following Areas Is Mandatory*

Our school is a part time preschool. We do not require parents to come to school and help teach, as we have a very qualified teaching staff. For the preschool to work, every parent needs to be responsible for doing his or her part in volunteering. As a benefit of your involvement, your child will learn that school is important by observing your attitude, interest and participation.

# PARENTS MEETING

A general information meeting is held the 4th Monday of August. The meeting is about 1 hour. This is a time to meet the directors, teachers, and other parents, as well as tour the school. You will also receive important information about the upcoming school year. Policies and procedures are explained and questions answered. **September Tuition, Child Enrollment and Health Information, Medical Statement, and Fundraiser Options** forms will be collected. In order for your child to attend the first day of school, all information must be complete and on file. Parents are responsible for supervising their own children if they bring them.

(2)

# SPECIAL EVENTS

Halloween, Thanksgiving, Winter Holiday Party, Valentine’s Day, Dad’s Day, Spring Holiday Party, Mom’s Day, Graduation and End of Year School Picnic are celebrated at school. You will be informed of these events in advance. Parents are expected to provide a holiday treat for at least one special event.

# FUND-RAISERS

Children benefit through special equipment, new and innovative programs as well as quality teaching. As the tuition only covers the facility rental and teaching staff, the special “extras” are possible only with successful fund-raising. **PARTICIPATION IN FUND-RAISERS IS MANDATORY!!!**

# SNACK DAY

Shining Star Preschool will be providing healthy snacks for the children. We will keep our snacks as nutritious as possible.

**ALLERGIES-** Parents of students with food allergies may bring in an alternate snack to have on hand.

(3)

# FIELD TRIPS

We do go on a few field trips, and they are usually close-by. We need several volunteer drivers for every field trip since **SEAT BELTS ARE MANDATORY. A FIELD TRIP WILL BE CANCELED IF WE DO NOT HAVE ENOUGH DRIVERS. SIBLINGS MAY NOT ATTEND FIELD TRIPS** because the school cannot be responsible for a child that is not enrolled in the school.

A sign-up sheet for volunteer drivers will be posted on the bulletin board about a week prior to the scheduled trip, so please sign up as soon as possible. We like to rotate drivers so that everyone gets a chance to participate. Parents are allowed to drive on three field trips per calendar year. If you should choose to drive on more than three trips per calendar year, your vehicle would need to be inspected at a local service station. A form would need to be completed by the mechanic and kept on file at the school.

The school’s insurance company requires that all drivers provide us with a copy of car insurance proving liability coverage, as well as a copy of a valid driver’s license. This information **MUST** be on file, in order for a parent to drive on a field trip. Copies of driver’s license and insurance card can be made at the school.

Parents will be required to sign a permission slip for their child to go on the field trip, and **CAR SEATS ARE MANDATORY FOR ALL 3YEAR OLDS, AND 4 OR 5 YEAR OLDS WEIGHING UNDER 40 POUNDS.** Our 2-year old class does not participate in field trips.

Here are some other things to keep in mind regarding field trips:

* A person trained in first-aid and first-aid box shall be available on the trip, which meets the requirements of Rule 5101.2-12-33 of code.
* Child Enrollment and Health Information and Medical Statement forms are take on all outings.
* Smoking is not permitted in the vehicle transporting children or at the field trip site.
* Students are placed in groups and each driver will be given a list of the children in their group.
* Each driver is responsible for his or her group from the moment we leave the school until we return.
* Our concern for these children shall be no different than if they were **OUR OWN**.
* Children must wear their nametag. It will have the school’s name, address and phone number on it.
* Make sure that seat belts are worn and car seats are used correctly.
* Do not allow children to run in the parking lots. **WALK WITH THEM AT ALL TIMES.**
* The group must stay with the staff members and volunteer drivers at all times. Staff is responsible for care, custody and control of students except for transportation to and from site.
* It is your responsibility to see that each child in your group behaves in a reasonable manner. This applies to conduct in the car and at the trip’s destination.
* Count heads when children enter or exit you vehicle, as well as at the field trip site.
* Most important after returning to school, **WALK CHILDREN INTO THE BUILDING,** report to the teacher and turn in all nametags.
* No one, for any reason is to be left in the car, on the grass, or in the parking lot unattended.

**REMEMBER, JUST A FEW PRECAUTIONS WILL KEEP OUR CHILDERN 100% SAFE**

(4)

# YOUR CHILD IN PRESCHOOL

**SCHOOL SUPPLIES (Bring in the First Week of School)**

School supply lists will be provided for each student at the August parent meeting.

# SCHOOL CALENDAR/SCHOOL DELAY/CANCELATION POLICY

Our school calendar conforms, for the most part, to that of the North Olmsted Public School System, including holidays and school closing due to inclement weather. Your Director will notify Channel 5 in the event of a school closing outside of inclement weather. You will receive a yearly and monthly calendar, which outlines important dates and specific events for each class.

# SCHOOL CLOTHING

Play clothes are the rule of the day at Preschool. For safety’s sake, non-skid shoes, preferably sneakers must be worn at all times. Please save long skirts or dresses for special occasions. Coats, hats, sweaters and boots should be labeled to avoid loss. As the parents of your child, you are aware of their capabilities as far as dressing themselves. Many children at this age are unable to refasten overall straps and belts. Please do not have them wear them if this is a problem. Each child needs to have a book bag, which they are to bring to school each day. The bag needs to be clearly labeled. Important notices and schoolwork are sent home on a daily basis.

# BIRTHDAYS

For birthday celebrations, it is optional to bring in a small treat or favor to send home with each child. Please keep treats age appropriate. Avoid small objects and balloons. In lieu of a treat, you may donate a book to the school. The child’s name will be written inside the cover. Summer birthdays can be celebrated sometime during the school year. Please notify the teacher two weeks in advance. Outside Birthday parties are to remain outside the school. Invitations will not be passed out through the school. If you intend to have a birthday celebration, please use the mail or call those who will be involved. It is unfair for the children who are left out.

# CUSTODY AGREEMENT PROCEDURES

Please make sure that we have the latest copies of any custody and/or divorce papers that speak to school issues such as who can pick a child up, who gets sent school communications, who we can contact in case of emergency, and the like.

# TRANSPORTATION/RELEASE OF CHILD

When bringing children to school please park your car cautiously. Escort all children into the school. At dismissal, your child will be escorted to your car. Please remain in your car during curb pick-up, do not enter the school. Our number one concern is the safety of your child. We cannot have parents, students, and siblings walking in and out of the school during curb pick-up. If you need to pick-up your child early, please inform the teacher and special arrangements will be made. The door to the school will be opened approximately 5 minutes before the start of class and will be locked once all students have entered the school.

Be prompt in picking up your child. If you have car trouble or will be late, please notify the teachers, by phone at (440) 871-2711. The children become apprehensive when drivers are not on time. If there is a change in the day’s pick-up driver, the teachers must be notified. A child will **NEVER** be released to any person other than the parent or guardian without a written not in advance. Said note is to be given to the teacher in advance by the parent or guardian. Persons who will be car-pooling need to have their notes turned in before the car-pooling begins. At the time the child is picked up, the person picking up the child will be asked specific information which will be listed on the note from the parent or guardian. If you are consistently tardy in picking up your child from school, you will be sent a letter of warning. If the problem continues, a late fee of $2 per 5 minutes will be charged.

(5)

# VOLUNTEERING

All up coming events and volunteer sign-up sheets will be posted on the bulletin board located above the coat rack. The bulletin board is a very important source of information. Please check the board daily, when escorting you child into school.

# PARENT VISITATION

So as not to interfere with classroom routine, an appointment is advisable. Parents are always welcome, but please let your presence be known to the teacher. It is recommended that other arrangements be made for siblings. If a sibling is brought, the parent and sibling may only observe in the classroom. The sibling must remain under parent guidance at all times (within sight and hearing). The parent and sibling are not permitted to participate in any school activity (e.g. snack, story time, etc.). If the parent is helping in the classroom siblings may not be brought into the classroom. The teacher and teacher-aide and the school will not be held responsible for any child that is not enrolled in the school.

# PARENT-TEACHER CONFERENCES/PROGRESS REPORTS

To help facilitate a better program, the 4 year old class and Pre K classes will send home progress reports twice a year. Conferences are also available upon parent or teacher request. This is meant to help parents understand how their child has grown and progressed in school.

# BEHAVIOR MANAGEMENT POLICY

Specifications of Rule 5101: 2-12-22 applies to all employees of center. The philosophy of our school is to provide a warm, home-like atmosphere for all children. The staff shall also provide the love and consultation necessary for a happy, well-adjusted child. A most important phase of a child’s educational development is that of learning proper behavior, cooperation, respect and self-discipline. The Director and Teacher establish classroom management and rules for creating an age-appropriate positive learning environment. Expected behaviors are clearly communicated to the children and parents. In the event a discipline problem does arise, the staff will:

1. Evaluate the situation
2. Encourage child to resolve conflict with peer on their own
3. Talk to the child and redirect his/her energies and activities elsewhere
4. If the problem continues we will use the “time out” method. The child will be separated from the group for not longer than 5 minutes with supervision and re-introduced to group.
5. In the case where the problem is still evident, the parent will be contacted.
6. No corporal punishment will be used at any time.
7. Anytime during the year the teachers may make a recommendation to the Director as to the removal of a child from the classroom

**SEVERE CLAUSE:** Hitting, kicking, biting, pinching, fighting, and swearing result in immediate class removal and call to parent.

# REWARDS

Encouragement and positive feedback is a very important part of a child’s school experience. All students will have the opportunity to receive rewards through praise, calls to parents, stickers, stamps, awards, certificates, and special treats and activities.

# SPECIAL NOTE

At any time, please feel free to contact the teachers or the Director with any questions, concerns, or special needs about your child. Please do not call the teachers while school is in session except for last minute transportation changes, emergencies, or absences. Please do not call the teachers at their homes. You may call them at school between 8:30 and 9:00 a.m. and 11:45 and 12:15 p.m. at (440) 871-2711.

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# SAFETY EMERGENCY AND ACCIDENT POLICIES

In case of emergency and/or accident, the school’s policy is a related to 5101: 2-12-34 of the Administrative Code.

1. The teacher and aide in charge shall be responsible for safety. In the event of a staff absence, a qualified substitute would replace them.
2. Parents are responsible for bringing each member of their carpool safely into the classroom. Attendance is taken upon arrival and dismissal of students so that the teachers are aware of each child’s presence in school. When school is over, parent’s return to pick up children and the child will be escorted to the car. A child cannot be released to anyone other than the parent/guardian unless a written note is sent in advance and identification may be required.
3. No child shall ever be left alone or unsupervised.
4. The school has a Medical, Dental and General Emergency Plan posted in each classroom, which explains action to be taken, staff responsibilities, and evacuation routes due to environmental situations, threats of violence, natural disasters, and loss of power, heat or water. The school schedules monthly fire drills, which will be recorded and kept on file for review. The school has established an evacuation site at Porter Public Library located at 24350 Center Ridge Rd., Westlake, OH 44145 phone (440) 871-2600 should the need arise to leave the premises. The staff will remain with the students and contact trained emergency personnel for specific instructions should an emergency situation arise. The children are also made aware of these plans.
5. The school maintains an accessible telephone in our classroom.
6. Please look on Channel 5 or Shining Star Preschool closing due to bad weather.
7. All staff members and parents should be aware of the school’s safety policy.
8. All school equipment has been selected with safety in mind. First aid supplies are readily available in a clean and clearly marked unlocked container and kept out of reach of the children.
9. In the event that a child needs emergency transportation, an arrangement has been made with Westlake Rescue Squad to provide emergency transportation. If a child is transported for emergency treatment, the child’s health and medial records shall accompany the child. A staff member will stay with the child until the parent or guardian assumes responsibility for the child’s care.
10. A written medical emergency authorization form from the parent for each child stating parent’s work address and telephone number, child’s name, address and home telephone number is on file. We use the form supplied by the State regarding medical transportation authorization.
11. In the event parents refuse to grant consent, it is the school’s policy that the school will not be held responsible.
12. If a child is in need of medical assistance while away from the school, the school has obtained a consent form from the parent to seek medical treatment for the child. The child’s records, as required by 5101: 2-2-37 of the Code shall be taken to the source of medical assistance.
13. An incident/injury report shall be completed by the staff member in charge of the child when the following occur: an illness, accident or injury which requires first aid treatment, a bump or blow to the head, emergency transporting, or an unusual or unexpected event which jeopardizes the safety of children. The complete report shall be given on the day of the incident/injury to the parent, guardian or person picking up the child and a copy will remain at the school. In situations requiring emergency transportation, the incident/injury report shall be available at the school for the parent or guardian within at least twenty-four hours following the incident/injury. The licensing office will be notified within twenty-four hours in the event of a serious or life threatening incident/injury.
14. Use of spray aerosols shall be prohibited when children are in attendance at the school.
15. A teacher or aide shall immediately notify local public children services if it is suspected that a child has been abused or neglected.

(7)

# MANAGEMENT OF ILLNESS

If your child is going to be absent, please call the school at (440) 871-2711 after 8:30 a.m. or 11:45 a.m.

1. A staff member with current valid training in the management of communicable disease according to rule 5101: 2-12-27 of the Administrative Code shall observe each child daily upon arrival at the center
2. The center shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs and symptoms of illness.
3. Symptoms observed which require isolation and immediate discharge: a child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian.
	1. temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness
	2. diarrhea (three or more abnormally loose stools within a twenty-four hour period)
	3. severe coughing, causing the child to become red or blue in the face or to make a whooping sound
	4. difficult or rapid breathing
	5. yellowish skin or eyes
	6. redness of the eye, obvious discharge, matted eyelashes, burning itching
	7. untreated infected skin patches, unusual spots or rashes
	8. unusually dark urine and/or gray or white stool
	9. stiff neck with an elevated temperature
	10. evidence of untreated lice, scabies or other parasitic infestations
	11. sore throat or difficulty in swallowing
	12. vomiting more than one time or when accompanied by any other sign or symptom of illness

# ISOLATION PRECAUTIONS

A child isolated due to suspected communicable disease shall be:

1. Within sight and hearing of an adult at all times
2. Cared for in another room or portion of a room away from other children
3. Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide.

# PREVENTATIVE PRACTICES

The center shall implement the following practices for the management of communicable disease on a daily basis.

1. The center shall provide training for all staff in hand washing and disinfection procedures prior to their working with children
2. The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness.
3. The center shall follow the current version of the JFS 08077 “Ohio Department of Health Communicable Disease Chart” for appropriate management of suspected illnesses. The chart shall be posted in a location readily available to center staff and parents.
4. In the event of a communicable disease a notice will be posted on the bulletin board. The center shall notify parents within the next day of the center operation, when their child has been exposed to a communicable disease. When throat cultures are taken the child is to be kept home until the results are learned. If the culture is positive, notify the teacher and keep the child home until on antibiotics for 24 hours. In case of a communicable disease (lice, impetigo etc.), the school will need a signed release from your child’s doctor.

(8)

# RE-ADMITTANCE DUE TO ILLNESS

When the child has been well for 12-14 hours as stated by the parent or doctor, the child will be re-admitted to the school. For contagious illness, the child needs to be on medication for:

1. Oral medication 24 hours
2. Injection 24 hours

# ADMINISTRATION OF MEDICATON

The only medication that will be administered to a student will be in the case of a severe allergic reaction (insect bite, food allergy) requiring immediate medical relief. Parents must have a Request for Medication and Care Plan form on file. Parents of children with food allergies may bring in an alternate snack to have on hand.

# OBJECTIVES AND GOALS OF THE SCHOOL

We work on developing, individual personalities, self-reliance, social adjustment, and preparation for school experiences through social, physical, intellectual, and emotional activities.

## Social

1. To care for self with minimal help
2. To learn to work and play in a group situation in an acceptable manner
3. To be able to share toys and wait turns
4. To understand that rules and directions apply to him as well as other children
5. To see himself as an individual and as a member of the social group
6. To become responsible for finishing task without prodding

## Physical

1. Learns to develop large muscle control through the use of climbing equipment, balance beam, rhythm band, action songs and outdoor physical activities which include running, jumping, skipping, galloping, hopping, ball tossing and catching
2. Learns fine muscle control by tearing, cutting, coloring, painting, pasting and tracing

## Intellectual

1. To provide an environment for intellectual stimulation through discussion units, stories, number and alphabet awareness, colors and shapes
2. Leans visual discrimination by doing puzzles, reproducing patterns, learning opposites, and same and different, larger, smaller and training eye muscles to move from left to right
3. Learns auditory discrimination through finger plays, music and following directions

## Emotional

1. To develop self-confidence and self-control by becoming responsible for his/her own actions and accepting his/her own limitations
2. Learns to tolerate separation
3. Becomes comfortable with other children

**EACH CHILD IS A UNIQUE INDIVIDUAL AND WILL ACHIEVE OBJECTIVES AT HIS OR HER OWN PACE**

(9)

**2 year old, 3 year old, 4 year old, and Pre-k Schedule**

2 year old class Wednesday 9:00-11:30 a.m.

3 year old class Tuesday/Thursday 9:00-11:30 a.m.

4 year old class Monday/Wednesday/Friday 9:00-11:30 a.m.

Pre-k class Monday/Tuesday/Wednesday/Thursday 9:00-11:30 a.m. or 12:00-2:30 p.m.

8:55-9:05/12:00-12:10 Arrival (parent/teacher contact)

9:00-9:25/12:10-12:30 Tabletop room or Large Muscle room playtime

9:25-9:30/12:30-12:35 Clean-up time

9:30-9:45/12:35-12:45 Circle time: calendar, weather, songs, art project and day’s theme explained

 (social science, health and safety, language, math share time)

9:45-10:35/12:45-1:45 Art project, center activities, small muscle coordination, educational activities

10:35-10:45/1:45-2:00 Story, finger plays

10:45-11:00/2:00-2:15 Snack

11:00-11:20/2:15-2:25 Musical activities, large muscle play, outdoor play

11:20-11:30/2:25-2:30 Preparation for home

## THIS IS AN APPROXIMATE SCHEDULE OF YOUR CHILD’S DAILY ACTIVITIES

### CONSTITUTION AND BY-LAWS REVISED JULY 2003

**SHINING STAR PRESCHOOL, INC.**

#### ARTICLE 1-NAME

The name of this organization shall be Shining Star Preschool, Inc.

#### ARTICLE 2-PURPOSE

This organization is an incorporated, non-profit, part time preschool and was established in 1953, to provide the type of educational program for preschool age children residing in the City of Westlake, Ohio and surrounding communities, to help develop individual personalities, self-reliance, social adjustments and prepare them for school experiences. The total program will be one of regularly scheduled classes of creative group activity under the guidance of qualified teachers. There is also volunteer participation by the parents in the operation of the school in a non-teaching capacity.

# ARTICLE 3-QUALIFICATON OF MEMBERS

**Section 1**  Shining Star Preschool, Inc. has a racially non-discriminatory policy as to students, and therefore, does not discriminate against applicants and students on the basis of race, color, sex, and national or ethnic origin.

**Section 2** Any parent who is interested in the purpose of this organization shall be eligible to enroll his or her child provided that:

1. She or he has a child who will be two, three, four or five years of age by September 30th of the current year. Exception shall be reviewed and decided by the Director and teachers.
2. She or he enrolls said child for not less than one full year or for the balance of the current year unless approved by the Director and teachers.

(10)

# ARTICLE 4- WITHDRAWAL OF MEMBERS

**Section 1** Members shall be allowed to withdraw prior to the end of the year only in the following cases:

1. Serious and prolonged illness
2. Permanent removal from the community
3. Mutual agreement among parent/guardian, teachers, and the Director because of the inability of the child to make necessary adjustments to the group situation
4. Financial distress

## Section 2 No withdrawals are recognized until the Director receives notification, and either two weeks notice or payment of two weeks fees is expected of in-term withdrawals.

**Section 3** Any child withdrawn from the school and officially resigned and then returned to the school shall pay a re-registration fee of $20.

**Section 4** A member may be asked to withdraw if tuition is one month overdue. Withdrawal of a member, however, due to non-payment must be made with Director approval

**Section 5** A member may be asked to withdraw if parent is not willing to participate and cooperate with the school’s philosophy and policies.

# ARTICLE 5- RESPONSIBILITIES OF THE DIRECTOR

The Director shall have the power to establish policies, which govern members of Shining Star Preschool, Inc., including the following:

1. Maintain close contact with teachers, church, and parents regarding school calendar, meetings, policies and procedures.
2. Hiring and dismissal of teachers and aides (as well as substitutes), their salaries and contracts.
3. Curriculum (coordinating with teachers) and class meeting days, times and size (within State guidelines).
4. Registration and tuition charges, as well as fines due to late or non-payment of it.
5. Appropriation of funds (payroll, taxes, operating expenses, and supplies, etc.).
6. Upkeep and maintenance of facility, including set-up and takedown of school.
7. Review and renewal of lease with church and insurance policies.
8. Field trip policies and procedures.
9. Snack guidelines and procedures
10. Fund-raising requirements.
11. Attend parent meeting
12. All concerns should be addressed to the Director unless it is a teacher/child situation.
13. In the event the Director cannot fulfill his/her duties, a two-week notice to the staff is required. The Director and staff will then be responsible for finding a qualified replacement as soon as possible.

# ARTICLE 6-REPORTS AND RECORDS

**Section 1** The Director shall keep all of the school records, which will be available upon request.

**Section 2** The Director shall report at Parent meetings any important decisions made since the last meeting.

(11)