

**PHINNEY NEIGHBORHOOD ASSOCIATION
PHINNEY COOPERATIVA PREESCOLAR EN ESPAÑOL (PCPE)
OPERATING PROCEDURES**

Article I. NAME

The name of the organization shall be Phinney Cooperativa Preescolar en Español (PCPE). It is a program of the Phinney Neighborhood Association (PNA) and affiliated with North Seattle College, located in the city of Seattle, King County, Washington.

Article II. PURPOSE

A. PCPE is dedicated to providing a structured cooperative program designed to encourage the social, emotional and physical growth of young children in a Spanish-language learning environment that reinforces our children's Spanish home language and develops cross-cultural awareness. It is also intended to be a resource to support bilingual and Latino families.

PCPE is for children ages one to five whose home language is Spanish. This program will be divided into four classes: 1- and 2-yr. olds, 2- to 3-yr. olds, 3- to 4-yr. olds, and 4- to 5-yr. olds (age as of August 31st). The governance of the preschool comes from a volunteer Board made up of parents from the preschool classes. Preschool classes roughly follow the Seattle Public Schools calendar. PCPE may also run a summer camp in July and/or August, and the PCPE Board is responsible for planning for summer camp and/or designating Summer Camp administrators to coordinate the camp. Summer camp format will be determined each year depending on location, teacher participation, and student enrollment, among other factors.

B. A program of the PNA, PCPE is organized exclusively for educational purposes, as required by Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision in any future United States Internal Revenue Law). No part of the net earnings of the organization shall benefit or be distributable to its members, trustees, Board Members, or private persons, except that the preschool may pay reasonable compensation for the services rendered and purchases made for the pursuit of its educational purposes.

Article III. MEMBERSHIP

A. PCPE shall be composed of classes, the number of which will be determined by the Board in the spring of each year. Placement in these classes will be determined by a child's age as of August 31st.

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B. Any parent or guardian with a child or children of preschool age that meet the class participation requirements is eligible to enroll in the preschool, provided their child is also learning Spanish at home.

C. All-School registration for the following school year will be held each spring. At the time of registration, current students promoting into the next class or students repeating a class will be given first priority for enrollment. Vacancies that exist after registration will be filled from the group waiting list according to its priority classifications and date of contact.

D. Throughout the year it is the job of the Registrar to provide information to prospective PCPE families. When class enrollment is full, the Registrar will maintain a waiting list of children who would like to join the class if an opening occurs.

The waiting list will be organized using the classifications listed below. The classifications are listed in the order of enrollment priority. Each child's name will be placed in the single classification that provides him/her the highest priority and, within that classification, by date of contact with the Registrar.

1. Current students promoting into or repeating a class (including families returning from a Leave of Absence);
2. Siblings of students currently enrolled in the preschool;
3. Current students transferring from one class into another;
4. Siblings of alumni* students;
5. New enrollees from group waiting list whose parent(s) is a native Spanish speaker;
6. New enrollees from group waiting list whose parent(s) demonstrate appropriate fluency in Spanish (as determined by the PCPE Registrar);
7. New enrollees from group waiting list of families who are unable to participate in the classroom but whose caregiver meets Spanish-speaking criteria. (Parent(s) of children must, however, commit to participate in PCPE as described in the Parent Guide.)

* *An alumni student is one who has graduated from the Pre-K class at PCPE.*

When openings occur during the school year, children from the waiting list should fill them. Children in the highest enrollment classification will be offered, by date of receipt of application, an opportunity to fill vacancies. The Registrar will continue down the waiting list according to priority classifications and date of contact until any vacancies are filled. PCPE will strive to maintain a ratio of at least 60% to 40% between boys and girls within each class. In order to maintain this ratio, some applicants with higher priority on the waiting list may be passed over until the target ratio is reached.

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In recognition of scheduling conflicts or family circumstances, if a family is offered a position in the preschool and chooses to decline, they will maintain their status on the waiting list. If a family is offered a position a second time and chooses to decline again, they will be assigned a new contact date based on the day they declined the second position and moved down the waiting list.

In February of each year, the Registrar will contact all families remaining on the waiting list for their class to determine if those families are interested in enrolling in the PCPE the next fall. The waiting lists then will be updated to show only families currently interested in enrollment. The updated waiting lists will be used to fill vacancies after the All-School registration and during the next school year.

The purpose for this system of categorizing waiting list students is to support families already in the PCPE while giving fair treatment to each family desiring entrance into the preschool.

E. The PCPE Board may grant a leave of absence up to three months to enrolled families. The child's name will be placed at the top of the waiting list and he or she will be given priority to re-enroll as a vacancy occurs. Members who are absent without a leave, or for longer than the time specified in their leave of absence, will be classified as "new enrollee" for waiting list purposes and will pay enrollment fee. Their new date of contact will correspond to the date they called to be put back on the waiting list.

F. Each family represented at the monthly parent meeting is considered to be a voting member of PCPE.

G. Member families will be required to sign a PCPE Family Contract when enrolling their child(ren) in PCPE. By signing the contract, families acknowledge and accept their responsibility to participate as contributing, active members of the Co-op as well as the specific responsibilities of their respective class(es).

H. PCPE will not discriminate against anyone on the basis of race, religion, sex, national origin, disability, or sexual orientation.

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Article IV. VOTING MEMBERS OF THE BOARD AND ELECTIONS

A. The Board Members of the preschool shall consist of the AS Co-chairs, AS Secretary, AS Treasurer, AS Registrar, AS Parent Coordinator, AS Fundraiser, and AS Facilities Coordinator. If Board Members have more than one child in the preschool, they shall be exempt from the “one-job-per-child” rule and shall not be required to assume a second job assignment.

B. The voting members of the Board shall consist of the Board Members.

All Board meetings shall be conducted in Spanish and/or English. However, if on any occasion there is a need for an interpreter, the PCPE Translator/Interpreter will provide these services.

The Board shall have such powers as are reasonable and necessary to manage and administer the preschool. Decisions of the Board will be by vote and recorded in the minutes of its meetings.

Board meetings will be held once a month. The All-School Co-Chairs must be notified in advance of the need for placement of an item on the Board’s agenda. The Board meetings are open to all member families.

C. Any vacancy on the Board will be appointed by the Board by vote as soon as possible after it occurs. Any vacancy in a class office shall be filled by the AS Parent Coordinator as soon as possible after it occurs.

D. Nominations for All-School Board positions will be accepted yearly, followed by elections for each board position to take place at an all school meeting held no later than May. The new Board Members are approved by vote of the preschool and serve on the Board for a term of one year.

E. If the question of dismissal of a Board Member arises, a committee of five participating parents, excluding Board Members, shall be chosen by lot to investigate the situation and make recommendations to the general membership.

F. Voting may be by a show of hands or by secret ballot. Between meetings, essential votes may be conducted over email.

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Article V. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

A. All-School Co-Chairs

Function

Facilitate the board's ability to fulfill its responsibilities to the organization.

Responsibilities

1. With the support of PNA leadership, manage the operating details of the preschool and ensure the Board's decision-making advances the mission, vision, and values as stated in the PCPE Parent Guide.
2. Communicate information about preschool issues and events to the preschool community and to PNA leadership.
3. Facilitate monthly Board meetings and All-School meetings.
4. Build and maintain relationships with PNA staff including PNA Executive Director, Deputy Director, and Facilities Manager to ensure school needs are met and to ensure programming is well coordinated.
5. Work together to provide human resources support and management to the preschool teachers, including providing training on operations, participating in annual performance reviews, and addressing any concerns.
6. Periodically consult with board members on their roles, helping them assess their performance and the completion of requested tasks.
7. Develop budget with All-School Treasurer.
8. Sign checks in absence of treasurer.
9. Provide input to the AS Secretary for the All-School meeting agendas.
10. Oversee the Parent Education component of the preschool program, including All-School Parent Education events and speakers. Serves as a liaison between parent educator(s) and the Board.
11. Coordinate new board member orientations/trainings.
12. Arrange for preschool committees and oversee their functioning.
13. Annually focus the board's attention on an assessment of its own structure, role, and relationship to the school's operations, community building, and progress made toward strategic planning goals.
14. Determine when school is to be cancelled – if not already determined by the Seattle School District – due to inclement weather and emergencies.

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15. Work with Facilities Coordinator, Teachers, and members to prepare facilities at the beginning of the year.
16. Both Co-Chairs receive \$118 p/month tuition break and are exempt from the “one job per child” rule.

**B. AS Secretary
Function**

Maintain all board records and ensure their accuracy and safety.

Responsibilities

1. Participates on the Board to advance the mission, vision, and values as stated in the PCPE Parent Guide.
2. Participates in monthly board meetings.
3. With input from the Board, prepares agenda for All-School meetings, and sends reminders to parents (at one week and at two days) before each meeting.
4. Keeps minutes of All-School and preschool Board meetings and distributes them to the Board and members in a timely manner (within one week).
5. Coordinates class secretaries to document and monitor attendance for the parent meetings, and to follow up with families who miss meetings in accordance with PCPE Operating Procedures.
6. Coordinates class secretaries to document and monitor parent participation in parent education sessions and report this activity to the parent educator and PCPE Co-chairs on a monthly basis, in accordance with class requirements for the North Seattle College Parent Education Program.
7. Works with AS Registrar to identify families who do not have computer access and is responsible for ensuring essential communications with these families via their preferred mode of communication (phone calls, text messages, etc.).
8. Organizes and is responsible for updating the PCPE Operating Procedures and Parent Guide in Spanish and English, and distributing this information to PCPE members before the beginning of the school year.
9. Works with PCPE Webmaster to update relevant content on the PCPE website (e.g. updated Board and teacher information, All-School calendar, etc.).
10. Updates information on the All-School bulletin boards in the Blue Room.
11. Participates in new board member orientations/trainings.
12. Receives a maximum of \$118 p/m tuition break for one participating child and is exempt from the “one job per child” rule.

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C. AS Treasurer

Function

Manage all actions related to the board's financial oversight responsibilities.

Responsibilities

1. Participates on the Board to advance the mission, vision, and values as stated in the PCPE Parent Guide.
2. Participates in monthly board meetings.
3. Receives and banks all tuition, fees, and other preschool income.
4. Coordinates with AS Fundraiser to track and ensure appropriate credit to PCPE account.
5. Works with PNA Deputy Director/Director of Finance to prepare an annual budget as well as review monthly financial statement.
6. Shares monthly financial statement with the board for review.
7. Oversees Assistant Treasurer to ensure process is being followed and tuition is collected and deposited in a timely manner.
8. Approves and pays all bills and reimbursements.
9. Manages and approves teacher timesheets.
10. Provides guidance and makes recommendations on school purchases.
11. Coordinates scholarship committee and communicates scholarship decisions to families.
12. Participates in new board member orientations/trainings.
13. Receives a maximum of \$118 p/m tuition break for one participating child and is exempt from the "one job per child" rule.

D. AS Registrar

Function

Plan, organize, and manage all activities related to school registration and enrollment, and is the official authorized keeper of these records.

Responsibilities

1. Participates on the Board to advance the mission, vision, and values as stated in the PCPE Parent Guide.
2. Participates in monthly board meetings.

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3. Is responsible for school registration, enrollment, maintaining class waiting lists, filling classes, and answering questions, phone messages, and emails about the preschool for interested families.
4. Updates all forms annually for upcoming year's registration and enrollment, and on an ongoing basis as needed.
5. Processes all registration forms, and may collect payments done with check or cash.
6. Monitors PNA membership status, and facilitates communication with families and the PNA as needed.
7. Keeps a current All-School Board Roster (including allergies, TB test results, immunizations information, photo consent, etc.), an All-School Parent Roster, and a Wait-List Roster (according to priority system).
8. Distributes rosters to board and all families in a timely manner, each time it is updated with an incoming or "outgoing" family.
9. Informs the AS Parent Coordinator each time a new family is enrolled so that a parent job will be assigned in a timely manner.
10. Provides contact information from newly enrolled families to the PCPE Webmaster to add to the All-School PCPE listserv and the class-specific listserv.
11. Informs the Class Schedulers of newly-enrolled families in their specific classes so they can update their class schedules and sign-in sheets, as well as create cubbies and nametags.
12. Coordinates tours for prospective families with teachers and Class Chairs.
13. Refers to the PCPE Operating Procedures and Parent Guide to answer any questions prospective families may have about PCPE in a manner that is consistent with school procedures and guidelines.
14. Coordinates annual PCPE Open House, and provides follow up with interested families from the event in a timely manner.
15. Participates in new board member orientations/trainings.
16. Receives a maximum of \$118 p/m tuition break for one participating child and is exempt from the "one job per child" rule.

**E. AS Parent Coordinator
Function**

Ensure that all parent jobs are filled and are performed at a satisfactory level (at a minimum).

Responsibilities

1. Participates on the Board to advance the mission, vision, and values as stated in the PCPE Parent Guide.

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2. Participates in monthly board meetings.
3. Coordinates, assigns, and oversees all parent jobs for the school (minus Board positions).
4. Organizes annual parent job training, which includes the review of parent job descriptions and development/update of training/"exit" notes to ensure that essential information, tools, wisdom are effectively transferred from one parent to the next with their jobs.
5. Works with the Board to recruit parents for All-School board jobs in February/March.
6. Organizes time in September parent meeting for parents to ask questions about their jobs from past job-holders and parent coordinator.
7. Train and oversee Class Chairs.
8. Works with the Class Chairs to keep lines of communication open between the Board, parents in their classes, and teachers.
9. Works with Class Chairs to resolve grievances with parents, including overseeing the implementation of the grievance procedures.
10. Coordinates all school surveys each school year, including the learning environment assessment in May that informs the annual teacher review.
11. Participates in new board member orientations/trainings.
12. Receives a maximum of \$118 p/m tuition break for one participating child and is exempt from the "one job per child" rule.

**F. AS Fundraiser
Function**

Lead the school's efforts that attract funding and resources needed to carry out the mission of the organization.

Responsibilities

1. Participates on the Board to advance the mission, vision, and values as stated in the PCPE Parent Guide.
2. Participates in monthly board meetings.
3. In collaboration with the board, develops an annual fundraising goal (including participant fundraising goals) and leads the fundraising team to meet that goal.
4. In coordination with the PNA Development Director, develops PCPE fundraising strategy, identifies potential events, and provides recommendations to the Board.
5. Oversees fundraising team and fundraising events to ensure all tasks are completed.

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6. Coordinates with PNA Development and Events Directors to identify PCPE involvement.
7. Tracks family fundraising activity, reports fundraising progress to each family, and follows up with families to ensure all meet the goal within the academic school year.
8. Acts as liaison with other co-op fundraising chairs to identify how the PCPE can participate in and support their events.
9. Communicates fundraising event information to PCPE families, AS Publicity Manager, and PNA Development and Events Directors.
10. Works with Publicity Manager on publicity for all fundraising events.
11. Communicates with AS Treasurer regarding event proceeds and expenses in a timely manner.
12. Participates in new board member orientations/trainings.
13. Receives a maximum of \$118 p/m tuition break for one participating child and is exempt from the “one job per child” rule.

G. AS Facilities Coordinator

Function: Coordinates closely with Teachers, Board, and PNA to maintain PCPE facilities in good condition and make necessary improvements.

Responsibilities

1. Works with the Board, Teachers, Facilities volunteers, and PNA Executive Director and Facilities Director to identify and coordinate necessary maintenance, repairs, replacements, and improvements for all classrooms (indoor and outdoor), and coordinates efforts as needed.
2. Communicates with the All-School Health and Safety Coordinator regarding any safety concerns in the room.
3. Provides support for Teachers and Board for any purchasing specific to classroom upgrades as needed, including doing research and providing information to Board and/or Teachers.
4. Assists the Teachers with organization of the room.
5. Directs and oversees work performed by all Facilities parent volunteers.
6. Plans how best to use parent volunteers’ time during the AS work parties to achieve classroom maintenance, repairs, replacements, and improvements.
7. Oversees budget and spending for classroom upgrades.
8. Reviews PCPE/PNA User Agreement draft documents to ensure classroom schedules are correct for the following school year.

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9. Assists as needed all PCPE staff and parents in submitting requests to PNA to reserve PNA rooms for special activities and events.
10. Orients/trains successor.
11. Receives a maximum of \$118 p/m tuition break for one participating child and is exempt from the “one job per child” rule.

Article VI. PRESCHOOL TEACHERS

A. The PCPE’s Teachers will develop and implement a developmentally appropriate educational program in Spanish for the children in their classes based on recognized research, best practices, and philosophy in the field of early childhood education. That program will incorporate parent input and be presented to each class as a general curriculum plan. The monthly curriculum plan will be emailed to the board and parents, and posted in the Parent Resources section of the PCPE website.

B. Each PCPE Teacher also is responsible for:

1. Leading the children’s activities with the assistance of the parents;
2. Supervising parent participation in the classroom;
3. Attending meetings and workshops recommended for his or her professional development, paid for by PCPE up to an amount designated each year in the annual budget;
4. Administering the school supply fund, in collaboration with the Treasurer and Facilities and Purchasing Manager;
5. Attending Board meetings and respective class meetings, and encouraged to attend All School Functions;
6. Communicating openly with families about the development of their children;
7. Making every possible effort to meet the goals of the preschool as set out in his or her job description (a copy of which shall be posted and made available to the membership);
8. Giving a minimum of one week’s notice prior to foreseeable changes in class routine, such as family nights and field trips.
9. Distributing the coming month’s curriculum plans to board, parents and helpers by the 25th of each month.

C. In case of a grievance against a parent, guardian, or caretaker, a Teacher shall contact the Parent Coordinator within 7 days of the incident and submit a written account of the grievance. The Parent Coordinator shall submit a solution, in

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writing, to the Teacher within an additional 7 days for approval and signature. If the solution is not acceptable, the matter will be referred to the Board. The Board will take it up at its next meeting. The Board will come to a final solution, by vote, as soon as possible but in no case later than three months from the date of referral. The decision of the Board shall be binding. A copy of all grievances, and all written solutions to those grievances, whether approved or not approved, shall be forwarded to the All-School Parent Coordinator for filing.

Article VII. PRESCHOOL TEACHERS' EMPLOYMENT

A. Teachers shall be employees of the PNA and subject to its personnel policies and procedures. A copy of the preschool-teacher job description shall be posted in each classroom.

B. Surveys will be prepared annually and distributed to the membership by the AS Parent Coordinator. The surveys will contain questions that contribute to the evaluation of the school's teachers as well as to the evaluation of the preschool's overall program and operation.

The All-School Parent Coordinator is responsible for developing and revising all such surveys and presenting them to the Board for review before they are distributed to the membership. The All-School Parent Coordinator will then develop a mechanism for the distribution and uniform tabulation of survey results, as well as a method for presenting those results to the Board, the preschool's Teachers, and each parent group.

The Board will use the survey results as a basis for evaluating teachers' performance and making suggestions for improvement. The evaluation shall take place at the Board meeting which follows the tabulation of those results. It will be conducted by the Board, the Teacher, and the AS Parent Coordinator. All preschool members may participate in the discussion, although the teachers will be asked to leave the room when their evaluations are being discussed. Any decisions regarding a teacher's employment status shall be made privately by the Board, the Teacher, and the relevant Class Chair(s).

C. In the event that a Teacher vacancy occurs, a hiring committee shall be formed by the All-School Co-chairs and will strive to fill the position as soon as possible.

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D. The Board reserves the right to terminate a Teacher's employment with one month's notice by a two-thirds majority vote of the members. However, when, in the opinion of the Board, the continuing employment of a Teacher is detrimental to the safety and welfare of the students, parents and guardians, or Teacher, employment may be terminated immediately upon notice to the Teacher.

Article VIII. PARENT EDUCATOR

A. PCPE works with a Parent Educator, under the terms of PNA's agreement with North Seattle College (NSC). The Parent Educator conducts the Parent Education component of parent meetings, visits and observes in classes, and meets with parents, among other responsibilities. Please see the NSC contract for more information.

Article IX. DUTIES AND RESPONSIBILITIES OF PARTICIPATING FAMILIES

A. A parent, guardian, or caretaker of each child enrolled in the preschool shall work in one session of preschool per child, per week, under the direction of the preschool Teacher. Each family is expected to hold one preschool job for each child enrolled. However, Board Members and Class Chairs are exempt from the "one child, one job" rule. Lack of full participation, as detailed in the PCPE Family Contract, is grounds for review and possible dismissal from the preschool by the Board.

B. If the parent, guardian, or caretaker scheduled to work in the classroom on a given day finds absence on that day unavoidable, he or she must try to find a replacement among class families. If it is not possible, the parent must notify the Class Chair and the Teacher as soon as possible

C. One parent or guardian from each family is required to attend the monthly parent meetings. Any family that is unable to attend a parent meeting or an All-School meeting must notify their Class Chair and All-School Secretary. Families are responsible for finding out about the business conducted at any missed meeting by reading the minutes and and may be assigned make-up work at the direction of the parent educator.

D. Families are obliged to support the fundraising goal of the preschool set annually by the Board.

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E. Families are responsible for arranging the transportation of their child to and from school. Children whose parent, guardian, or caretaker is not staying in class should be dropped off and picked up from school promptly.

F. Families must show proof of the child's immunizations for his or her preschool file, as required by state law by the first day of school. Those with religious or personal objections may be exempted, if permitted by state law, and must submit a completed Certificate of Exemption by the WA State Department of Health. Failure by non-exempt families to submit proof of immunization will be reason for dismissal from the PCPE. Families must also turn in a medical release form by the first day of school or their child will not be permitted to remain at school without a parent, guardian, or caretaker.

G. Every adult working in the classroom on a regular basis may be required to present proof of a valid tuberculosis test or chest x-ray. The All-School Co-chairs and the All-School Health and Safety Coordinator, with the advice of the King County Health Department, shall decide on an annual basis if such proof is necessary. If a presented test is positive, the individual and the preschool should follow current health department recommendations. If the test results are positive, the adult should provide a letter from a qualified doctor as proof that they have passed the x-rays and are not contagious.

H. Every adult working in the classroom on a regular basis must submit a background check form through PNA.

I. Families shall provide transportation for class excursions when those excursions fall on their assigned work day, if they have a vehicle at their disposal. Families who are not working on the day of a given class excursion have the option of accompanying their child on excursions. All drivers shall provide copies of their current driver's license and proof of auto insurance to their class secretary before the first class excursion of the year.

J. Siblings, with the exception of infants under the age of six months, shall not accompany parents or guardians on their work days. If the presence of infants becomes disruptive to the class, those involved will explore acceptable alternatives. In an extreme situation when a non-enrolled child must attend class, prior permission of the Teacher must be obtained.

K. Each family is responsible for having their child in good health when attending school and must notify the Health and Safety Coordinator, Teacher, and/or Class Chair if the child contracts a contagious disease. For mild illness, families should keep their children home if they have any of the symptoms outlined in the Parent Guide, and inform all class families via the class listserv.

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L. In case of a grievance against a Teacher, the parent shall contact the Parent Coordinator within seven days of the incident and submit a written account of the grievance. The Parent Coordinator shall submit a solution, in writing, to the parent within an additional seven days for approval and signature. If this solution is not acceptable to the parent, the matter will be referred to the Board. The Board will take it up at its next meeting. The Board will come to a final solution, by vote, as soon as possible, but in no case later than three months from the date of referral. The decision of the Board shall be binding. A copy of all grievances and all written solutions to grievance whether approved or not approved, shall be forwarded to the All-School Parent Coordinator for filing.

Article X. ADOPTION AND AMENDMENT OF OPERATING PROCEDURES

A. The Operating Procedures shall be reviewed periodically by the Board or a committee appointed by the Board. A committee report will be passed on to the membership prior to voting on any proposed amendments or revisions.

B. The Operating Procedures may be amended by a two-thirds majority vote of the PCPE membership. Three days' notice of any amendments or revisions must be given to the membership before such a vote.

Article XIV. DISSOLUTION OF THE COOPERATIVE

In the event that the PCPE dissolves, its Board shall be responsible for liquidating and disposing of all assets, in accordance with the Agency Service Agreement signed with the City of Seattle, Department of Community Development in July 1981.