Rules & Procedures
Revised Aug 2026

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FOR REDWOOD PARENTS NURSERY SCHOOL

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RULES & PROCEDURES OF
REDWOOD PARENTS NURSERY SCHOOL

PART I MEMBERSHIP RULES

RULE I ADULT PARTICIPATION MEMBERS

A. Preliminary Requirements (Also see Child Members, Rule III)

1. Completed registration application must be turned in to the 3rd Vice President, Membership with RPNS registration fee prior to starting class.

2. Participating members, as specified in Rule XIV, (herein participating members) must turn in proof of negative chest x-ray, or skin test for tuberculosis, or Tuberculosis Risk Assessment which must be completed by a Health Care Provider, before membership status is granted. Members may not participate at school until said proof is on file at nursery school. If both parents plan to participate in the classroom, then both must file said proofs. TB test and Risk Assessment must be taken within the previous twelve months to be valid for initial registration at RPNS and is good for four (4) years from the test date and/or date on submitted assessment once filed with RPNS.

3. Participating members must submit a completed RPNS Security Background Check form before membership is granted and annually thereafter. Any member found listed on a registered sexual offender list will not be permitted to participate in this program.

4. Pregnant or nursing women who have been advised not to have a TB test are excused from this requirement and shall present a personally signed statement of this exemption. Proof of a negative TB test or completed Tuberculosis Risk Assessment must be submitted by the end of the maternity leave in order for the mother to participate again at nursery school.

5. Senate Bill 792 prohibits a participating member or staff member from working/volunteering at school if they have not been immunized against pertussis and measles. Therefore, to work/volunteer in the RPNS classrooms, all participating members and staff members must submit proof of immunization/immunity for measles and pertussis before the start of their first year as a participating member or staff member. If said members do not have a record of said immunizations, they may have their immunity levels checked via a titer and submit a written statement from a licensed physician stating that there is evidence of current immunity to said diseases. If the titer reports the member is not immune as required then the member is required to get immunized and submit proof thereof prior to working in the classroom.

   In addition under Senate Bill 792, all members and staff members must also be annually immunized against influenza. Participating members and staff members shall receive an influenza vaccination between August 1 and December 1 of each year. Participating members and staff members are exempt from the influenza immunization requirement only under the following circumstances:

   (i) Member or staff member submits a written statement from a licensed physician declaring that due to the member's physical condition or medical circumstances, immunization is not safe.

   (ii) Member or staff member submits a written statement from a licensed physician providing evidence of current immunity to the diseases described herein Rule I(4).

   (iii) Member or staff member submits a written declaration that he or she has declined the influenza vaccination. This exemption applies only to the influenza vaccine.

(iv) Member or staff member joins the school after December 1. This exemption applies only to the influenza vaccine during the member's first year at RPNS.

B. Membership Requirements

Upon fulfillment of preliminary requirements, the participating parent, as specified in Rule XIV, and their spouse shall be considered members. On becoming members, member agrees to do the following:

1. Pay tuition to the Treasurer at specified dates. (See Part 2, Rule VII)

2. Participate at nursery school one class per week in each program in which a child is enrolled, unless otherwise worked out with the Director and/or the 3rd Vice President, Membership. (Part 3, Rule XIV)

3. Attend Parent Education Night Classes and other scheduled meetings as required. Absences must be made up by arrangement with the teacher or membership may be canceled. (See Part 3, Rule XVI Meetings). Parent Education Night Classes shall be held in-person at RPNS or via zoom when needed due to safety precautions.

4. It is mandatory that any member, as described in Rule XIV, working in the classroom at any time during the school year must attend the Orientation Night Class and the Emergency Preparedness & Information Night at the beginning of the school year. If a member joins after the beginning of the school year then said member must attend an Orientation Meeting as set up by the teacher and read the Emergency Operations Plan and sign that they understand their responsibilities therein. Participating member's spouses are welcome to attend said Orientation but are not required to do so if they do not work in the day class anytime during the school year.

5. Attend Community Building Events as required. (See Part 3, Rule XVI Meetings).

6. Each member family shall contribute towards maintenance of the facilities and equipment as specified in Rule XI.

7. Each member family shall contribute towards participation in committee work.

8. Each member family shall contribute at least two (2) hours towards the Halloween Carnival. Participation in other fundraising events during the school year are suggested, but not required.

9. If for any reason a member chooses to leave RPNS before the end of the school year, they must send a written letter of resignation to the 3rd VP Membership. Said letter must be given at least thirty (30) days prior to the date that the member chooses to leave the school. Last month's tuition is immediately due for said thirty (30) day (or longer) period and member's tuition deposit shall be applied towards this amount. If notice is given any time after the first of the month, tuition for the remaining days in the 30-day period of the following month shall be prorated according to the following. The total monthly tuition will be divided by the number of days the class meets in the given month. You will be charged the daily class rate times the number of class days remaining in your thirty (30) day period.

10. Only member families who have fulfilled their membership requirements and are members in good standing are eligible to re-enroll for future school years at RPNS. Members wishing to petition the status of their standing may do so in writing to the Board for consideration.

RULE II NON-PARTICIPATING MEMBERS

A. A member, because of illness or dire need may file an application for non-participating status with the 3rd Vice President, Membership.

B. Acceptance of members to said status will be decided upon by the Board. At no time may RPNS have more than five (5%) percent (or one per class) non-participating members.

C. Non-participating members attend Parent Education Classes, Community Building Events and all All School meetings, pay tuition and an additional fee (as per Rule IX) but do not participate in nursery school day classes. They contribute hours, perform maintenance requirements, and cooperate in fundraising and committee work.

D. It is recommended that any member who is granted non-participating status by the Board will have been a member of RPNS for at least six (6) months.

E. The status of non-participating members is subject to review (and possible discontinuation) each quarter by the Board.

RULE III CHILD MEMBERS

A. Individual development, both physical and emotional, varies sufficiently so that occasionally children can be given a more beneficial experience for part or all of a year in a group other than their chronological age would indicate. Any request for a change in the cut-off date must be submitted in writing to the Executive Director at the time of registration. Requests shall only be considered for current members in good standing, by the Executive Director and teacher involved. The decision of this committee is final.

B. Children shall be accepted into the program based on what is in the best interest of the individual child and what is in the best interest of the other children already enrolled in the class. RPNS may not be equipped to meet the needs of a particular child. It will be the decision of the Executive Director and teacher involved to determine if a medically, emotionally or developmentally fragile child shall benefit from our program and be enrolled therein.

C. Age Guidelines for Nursery School Classes

One day Sprouts Class: Children must be 13 months but no older than 23 months as of the start of classes in September to enroll.

Two day Seedlings Class: Children must be 2 years old and not older than 2 years 11 months as of September 1st to enroll.

Trees Ages Class: Children must be 3 years old as of September 1st to enroll.

D. During the designated enrollment period for current members, children who are age appropriate for a class will have enrollment priority over children who apply under any special circumstances as described in Rule III-A.

E. Child Visitors

1. Siblings not enrolled in class may not attend class. This applies to older as well as younger siblings. Exceptions for emergency and special circumstances may be made only with the permission of the teacher prior to class starting. Siblings accompanying their parents to drop off an RPNS child must remain with their parent at all times while on school grounds.

2. There may not be any non-member child visitors in class prior to enrollment except those accompanied by their parents during class tours and Open House. Parents of said visiting children must log in and out of the Visitor's Log to document time and reason spent at school.

F. Child Health Requirements

1. Children enrolled in classes must submit annual proof of up-to-date immunizations, signed by a licensed physician, before they may attend school. The health/immunization form will be kept on file at school.

2. An annual emergency medical information and release form must be completed, signed, and on file at school before any child may attend class. It will also include the names of persons authorized to take the child from school. It is the parent's responsibility to update this information during the school year by contacting the Membership Assistant (who collects the Welcome Packets) and their teacher.

3. Children must be free from fever or communicable disease while attending nursery school. If exposure to a communicable disease or parasite is suspected, members are to contact the child's teacher. Children who become ill at school will be isolated, and parents notified to immediately pick them up. Children must be symptom free for 48 hours without medication to return to school.

G. Child Food Allergies

1. RPNS is a nut free school.

2. If a child has a life-threatening allergy to a food substance, that food substance will not be allowed in the classroom.

3. If a child has a non-lethal food allergy/sensitivity to a food substance, that food substance may be allowed in the classroom.

4. Parents of children with food allergies and/or sensitivities must submit a completed Food Allergy Action Plan as part of their annual registration requirements.

5. Parents of children with Asthma must submit a completed Asthma Action Plan as part of their annual registration requirements.

RULE IV REGISTRATION & ENROLLMENT

A. By no later than January 15th, the 3rd Vice President, Membership, will announce the date registration will be open for the fall, and will thereafter distribute registration applications. Classes will be filled, after the application form and registration fee is received.

B. Registration priority goes first to incoming Officers and current membership, and second to alumni who have completed the preliminary requirements and will be given priority consideration in their application until, but not after the open registration date.

C Current member's children who meet the class age requirements shall be considered prior to consideration of children who fall under Rule III-A

D. Additional enrollment after spring pre-registration is on a first come, first served basis. Children shall be enrolled in the nursery school in the order that their names appear on the registration list. Only those who have paid the registration fee and submitted a complete application packet may have a place on the registration list, without exceptions.

E. To hold a child's enrollment for the upcoming school year, a non-refundable tuition deposit in the amount of the member's monthly tuition is due May 1st. This amount shall be applied towards member's last month's tuition. If said tuition deposit is not received by May 1st, members will be removed from class registration list. For members joining after May 1st, the non-refundable tuition deposit is due upon enrollment.

F. Application for enrollment is made to the 3rd Vice President, Membership.

RULE V CLASS SIZE

A. The number of children who may be regularly enrolled for a given class may not exceed 8 in the Sprout Classes and 24 in the Seedlings and Trees Ages classes. The adult to child ratio may not be greater than one to five (including staff and participating parents).

B. The actual number of members allowed to enroll in a given class is to be decided by the Executive Director, after consultation with the teacher involved and subject to the approval of the Board.

C. The membership must be informed of the financial implications of class enrollments such as low enrollments and/or additional teaching hours.

PART 2 RULES PERTAINING TO TUITION, FEES & FINES

RULE VI REGISTRATION AND PLACEMENT FEES

A. A Registration fee in the amount of $100.00 per child is payable when application to register is submitted. This fee is non-refundable.

B. A Facilities fee in the amount of $150.00 per family is payable as of October 1st or upon later enrollment. This fee is non-refundable.

C. A Tuition Deposit in the amount of members monthly tuition is payable by May 1st or upon later enrollment. Said tuition deposit shall be held and applied as a member's last month's tuition. This tuition deposit is non-refundable.

RULE VII NURSERY SCHOOL TUITION

Total Days & hours Enrolled/Week: 8 Monthly Payments of OR 3 Quarterly Payments of:

Sprouts: I day for 2 hrs./day $220.00 / $660.00

Seedlings: 2 days for 2.5 hrs./day $340.00 / $1,020.00 o

Seedlings Bi-Weekly Workday: $420.00 / $1,260.00

Trees Half Day: 3 days for 3 hrs./day $580.00 / $1,740.00 or Bi Weekly Workday: $700.00 / $2,100.00

Trees Full DayL 3 days for 5 hrs./ day $750 / $2,250.00 or Bi Weekly Workday: $800.00 / $2,400.00

Concurrent enrollment of two (2) or more children shall constitute a ten percent (10%) reduction in the above tuition.

A. Tuition for an enrollment total of more than eight (8) days will be determined by a committee of the President, Treasurer and the Executive Director, subject to approval of the Board.

B. Tuition is due monthly on the 1st day of each month from September through April, OR quarterly at the beginning of each school quarter in September, December and March.

C. Late Fine: Tuition received after the 10th day of the month must be accompanied by a ten percent (10%) fine. Tuition not received by the 15th day of the month must be accompanied by a fifteen percent (15%) fine in addition to the previous ten percent (10%) fine.

D. A $25.00 fee will be charged back to the member for any returned checks plus a ten percent (10%) late fine.

E. Upon late enrollment in an ongoing class, tuition may be prorated according to the following. The total monthly tuition will be divided by the number of days the class meets in the given month. You will be charged the daily class rate times the number of class days remaining in your thirty (30) day period.

F. Tuition shall be reviewed annually by the Board. To ensure the ability to meet operating costs the Board may elect to increase tuition in an amount not to exceed the Cost of Living Indexes, San Francisco Bay Area. Said increase shall not happen more than one time during any school year. If the Board determines that there is an additional amount needed in excess of said cost of living index, the Board shall proceed as described in Article VI, Section 2.

G. Tuition is based on a full school year and is divided into 9 equal installments (September through May). Tuition and fees are not prorated for family vacations, illness, holidays, or other school closures. From time to time, forces beyond our control may necessitate canceling school. Such closures may occur due to events including, but not limited to, ill teachers when no substitute can be obtained, poor air quality, police action, earthquake, fire, flood, epidemic, natural disaster, or any other event beyond our control. While we break our annual tuition into monthly installments, it reflects the cost of running our school for the year. We are a cooperative business and community, and we all share the expense and responsibility. In the event of a canceled school session, no refunds will be given for school or day care tuition already paid. In addition, if school is expected to reopen the following month, full tuition for that month will be required. For any months where the school will be closed for the entirety of the month, tuition may drop to half price. During that time families will continue to receive regular communication from teachers as they judge age appropriate and beneficial to the children in their classes. Other services such as parent/teacher conferences and parenting classes/get togethers will continue online if possible.

RULE VIII USE OF TUITION, FEES AND FINES

A. Unbudgeted expenditures in excess of $250.00, but less than $5,000.00 must be approved by a 2/3 majority vote of the Board. In the event the Board is not due to convene in a timely manner, voting may take place online.

B. Unbudgeted expenditures in excess of $5,000.00 shall be approved by a 2/3 majority vote of the membership present at an All School Meeting or as specified in Article VII-4. Budget amendments must also be approved by a 2/3 majority vote of the membership present at an All School Meeting or as specified in Article VII-4.

RULE IX NON-PARTICIPATING MEMBER FEE

Non-participating members who have been granted this status by the Board shall pay an additional fee of $30.00 per class in addition to tuition.

RULE X SUBSTITUTE FEE AND FINE

A. Active participating members who are unable to work on a scheduled workday may switch a workday with another member in the class or may pay a substitute fee of $50.00 to another member in the class if they are unable to switch workdays. Members choosing to pay another member to work in the classroom are responsible for securing and paying those substitutes directly. (See Rule XV).

B. If a member does not notify the teacher of their absence prior to the start of class, or make arrangements for a substitute, a fine of $50.00 shall be payable to the Treasurer within ten (10) days.

RULE XI FACILITIES FEE & MAINTENANCE FEES AND FINES

A. Each family participating in the Sprouts class shall participate at least two (2) hours during a Saturday Maintenance Day per school year. Each family participating in the Seedling and Trees Ages classes shall participate one full 4-hour Saturday Maintenance Day per school year. If you are unable to participate on your scheduled Saturday Maintenance Day, you must find another parent to substitute for you. You must notify the Maintenance Officer of said substitution prior to the date of said scheduled workday. You must also reschedule a replacement Saturday Maintenance Day with the Maintenance Officer. You may not buy out of your maintenance requirement. If you have children participating in more than one (1) in house program, you are required to do the older child's class maintenance requirement.

B. A $150.00 facilities fee per family is due October 1st or at the time the child starts school if later enrollment. If the facilities fee is not paid in full by November 1st, there will be a late facilities fee owed of $20.00 per month that said fee is not paid.

C. Members have the option of opting out the maintenance day by paying a $250.00 maintenance fee ($125.00 for Sprout families). Fees must be collected by September 30th in order to opt out of the maintenance day.

D. Failure to meet these maintenance requirements may result in termination of membership.

E. If a member does not notify the Maintenance Officer of their absence in advance of the scheduled workday and make arrangements for a substitute,or has not opted out with the $250.00 ($125.00 for Sprouts) maintenance fee, a fine of $300.00 ($175.00 for Sprouts) shall be payable to the Treasurer, within ten (10) days. You must also reschedule a replacement maintenance day with the Maintenance Officer. You may not buy your way out of maintenance requirements.

F. Fees and fines collected under this Rule may be used to hire for the work to be done.

RULE XII INDEBTEDNESS

Failure to clear delinquent tuition, fees and/or fines by the end of the month in which due may result in termination of membership. No member may be registered for the following school year who owes tuition, fees or fines at the end of the current year.

RULE XIII THE JANET COCCONI SCHOLARSHIP FUND

A. The Janet Cocconi Scholarship Fund was established in memory of Janet Cocconi, former director and teacher at RPNS to assist families needing financial aid in order to attend RPNS. Our ability to offer scholarships is dependent upon the financial condition of our preschool and availability of scholarship funds.

B. Scholarship awards are granted on a semester basis. The Fall Semester will cover September thru December tuition. The Spring Semester will cover January thru April tuition. May (last month's) tuition is not covered under this program and it is to be paid in full by May 1st or upon later registration and held as a tuition deposit. See Rule VI C.

C. The scholarship program shall be administered by the Executive Director under the direction of the Scholarship committee. The scholarship committee shall be made up by the Executive Director, President and Treasurer.

1. To apply for a scholarship, members must complete a Scholarship Application, Tax Return, Pay Stub, and submit directly to the Executive Director in a timely manner. Scholarship Applications are available online and from the Executive Director.
2. Scholarships for the Fall Semester are applied for commencing May 1st and no later than May 15th. Scholarships for the Spring Semester are applied for commencing November 1st and no later than November 15th.
3. The amount and value of the scholarships awarded are based on availability of scholarship funds and the number of scholarship applications received and approved by the scholarship committee. 4. Recipients will be notified of awards in writing via email from the Executive Director prior to August 15th for the Fall Semester and prior to December 15th for the Spring Semester. Please note that if members need scholarship awards for both semester periods they are required to apply for them separately and the amount of each scholarship may vary as described above.
5. Each Scholarship Family shall be required to pay the tuition deposit (last month's tuition), registration and maintenance fees in a timely manner.
6. Scholarship awards are for upcoming tuition payments and are not for tuition payments in arrears. 7. Any member receiving a scholarship must remain a member in good standing or the scholarship shall be terminated.
8. DOUBLE MEMBERS: If scholarships are needed for more than one (1) child per family, a scholarship application must be filled out and filed for each child.
9. Scholarship criteria and limits are at the discretion of the Executive Director and Scholarship Committee.

D. The scholarship will be funded primarily by the proceeds from the Annual Janet Cocconi Memorial Dinner and Auction and by other designated donations. Total annual scholarships not to exceed $5,000.00 without prior Board approval.

E. Members have the option of repaying the scholarship.

F. The Fund is to be maintained as follows: the Scholarship Fund may not go below $5,000.00; during annual budget preparation, the board will approve an amount/percentage of the Janet Cocconi Memorial Dinner and Auction proceeds to be donated to the Community Breast Health Project; an approved annual budgeted amount is deposited into school accounts; additional monies as approved by the Board are transferred as needed.

RULE XIV BETTY STROMBOM AWARD CRITERIA

This award is established in memory of Betty Strombom, former teacher and director at RPNS. It is to be awarded to a member or alumni of Redwood Parents Nursery School who goes way above and beyond what is expected of a nursery school member. This person has been a positive role model for our school and embodies the true co-op spirit. This award shall not be limited to one (1) per year nor is one (1) per year required. Written nominations shall be given to the Executive Director by the membership and staff and shall be due by May 1st. This award is presented at the year-end Graduation Night Class.

RULE XV MARGIE LAWSON AWARD CRITERIA

This award is established in honor of Margie Lawson, former teacher and director at RPNS. It is to be awarded to a member of Redwood Parents Nursery School who goes way above and beyond what is expected of a nursery school member and as a board member. This person must value the passion, commitment, values, generosity and advocacy of RPNS. This award is chosen in secret by the board, with the tie-breaking vote given to the staff. This award shall not be limited to one (1) per year nor is one (1) per year required. Written nominations shall be given to the Executive Director by the membership and staff and shall be due by May 1st. This award is presented at the year-end Graduation Night Class.

PART 3 PARTICIPATION RULES

RULE XVI PARTICIPATION AS A TEACHER'S HELPER

A. One (1) parent participates as a teacher's helper one (1) class per week in each program in which they have a child enrolled. Teacher's helpers are expected to arrive on time, proceed with their specified duties and stay until the session ends. Teacher's helpers are required to attend the Orientation Night Class and the Emergency Preparedness & Information Night (if new to the school or did not attend RPNS during the last 12 month period) at the beginning of the school year or if joins later then must attend an Orientation Meeting set up by the teacher and read the Emergency Operations Plan and sign that they understand their responsibilities therein.

1. In the Seedlings and Trees Ages, if two (2) or more children (e.g., twins, triplets) are participating in a single class, the participating parent/adult/grandparent ***may*** *be* required to participate one (1) day per week for each child enrolled in the class at the discretion of the teacher and Executive Director and further based on enrollment numbers,

2. Application for special arrangements must be made to the teacher and Executive Director.

B. If parents are unable to participate as teacher's helpers as stated above, the parent may have a grandparent or aunt/uncle participate for them during day class sessions with prior approval of the teacher and Executive Director. Nannies/babysitters are not allowed to work in the classroom. All adult participants working as teacher's helpers shall be required to attend the Orientation Night Class, the Emergency Preparedness & Information Night (if new to the school or did not attend RPNS during the last 12 month period) and any night class meeting as requested by the teacher or Executive Director. Said adult participants shall have a TB test or complete a TB Risk Assessment, proof of required immunizations, and a Security Background Check Form on file. (See Rule 1A4) The parent/guardian of the child in the class is still required to attend parent education night classes, community building events and perform all other requirements as set forth in the Bylaws and these Rules & Procedures.

C. Parent Health Restrictions: If an adult member should not perform certain types of work at school for reasons of health, it is the member's responsibility to inform the teacher, and then to limit work activities.

RULE XVII SUBSTITUTION

A. In the event members cannot participate on their designated workdays, they must personally arrange a trade of days with other members or arrange for a paid substitute. At the time of said substitution it must be decided if the substitution is a trade of days or for pay. Members may not change their mind at a later date unless both parties agree. (See Rule X.)

B. If a substitute cannot be found by any means, the child of the parent unable to work in class may not attend that class. Failure to notify the teacher incurs a fine as per Rule X.

C. Absences without a substitute but with prior notice to the teacher shall be made up by arrangement with the teacher.

D. Members interested in substituting for pay should notify the teacher. Substituting members may bring their own age appropriate child members only.

E. Substitution may not be used on a permanent basis.

F. Failure to participate on scheduled workday and failure to notify teacher thereof prior to the commencement of class incurs a fine as set forth in Rule X.

G. Members are responsible for following through in getting a substitute for their workday when needed. If a member knows more than twenty-four (24) hours prior to the start of class that they need a substitute, then they can send an email out to the members of the class so requesting. If it is twenty-four (24) hours or less prior to the start of class, members shall telephone other members in the class to secure a substitute. In either instance, it is the responsibility of the member who cannot do their workday to notify the teacher prior to the start of class of the substitution.

RULE XVIII MEETINGS

A. Parent Education Night Classes: Members shall attend parent education night classes as required. Class schedules are announced and posted on the Annual School Calendar and on the monthly class calendar distributed by teachers. The 3rd Vice President, Membership will inform new members of the parent education night class requirements for each class in advance of their enrollment and such requirements will be included in the Orientation Night Class.

1. Failure to attend parent education night classes may result in termination of membership.

2. Two (2) absences per school year are allowed for all classes.

3. One (1) additional absence per school year is permitted for all classes, but which must be made up. Members must arrange with the teacher to make up said additional absence.

4. No additional parent education night classes may be missed, or the parent shall become a member in bad standing and will be fined $400 for the 4th missed night class. That fine will increase by $100 for each subsequently missed night class. Ex: $400 for 4th missed night class, $500 for 5th missed night class- resulting in a total of $900 in fines for 5 unexcused missed night classes

5. Orientation Night Class is a mandatory parent education night class for all classes. It is required that any member who will be participating as a teacher's helper in day class attends the Orientation Night Class, and any other parent education night class as requested by teacher or Executive Director.

6. Either or both parents may attend the remaining parent education night classes. If more than one (1) parent attends a parent education night class, the family will receive one (1) parent education night class credit.

7. DOUBLE MEMBERS: If you have multiple children participating in more than one in-house program you are ***required*** to only attend one (1) parent education night class per month but of course you are welcome to attend all enrolled class night classes.

8. THIRD TIME AROUND MEMBERS: Members in good standing, who are participating at RPNS with their third child and whom have already participated with at least two (2) other children participating in at least two (2) or more separate in-house programs may have their parent education night class attendance

requirement reduced. Said parents shall be required to attend ***at least*** five (5) parent education night classes per school year. Absences, as described herein Rule XVI shall ***no***t allow parents to go below this minimum number of required night classes. Orientation Night Class is still a mandatory part of this parent education night class requirement.

B. Community Building Events: Members shall attend community building events as required. These events are announced and posted on the Annual School Calendar and on the monthly class calendars distributed by teachers. The 3rd Vice President, Membership will inform new members of the community building event requirements for each class in advance of their enrollment and such requirements will be included in the Orientation Night Class as well.

1. There are seven (7) community building events scheduled this school year. These events may include, but not be limited to, Family Spaghetti Night, T-Shirt Night, Redwood City Holiday Hometown Parade, San Mateo Council of Parent Participation Nursery Schools (SMCPPNS) Parent Resource Night, Janet Cocconi Memorial Dinner & Auction, Bookmaking Night, and End of Year Celebration.
2. We ask that families attend at least 3 of the planned and held scheduled events.

C. Members shall attend regular meetings and special meetings scheduled for the purpose of conducting school business. (See Bylaws Article VII, Meetings of Members.)

1. At least one (1) All School Meetings will be held each year on a date set by the Executive Director and "Mini-meetings" of the general membership may be held for the purpose of conducting school business and may take place at the beginning of regular parent education classes.

RULE XIX LEAVES OF ABSENCE

A. Family Leave: Six (6) weeks leave of absence from day class, parent education night class and community building events are allowed for vaginal births and eight (8) weeks leave of absence for cesarean section births. Said leave is calculated commencing the date parent chooses to start said leave or from the date of the baby's birth or adoption, whichever is earlier. If a member needs to take more time off due to a medical condition, they need to notify RPNS in writing thereof. RPNS follows California family leave policies.

B. Other Leaves of Absence: May be granted for a specified period by the Board for medical reasons, serious hardship or jury duty.

1. Members must make an application in writing to the Board.

2. Cases will be considered and conditions set individually by the Board.

3. A leave of absence may be extended only by a two-thirds (2/3) majority vote of the Board.

4. When requested by the teacher and approved by the Executive Director, a substitute fee may be paid from the Janet Cocconi Scholarship Fund to a member working for a parent who is on a Board approved leave of absence. (see Rule X)

RULE XX GRIEVANCE COMMITTEE

Shall consist of the 2nd Vice President, Operations, the Executive Director, a staff member and one (1) representative from each class. This committee will deal with all problems and grievances following procedures in the 2nd Vice President, Operations job folder, copies of which are available on request. This committee will be formed when needed.

RULE XXI CONFLICT RESOLUTION / GROUNDS FOR DISMISSAL / TERMINATION OR SUSPENSION OF MEMBERSHIP/DISCIPLINING CHILDREN

A. When members deal with each other, their mutual goal must be to:

1. Assume each other's good intent and
2. Resolve problems among themselves at the lowest possible level.

B. **Member to Member**: Members who have issues with each other should:

1. Discuss the matter privately with each other and arrive at a mutually satisfactory resolution. 2. Only after attempting to work out the problem directly with each other, may the members discuss the problem with the Executive Director or President privately.
    a. The Executive Director or President shall recommend action the parents shall take to resolve the matter.

C. **Member to Teacher and/or Executive Director**: Members who have issues with either the Teacher and/or Executive Director should:

1. Discuss the matter privately with the Teacher or Executive Director and arrive at a mutually satisfactory resolution.
2. Only after attempting to work out the problem directly with the Teacher or Executive Director, may the member discuss the problem with the President privately.
    a. The President shall recommend action the member and the Teacher or the Executive Director shall take to resolve the matter.

D**. Failure to Perform Co-op Duties**: Members who fail to perform their co-op responsibilities, including, without limitation, those set forth in the Bylaws and herein these Rules and Procedures, including, again without limitation, failure to pay tuition, chronic tardiness, irregular attendance, failure to supervise a child properly and/or conducting unsafe activities, are subject to the following:

1. They shall meet with the Executive Director privately to review the school's concerns and discuss ways the member can resolve them.
    a. The Executive Director shall inform the President of the meeting.
2. If the member continues to fail to perform, the Executive Director and President shall meet with the member privately in order to review RPNS's concerns and discuss ways the member can resolve them.
    a. The Executive Director or President shall send the member a letter setting forth:
        1. the school's concerns,
        2. the action the member needs to take to resolve the concerns and
        3. notice that the member shall be dismissed if they do not resolve the concerns within a prescribed period of time.
3. If the member continues to fail to perform, the Executive Director and/or President shall ask the Board, in a closed session, to determine whether to dismiss the member from RPNS.
    a. The Board may decide to dismiss the member only upon a majority vote.
4. If the Board approves dismissal, the Executive Director and President shall meet with the member to notify them of dismissal.
    a. The President shall send the member a letter notifying them of dismissal.
5. If the Board does not approve dismissal, the Board shall recommend actions the member must take in order to resolve RPNS's concerns and avoid dismissal ("Plan").
    a. The Executive Director and President shall meet with the member in order:
        1. To discuss the Plan and
        2. Notify the member that failure to comply with the Plan shall lead to dismissal.
    b. The President shall send the member a letter setting forth:
        1. The Plan and
        2. Notice that the member shall be dismissed if they fail to comply with the Plan within a prescribed period of time.

E. **Termination or Suspension of Membership:**

1. Membership may be terminated by request of the member, with 30 days written notice.

2. Membership may be terminated by decision of the Board of Directors.
   a. A member who fails to perform their co-op responsibilities as described above.
   b. A member who poses a substantial threat to the mental health and/or physical health, safety, or environment of the school, other members, their children, the teacher, or the Executive Director will be subject to expulsion or suspension under this section.
   c. A member whose child poses a substantial threat to the mental health and/or physical health, safety, or environment of the school, other members, their children, the teacher, or the Executive Director, will also be subject to expulsion or suspension under this section.
   d. The Board of Directors will then consult with CCPPNS advisors and Risk Management to ensure the filings for expulsion have been reviewed and supported by CCPPNS
   e. Such suspension or expulsion shall be had only after written notice of the charges has been sent to the member and their resignation requested.
      1. Notice of proposed suspension or expulsion shall be sent to the member 5 days prior to the proposed date of suspension or expulsion.
      2. Such notice shall state when and where the Board of Directors will meet to consider the membership in question. Such meeting shall be held no more than 5 days after the notice is sent.
   f. The specific member concerned shall be given an opportunity to be heard and to defend the charges at the meeting.
   g. The decision of the Board of Directors, by a two-thirds majority vote, shall be final.

F. **Emergency Suspension:**
Membership may be suspended without prior notice by the President, upon recommendation of a Teacher, when in the opinion of the Teacher, a member's presence, or that of the member's child, poses an immediate substantial threat to the health, safety, or environment of the class, and/or school, other members, their children, or the Teacher.
1. Such emergency suspensions shall be effective immediately upon notice to the member. 2. Such emergency suspensions shall continue in effect for as long as the Board of Directors votes, by a two-thirds majority.

G. **Disciplining Children**: The Executive Director, based on input from a Teacher, is authorized to discipline disruptive children in school by means of temporary removal, suspension and/or expulsion. 1. If the member disagrees with the Executive Director, the member may request to meet with the Teacher, Executive Director and the President.
2. The Teacher, Executive Director and President shall protect the child's right of confidentiality and not disclose information learned during this meeting.

PART 4 RULES PERTAINING TO BUILDING

RULE XXII GENERAL USE OF BUILDING

A. In July, 2026, RPNS was granted the Child Care Center Ministerial Permit from San Mateo County. This permit does not need to be renewed. The premises shall be maintained, and the operation conducted in a manner that is safe, healthful and free from nuisance. Children's class periods shall not begin before 8:30 a.m., nor end later than 5:00 p.m. The maximum number of children on the grounds shall not exceed 100. The premises may be used for evening meetings, parent education classes and community building events. Evening meetings or activities shall not extend beyond 10:00 p.m. on a regular basis. Should there be an event planned to extend beyond 10:00 p.m., the applicant shall notify residents within 100 feet of the property no less than 24 hours before the event by a means determined by the applicant. In no case shall an event extend beyond 12:00 a.m.

RULE XXIII BUILDING COMMITTEE

A. Members: Shall consist of at least five (5) members including the Building Maintenance Officer, who shall act as chairman, the Maintenance Officer, who shall act as secretary, and three (3) members appointed by the President upon the approval of a majority vote of the Board.

1. At least one (1) member will have served a previous term to provide continuity.

2. Members and alumni shall be represented on the committee. Board of Director experience is desirable.

B. Term of office: Shall begin at the close of RPNS school year and continue for one (1) year or until a successor is appointed.

C. Vacancies: Shall be filled by appointment of the President and ratified by a simple majority vote of the Board.

D. The President and Executive Director shall serve in an advisory capacity and shall be given notice of the time and location of each meeting.

POWERS AND RESPONSIBILITIES

A. The Committee shall serve in an advisory capacity to the Board with regard to the use, maintenance, repair and improvement of the building and grounds, and shall advise the Board with regard to related necessary expenditures.

B. The Committee is empowered to act to arrange for the disposal of the property in the event of dissolution of RPNS, per Article IV.

C. Recommendations of the Committee with regard to changes in the property, disposal of the property, or changes in the function of the committee must be approved by four (4) members of the committee then secondly approved by the Board before being brought to a vote by the membership at an All School Meeting, or as specified in Article VII.

MEETINGS OF COMMITTEE

A. The Committee shall meet annually or as needed.

B. Additional meetings may be called by the President, the Committee Chairperson, a majority of the Committee members, a majority of the Board, or a majority of the membership of RPNS, in the event of an emergency or special problem.

C. Committee meetings are open to the general membership and alumni, unless announced as closed to discuss personnel issues.

D. Copies of Committee minutes shall be delivered to the President and Executive Director within ten (10) days following the meeting.

COMMITTEE REPLACEMENT

The President of RPNS, with the approval of the Board, is empowered to replace the Committee should it prove flagrantly negligent, fails to hold regular meetings, or is unable to act on a given issue within a reasonable amount of time.

RULE XXIV THE TEACHERS AND DIRECTOR RETIREMENT FUND

This fund was established as a retirement fund for our teachers and director at RPNS. Source of funding is to come from RPNS fundraising events. Any appropriation from this fund which reduces the principal below the minimum established by the Board, must be repaid as soon as possible. Use of the fund may not be made without the express approval of the Board and a majority of the voting membership as specified in Article VII.

PART 5 RULES PERTAINING TO THE BOARD OF DIRECTORS

RULE XXV AMENDING RULES & PROCEDURES

Rules & Procedures can be amended by a majority vote at any Board Meeting.

RULE XXVI OFFICER BENEFITS

(See Rule IV re: Registration)

A. All Elective, Appointive and Standing Committee Officers of the Board shall receive priority consideration in registration and given first consideration in their choice of scheduled workday. In choosing workdays RPNS uses a lottery system. First Elective Officers and Appointive Officers shall have a chance to choose their workday then Standing Committee Officers shall have their chance to choose followed by the remaining members in the class.

B. All Elective and Appointive Officers of the Board may have 2 additional absences from night class per school year. Said absences do not have to be made up.

C. All Elective, Appointive and Standing Committee Officers of the Board, in fulfillment of their maintenance requirement will, prior to the start of school, prepare the facility for the upcoming school year by participating in the Board Clean-up as scheduled by the President. Said Board Clean-up is to be scheduled on or before the August Board meeting If for any reason an Officer of the Board is unable to attend the Board Clean-up and there are not enough jobs left to be done, then said Board Officer may fulfill this requirement by participating in a Saturday Maintenance Day during the school year.