



OPERATIONS MANUAL

2025-2026

Kirkland Cooperative Preschool

At Salt House Church

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Kirkland, WA 98033

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<http://www.kirklandcoop.com>

Affiliated with Lake Washington Institute of Technology

A non-discriminatory and a 501(c)3 non-profit organization

Updated: 09/1/2025

MISSION STATEMENT

The goal of Kirkland Co-operative Preschool (KCP) is to create an environment where children and their parents benefit from cooperative learning.

We work together to help kids get ready for kindergarten and for life. We help parents become the best they can be through play and structured learning.

KCP admits students of any race, creed, color, citizenship, sexual orientation, gender identity, religion, disability, national and ethnic origin to all the rights, privileges, programs and activities of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid and other school-administered programs.

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INTRODUCTION

This operations manual is a blueprint of the workings of Kirkland Co-Operative Preschool (KCP). It provides written reference of Board job descriptions, operating policies and a guideline for how classes are to be structured. Changes to these policies must be voted on and passed with a simple majority vote by board before they can be implemented. This manual will therefore reside in the officer board member's notebooks. This manual should be updated and revised each May in cooperation with the incoming and outgoing officer Board members.

Communication is the key to a successful organization and this manual is to be the resource for policy clarification.

OFFICER BOARD DUTIES

The KCP Board is the governing body of the school. It functions to manage the bylaws, maintain its affiliation with the technical college, and keep the school running smoothly. In order to accomplish all of this, the Board meets monthly, except during the summer and the month of December. The final meeting of the year is attended by both present and future Board Members and is hosted by the outgoing Board members.

Board sign ups begin in March, and elections are held at the April all-school meeting.

Attendance at the Board meetings is mandatory for Board members. Any Board member who misses more than two Board meetings in a year may be asked to leave the Board. Board members are expected to maintain and update a notebook of files and information related to their position, and to train the new Board member when handing off their job.

Board members are excused from committee jobs. Because serving on the Board requires a strong working knowledge of the KCP classroom, only a parent with a regular KCP workday – not another family member who doesn't work at the preschool – may hold a Board position.

The teachers and two board members will form the nominating committee. The members of the board will elect the two outgoing board members in the Fall. The purpose of the nominating committee is to recruit the most qualified candidates available for board positions. Committee work includes advertising board positions, interviewing candidates, holding confidential meetings, and reviewing nominations. The nominating committee will provide parents with a copy of the job responsibilities and prerequisites of each board position found on page 5 and 6 of the Operations Manual. They will also distribute a board sign-up sheet that includes the names of the members of the nominating committee and an end date for sign-ups. The nominating committee should use the following criteria when considering potential candidates: current or past board experience, professional experience or special skills, family in good standing, can attend monthly board meetings, and are enthusiastic about KCP. This committee will provide the names of qualified nominees for board elections at the All School Meeting in the Spring.

PRESIDENT

- Creates Board meeting agenda, chairs Board meetings, and executes teacher contracts and lease with Salt House Church of Kirkland
- Liason with Lake Washington Institute of Technology's Parenting Education program
- Serves as primary contact with school photography contractor (when no Event Coordinator)
- Carries out any necessary disciplinary action with parents and teachers
- Plans parent orientation, Board nominations, and all-school meetings
- Conducts spring parent orientation meeting
- Oversees the committee job list. Contacts committee members when a job needs to be done
- Plans the summer picnic (when no Event Coordinator)
- Assists other Board members as needed
- Member of the Financial Aid Committee

A returning Board member is required.

VICE PRESIDENT

- Ensures preschool is run in accordance with the Risk Management Manual
- Supervises the safety and maintenance of the facility and equipment
- Oversees maintenance committees
- Substitutes for President when necessary

REGISTRAR

- Responds to requests for information on the school, gives tours, manages enrollment, maintains contact database, and checks voicemail during non-school hours
- Plans open house and attends preschool night
- Member of the Financial Aid Committee

A returning parent is preferred.

PUBLICITY

- Maintain social media accounts with regular posts
- Promote all the school events, fundraisers, etc.
- Create signage, flyers and visuals as needed for events
- Maintain KCP brand integrity
- Maintain alumni contact list on MailChimp

FUNDRAISING

- Organizes various fundraising events during the school year, which are approved by the Board
- Plans and chairs fundraising committee meetings
- Plans walk-a-thon, fall and spring fundraisers

TREASURER

- Makes deposits, pays bills including teacher paychecks, performs bookkeeping tasks, and provides monthly financial statements and an annual budget to the Board
- Files certain tax forms
- Prepares annual report to be placed in Treasurer's notebook
- Member of the Financial Aid Committee

Accounting experience is strongly recommended.

SECRETARY

- Keeps official book (meeting minutes, correspondence)
- Maintains KCP Handbook and Operational manual and updates paper copies (at school)
- Posts Board meeting minutes monthly
- Maintains school file cabinet
- Writes thank you notes

EVENT COORDINATOR

- Manages quarterly donation drive; delivers items to recipient charity
- Manages additional all-school non-fundraiser events as needed
- Support Open House

WEBMASTER

- Maintain kirklandcoop.com including keeping domain and keep web host payments current.
- Offer technical support to teachers as needed
- Issue email addresses to Board Members as needed
- Maintains list of email addresses and passwords and recovery email

PARENT LEADERS (ONE PER GROUP)

- Attends Board meetings, takes notes on items of interest to assigned class and shares with class at the start of the next Parent Meeting
- Processes all registration forms on Jovial, assists teacher with administrative tasks
- Assists teacher with parent meetings by sharing information from the Board
- Plans group's involvement in set-up and/or pack-up
- Keeps track of parent meeting attendance and make-up
- Liaison between parents, teachers, and Board
- Keep track of records for Certificates of Immunization. See *Immunization Record Keeping* section.

TEACHERS

- Responsible for teaching class per class structure
- Organize and lead monthly parenting education meeting
- The teachers advise the Board as needed
- Teachers are not elected Board members and therefore do not vote

ANNUAL SCHEDULE OF EVENTS

	Event	Attendees	Planner
<i>August</i>	First Board Meeting	Board Members	President
<i>September</i>	First Parent Meeting	Current Families	Teachers, Parent Leaders
	Set-up	Half of Group II & all of Group III Parents	Parent Leaders, Teachers
<i>Third Monday of September</i>	First Day of School	Current Families	Teachers
	Walk-a-thon Fundraising Event**	Current and Past Families	Fundraising, Parent Leaders
	Board Meeting	Board Members	President
<i>October</i>	Parent Meeting	Current Families	Teachers, Parent Leaders
	Board Meeting	Board Members	President
<i>November</i>	Holiday Fundraiser**	Current Families	Fundraising Chair
	Parent Meeting	Current Families	Teachers, Parent Leaders
	Board Meeting	Board Members	President
<i>December</i>	Winter Donation Drive	Current Families	Event Coordinator, Publicity
	Parent Meeting	Current Families	Teachers, Parent Leaders
<i>January</i>	Priority Enrollment Begins	Current and Alumni Families	Registrar, Publicity
	Open House	Prospective Families	President, Registrar, Teachers
	Parent Meeting	Current Families	Teachers, Parent Leaders
	Board Meeting	Board Members	President
<i>February</i>	Open Enrollment Begins	Returning, Wait-Listed, New Families	Registrar
	Parent Meeting	Current Families	Teachers, Parent Leaders
	Board Meeting	Board Members	President
<i>March</i>	Spring Fundraising Event **	Current, Prospective, Alumni Families	Fundraising Chair
	Board Nominations	Returning, New Families	Nominating Committee, President
	Parent Meeting	Current Families	Teachers, Parent Leaders
	Board Meeting	Board Members	President
<i>April</i>	All-School Meeting	Current Families	President
	School Pictures**	Current Families	Event Coordinator and Parent Leaders

	Spring Donation Drive	Current Families	Event Coordinator
	Board Meeting	Board Members	President
<i>May</i>	New Student Orientation	All New Families for the following year	Teachers, President, Parent Leaders
	Parent Meeting	Current Families	Teachers, Parent Leaders
	Board Meeting	Board Members, Incoming Board Members	President, Incoming President
	Pack-up	Half of Group II, All of Group I Families	Teachers
<i>Last Thursday</i>	Last Day of School	Current Families	Teachers
	Graduation	Graduating Families	Teachers
<i>Summer</i>	End of Year Picnic	Current Families	Outgoing Event Coordinator
	End of Year Picnic	Current Families	Outgoing Event Coordinator
	Registration Information	Interested Families	Registrar

**Events may or may not occur depending upon the event planner from year to year.

ENROLLMENT

Priority enrollment for the upcoming school year opens to current and former KCP families in good standing (see Parent Responsibilities in Parent Handbook) in January. A non-refundable enrollment fee must be paid at this time to hold a place in class. LWTech co-op affiliates, as well as new families that have been on the waitlist in one group, but never offered a spot are offered enrollment one week prior to Open House. Alumni in good standing that miss priority enrollment are moved to the top of the waitlist.

Starting February 1st, enrollment is open to the general public. Individuals attending the Open House have the opportunity to enroll in the program immediately. Once enrollment is open to the general public, parents may enroll by mail. If a spot is available, once the non-refundable Enrollment fee is received, they will be enrolled in the class. The Registrar, upon receipt of the Enrollment fee, will send a confirmation of enrollment. Once classes have started in September, new students from the waiting list will have two business days to respond to a class opening before the Registrar calls the next individual on the list.

If there are more children registered than spots available during the open house, then a lottery is held to determine who will be enrolled.

AGE RANGE

Class age requirements:

- Group I: Child must be 2 by February 28th
- Group II: Child must be 3 by February 28th
- Group III: Child must be 4 by May 31st

CLASS SIZE

Maximum class size is 18, unless otherwise approved by class teacher

SIBLING POLICY

The purpose of the KCP Sibling Policy is to accommodate parents who are unable or reluctant to leave their infant while attending class with an older child. The intent of this policy is to keep the KCP parent education program family friendly to include parents with infants.

Non-mobile siblings may attend school on their parent's workday for an additional fee of \$50 per month. Parent's must wear their child in a front-pack and the sibling will be added to the roster for insurance purposes. No more than one sibling can attend per workday in each Group. Additional sibling spots may be available in Group I with teacher and board approval.

For safety reasons, infants are not allowed on the floor of a class. Strollers and car seats must be stored in a car or just outside the school doors under the awning. The parent is responsible for all infant care during class. The parent must also maintain supervision of their assigned area.

Sibling attendance should not affect the quality of the class. It's important to maintain a balance between accommodating parents with an infant and maintaining a high quality program for people who

attend with a single child. Sibling attendance is at the teacher’s discretion. Each quarter, teachers will check-in with parents of siblings to make sure sibling attendance is working for all parties.

ATTENDANCE POLICY

Parents are advised to be on time with drop off and pick up. When dropping off, parents must ensure there is a workday parent present.

Parents are expected to work **all** of their work days in the school year. If they cannot work on a given day, it is their responsibility to trade work days with another parent **before** class starts. Spouses, grandparents or caregivers are acceptable substitutes. If spouses, grandparents or caregivers work more than three days, they must register to be a student of the Lake Washington Institute of Technology. All trades must be communicated to the parent leader. Note that this policy applies to time missed while on vacation.

If a parent makes a best effort but is not able to find a substitute, they will need to make up the time by working an extra day or by completing a special project for the teacher.

Missing 2 work days without a make-up will result in a Reminder Letter from the parent leader or the teacher.

Intentional or repeated failure to comply with attendance policy can result in the family losing their status as members in good standing and you may ask them to explain their circumstances to the Board in person or in writing. The Board will determine if the family can continue membership with KCP.

Members not in good standing cannot register for the following year until their status is restored. If they are not in good standing by the end of the school year they may not be allowed to return to KCP the following year.

TWINS OR TRIPLETS

Rules for families with twins & triplets:

	Weekly Work Days Required	Maximum Sets of Twins per Class
Group I	1	3
Group II	2	3
Group III	2	2

Triplets (or more) are considered 2 sets of twins.

ADDING NEW STUDENTS

If a student drops from the class mid-year, teacher approval is required to fill the vacancy. We do not take new students after March 1.

IMMUNIZATION RECORD KEEPING

Parent Leaders are responsible for keeping the certificate of immunization or exemption. They get put in 4 separate sealed envelopes as follows:

- Complete (fully immunized)
- Conditional (in the process of being immunized)
- Exempt (have a signed Certificate of Exemption)
- Out of Compliance (none of the above statuses)

The following confidentiality statement should be written on the outside of each envelope:

Access to immunization records should be limited only to people who need to know this information (e.g. preschool immunization person, teacher/instructor, director). Information contained in immunization forms should be kept confidential. Immunization records should be stored separately from other preschool records in a secure location at the preschool.

Keep immunization forms on file for as long as the child remains in the preschool. Teachers return forms to caregivers when the child leaves the program mid-year or at the end of each school year.

CLASS FEES

REGISTRATION

The KCP Board determines the annual enrollment fee. (See Appendix A.) The enrollment fee is nonrefundable.

TUITION & PAYMENTS

The KCP Board determines monthly tuition rates. It is at the discretion of the Board to set the tuition fees (see Appendix A). Tuition fees are KCP's working money. Tuition is used to purchase classroom supplies, books, and toys. Tuition is also used to sponsor speakers and events, and for other operating expenses including rent and teacher's salaries.

REFUND POLICY

Parents must give 2 weeks' notice of withdrawal to receive a full refund for the following month. Parents withdrawing after the start of the month will **not** receive a tuition refund.

PAYMENT METHODS

Tuition & fees may be paid in cash, by check, or through Jovial. Make checks payable to KCP and indicate the name of the student(s). Payments may be made on a monthly, quarterly, or annual basis.

OVERDUE ACCOUNTS

On the 5th day after tuition is due the family will receive a reminder email from the Parent Leader and letter in their box that tuition is overdue. Any tuition unpaid after the 5th of the month will incur a \$25 late fee.

On the 45th day after tuition is due the family will receive a notification of outstanding tuition letter from the President and their status at the school will be discussed at the next board meeting.

Intentional or repeated failure to comply with tuition policy can result in the family losing their status as members in good standing and they may be asked to explain their circumstances to the Board in person or in writing. The Board will determine if the family can continue membership with KCP.

RETURNED CHECK POLICY

A fee of \$25.00 will be assessed for any returned checks.

FINANCIAL AID

Financial aid is available for parents needing financial assistance. Generally, financial aid is granted in 3 increments with the option to renew which requires Board approval.

FINANCIAL AID GUIDELINES

- Financial aid is granted on a first come, first served basis
- Maximum financial aid amount is 50% of the monthly tuition
- Financial aid does not include enrollment fees, insurance, special events, nor does it waive the fundraising requirement
- Financial aid requests will be kept anonymous to the Board, except to the Financial Aid Committee comprised of the President, Registrar, and Treasurer who will keep the identity confidential during the Board vote

CONFLICT RESOLUTION

In rare cases of intentional and/or repeated failure to follow the guidelines and policies of KCP, the Board reserves the right to take action toward a member parent to encourage compliance with policy and resolve potential conflicts.

POTENTIAL CONFLICT SITUATIONS

- Missed work day
- Missed parenting education meeting
- Improper coverage of “area of supervision” in class (e.g., spending time on phone)
- Late payment
- Disregard for school policies

CORRECTIVE ACTIONS

- Parent Leader or teacher conversation
- Additional projects or work days
- Reminder letter
- Meeting with appropriate Board member
- Revocation of financial aid
- Ineligible for registration
- Expulsion (requires Board majority vote)

The Board is advised to use best judgment and deal fairly with all parents equally and take the full extent of the situation into account.

BOARD EXPENDITURES

TEACHER ALLOWANCE

The teachers are provided with an allowance to purchase classroom supplies beyond the general classroom supplies (example: supplies used for a specific art project). The amount of the allowance is determined by the budget approved by the Board prior to the start of the school year. Receipts are required. Teachers will be reimbursed for expenditures within the budget.

GIFTS

Teachers are allowed to receive 2 class gifts per year with a combined value of \$50 or less. No school money may be spent on gifts for school members including parents, children, and Board members.

THANK YOU NOTES AND CONDOLENCES

Thank you notes and condolence notes on behalf of the Board are to be written by the Secretary as required. No tuition money may be used for floral tributes or other gifts.

CHARITABLE DONATIONS

Tuition money may not be donated to any charitable organization.

SUBSTITUTE TEACHERS

When a teacher is in need of a substitute he/she will first try to swap amongst other KCP teachers. For liability insurance reasons, if a teacher is unable to find another KCP teacher, they must find another individual who has a valid First Aid and CPR certificate. Teachers may ask their students' parents if they have interest in being placed on a substitute list. The Board will pay \$50 per day to a substitute.

SCHEDULE OF CLASSES

KCP follows the Lake Washington School District vacation calendar. On half-days and conferences, we will have school as usual. See www.lwsd.org.

- First day of school is the 3rd Monday of September.
- Last day of school is the last week of May
- Group I – Monday & Tuesday, 9:40 AM – 12:10 PM
- Group II – Wednesday, Thursday, Friday, 9:40 AM – 12:10 PM
- Group III – Monday, Tuesday, Wednesday, Thursday, 12:20 PM – 2:50 PM

SNOW PROCEDURE POLICY

KCP follows the Lake Washington School District with respect to snow closures. If the school district **cancels** classes, KCP will be closed. If **delayed**, KCP Groups I and II will be closed, Group III will meet as able. Check local news for information. If KCP is closed for more than one day due to inclement weather, KCP will make an effort to schedule make-up days if possible. Tuition will not be refunded or pro-rated.

APPENDIX A: TUITION & FEES

Enrollment Fee - \$150, due at time of registration. Non-refundable.

Insurance Fee - Varies year to year. Due in October. Non-refundable.

Activity Fees – Varies. This is optional if you wish to participate. Due twice a year. For more information on activities talk to your teacher or Parent Leader. Non-refundable.

Fundraising Goal – Each family is expected to help raise at least \$100 or more for the school per year either through participating in a fundraising event or making a direct donation. See *Fundraising* section for more information.

Monthly Tuition

- Group I - \$180
- Group II - \$230
- Group III - \$285

Tuition payments for the following month are due on the first of each month by check (payable to KCP) or through Jovial.

If you leave KCP mid-month, prorated tuition is not returnable.

PARENT RESPONSIBILITY LETTERS

KCP Tuition Reminder Letter

This is a sample of the form KCP has developed to help those families, which might need a reminder about their obligations to the preschool to pay their tuition monthly.

[Date]

[Name and address of addressee]

Dear [Name of addressee]

You are currently two months behind on tuition payments for [name of child] in group [I, II, or III]. The total amount currently due is \$_____. Pursuant to Kirkland Cooperative Preschool Bylaws and parent handbook, you must remit all outstanding tuition due prior to the next parent meeting on _____.

If payment has not been received by your group leader by this date, a vote will be taken at the next KCP Board meeting, to be held on _____, _____pm at _____ on your family's status and whether to take additional action.

You are entitled to attend this KCP Board meeting to address this issue. If you have any questions, please contact me or your parent leader.

Thank you for your prompt attention to this issue.

Sincerely,

KCP President

KCP Parent Meeting Attendance Reminder Letter

This is a sample of the form KCP has developed to help those families which might need a reminder about their obligations at the preschool to attend monthly parent meetings.

We missed you!

Name: _____ Date: _____

You were missed at the parent meeting on _____ . So far you have missed _____ meetings. Remember you can only miss two meetings without completing a make-up, before your membership in KCP may be terminated....and nobody wants that.

Tuition for the month was paid at the parent meeting, so if you haven't already done so, please pay your Parent Leader _____ as soon as possible.

**Thank you,
The KCP Board**

Please fill out the following and return it to your Parent Leader when you have made-up your missed meeting.

I realize that I missed the parent meeting on _____. I did the following to make-up my missed meeting:

Signed: _____ Date: _____

Need an idea?

Attend a KCP Board meeting, PTA meeting, parenting class/lecture, another group's parent meeting, read a book on parenting and present a review at a future meeting, talk to the teacher and get an idea.... maybe something needs to be done around the preschool that you can help out with....

Thank you for your cooperation and diligence.
The KCP Board

KCP Work Day Attendance Reminder Letter

This is a sample of the form KCP has developed to help those families, which might need a reminder about their obligations to the preschool to participate in weekly work days.

We missed you!

Name: _____ **Date:** _____

You were missed at school on _____ . So far you have missed _____ days. Remember you can only miss two work days without completing a make-up, before your membership in KCP may be terminated....and nobody wants that.

**Thank you,
The KCP Board**

Please fill out the following and return it to your Parent Leader when you have made-up your missed work day.

I realize that I missed my work day on _____ . I did the following to make-up my missed day:

Signed: _____ **Date:** _____

Need an idea?

Attend a field trip as an extra parent, show up on a day that is not your standard work day with an extra project to do, or talk to the teacher and get an idea.... maybe something needs to be done around the preschool that you can help out with....

Thank you for your cooperation and diligence.
The KCP Board

APPENDIX B: BYLAWS

BYLAWS

OF

KIRKLAND PARENT COOPERATIVE PRESCHOOL, INC.

ARTICLE I

MEMBERSHIP

SECTION 1. CLASSES OF MEMBERS

The corporation shall have one class of members. Membership shall consist of parents of children between the ages of 2 ½ and 5 enrolled in the school. Both the mother and the father of each child or the single parent, if only one, or the guardian or guardians of each child shall be members of the corporation.

SECTION 2. ELECTION OF MEMBERS

Application for special membership shall be submitted to the Executive Board and an affirmative vote of the majority of the Board members at a regularly constituted meeting at which a quorum is present shall be required for election to membership.

SECTION 3. PRESCHOOL MEMBERSHIP

Organization of the children in the preschool will be under the following terms and conditions:

- A. Children will be placed into Group I, Group II, or Group III, depending primarily on their ages.
 - 1) Participating children in Group I must be 2 ½ years old by August 31st.
 - 2) Participating children in Group II must be 3 ½ years old by August 31st.
 - 3) Participating children in Group III must be 4 years old by May 31st.
- B. Children of participating parents shall have priority over other registrants up to February 1st.
- C. Children will be taken into the group according to the waiting list and the group's needs.
- D. Any withdrawal requires two weeks notice.

SECTION 4. VOTING RIGHTS

Each member shall be entitled to one vote on each matter submitted to a vote of the membership.

SECTION 5. TERMINATION OF MEMBERSHIP

The Executive Board, by affirmative vote of a majority of all of the Board members present at any regularly constituted meeting at which a quorum is present, may suspend or expel any member for cause, after appropriate notice and hearing, including, but not limited to, the nonpayment of tuition and failure to attend parent meetings and/or school as herein provided.

SECTIONS 6. TRIAL PERIODS

The first month in the group is a trial period, during which either the teacher or the parent may decide the child should not continue with the group. In cases where the preschool recommends withdrawal, the current month's tuition shall be prorated and refunded.

SECTION 7. POWERS OF MEMBERS

The membership shall elect the Executive Board at the annual membership meeting and designate which Board members shall be officers of the corporation, and further, the membership may rescind any action of the membership meeting at which a quorum is present.

ARTICLE II

MEETING OF MEMBERS

SECTION 1. ANNUAL MEETING

The annual meeting of the members of the corporation shall be held during April of each year. Such annual meeting shall be held at such place and at such time as may be designated by the Executive Board.

SECTION 2. SPECIAL MEETINGS

Special meetings of the members may be called by the President, or a majority of the Executive Board, or not less than 50% of the members.

SECTION 3. NOTICE OF MEETINGS

Written or primed notice of the place, day and hour of the annual meetings of the members and, in case of a special meeting of members, the purpose or purposes for which the meeting is called, shall be delivered not less than ten, nor more than thirty days before the date of the meeting, either personally or by mail, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting, to each member entitled to vote at such meeting.

Notice of regular meetings other than annual shall be made by providing each member with the adopted schedule of regular meetings for the ensuing year at any time after the annual meeting and ten days before the next succeeding regular meeting, and at any time when requested by a member.

SECTION 4. QUORUM

At any meeting of the members of the corporation, a majority of the members shall constitute a quorum for any and all purposes, provided that, in the event a quorum is present at any meeting of the corporation, the business may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

ARTICLE III

EXECUTIVE BOARD

PART A - ELECTION OF MEMBERS OF BOARD

SECTION 1. GENERAL POWERS

The affairs of the corporation shall be managed by the Executive Board which shall be composed of not less than seven members of the corporation.

SECTION 2. TENURE, QUALIFICATION AND METHODS OF ELECTION

The Executive Board shall be elected from those individuals who are members of the corporation. The subscribers to the Articles of Incorporation and four or six persons chosen by them shall serve as the first Executive Board until the annual meeting of the members of the corporation and until their successors are elected and qualified. Thereafter, the election of the Board members shall be held every year at the regular annual meeting for the members of the corporation. In the event of failure to hold an election of Board members as required herein by these laws, election of the Board members may be held at a special meeting of the members called for that purpose.

SECTION 3. VACANCIES

Except as otherwise provided by law, vacancies in the Executive Board, whether caused by resignation, death, or otherwise shall be filled by a vote of the majority of the Executive Board. A board member thus elected to fill any vacancy shall hold office for the unexpired term of his predecessor, and until his successor is elected and qualified.

SECTION 4. REGULAR MEETINGS

The monthly meetings of the Executive Board shall be held at a time and place designated by the Executive Board.

SECTION 5. SPECIAL MEETINGS

Special meetings of the Executive Board may be called by or at the request of the President or by three of the Board members. Notice of any special meeting of the Executive Board shall be given at least two days prior to the meeting.

SECTION 6. QUORUM

A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the board.

SECTION 7. REMOVAL OF BOARD MEMBERS

Any individual Board member, at a special meeting of the Executive Board called for that purpose, may be removed from office for cause by a vote of the Executive Board. The entire Executive Board, at a special meeting of the members called for that purpose, may be removed from office for cause by a vote of the majority of the members of the corporation. If the Board or any one or more Board members are so removed, new Board members may be elected at the same meeting.

SECTION 8. POWER AND AUTHORITY OF THE EXECUTIVE BOARD

The Executive Board shall have full power and authority to:

- A. Make non-budgeted expenditures under \$25.00. Non-budgeted expenditures over \$25.00 must be approved by a majority of the members of the Board.
- B. Collect dues and assessments to be paid by the members of the corporation.
- C. Manage and conduct the affairs and business of the corporation which it may lawfully do and perform.

PART B - MEMBERS OF EXECUTIVE BOARD WHO ARE OFFICERS AND THEIR DUTIES

SECTION 1. MEMBERS OF EXECUTIVE BOARD

The officers of the corporation shall be members of the Executive Board and there shall be a President, Vice President, Fundraising Chair, Secretary, Treasurer, Parent Leaders, Registrar, Publicity, Purchasing Agent, and Webmaster.

SECTION 2. PRESIDENT

The President shall be the principal executive officer of the corporation and shall, in general, supervise and control all the business and affairs of the corporation. She shall preside at all - meetings of the members of the Executive Board and, in general, shall perform all duties of the office of President and such other duties as may be prescribed by the Executive Board from time to time. In addition, the President shall see that all teacher contracts and rental agreements are properly executed.

SECTION 3. VICE PRESIDENT

In the absence of the President or in the event of her inability or refusal to act, the Vice President shall perform the duties of the President, and, when so acting, shall have all the powers and be subject to all the restrictions upon the President. In addition, the First Vice President shall assist and aid the President. She also shall coordinate all committees as well as serve as Safety Officer for the corporation.

SECTION 4. FUNDRAISING CHAIR

The Fundraising Chair shall be chairman of the fundraising committee and is responsible for coordinating fundraising for Kirkland Co-op Preschool.

SECTION 5. SECRETARY

The Secretary shall keep the minutes of the meetings of the Executive Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws as required by law; and, in general, perform all of the duties incident to the office of Secretary. She shall also write necessary correspondence and keep copies of such; maintain preschool file cabinet; and update the events bulletin board in the preschool kitchen. She shall provide copies of minutes to the Board and post a copy for members within two weeks of meeting as well as provide monthly newsletters for members of the corporation.

SECTION 6. TREASURER

The treasurer shall keep full and accurate accounts of the receipts and disbursements of the corporation. She shall receive and deposit all monies and other valuables of the corporation in the name and to the credit of the corporation, in such depository as may be designated by the Executive Board. She shall disburse the funds of the corporations as directed by the Board including Teacher paychecks and corporation bills. She shall render to the corporation, whenever required, accounts of all her transactions as Treasurer and of the financial condition of the corporation. She shall submit to the Executive Board financial statements of the corporation's

affairs at every Executive Board meeting. In addition, the Treasurer shall post a tentative average yearly budget at the beginning of the school year, prepare tax returns, make available books for auditing yearly in May, and perform associated bookkeeping tasks.

SECTION 7. PARENT LEADER

There shall be a Parent Leader for each group of children in the preschool. Each Parent Leader shall have the following duties.

- A. To provide and help interpret the philosophy of the Kirkland Cooperative Preschool Group, Inc.
- B. To set up work days for participating parents.
- C. To compile roster of members names, addresses, phone numbers, and child's birthdate to be given to all members of the group.
- D. To keep attendance records at Parent Meetings.
- E. To collect tuition.
- F. To compile information cards for emergency file.
- G. To notify Board of any changes in active memberships.

SECTION 8. REGISTRAR

The registrar shall respond to requests for information, manage enrollment and maintain contact database. In addition, she shall give tours to prospective members and check voice messages during non-school hours.

SECTION 9 PUBLICITY

Provides internal and external publicity, designs flyers to promote school events.

SECTION 10. PURCHASING AGENT

The Purchasing agent shall be responsible for buying both academic and custodial supplies for the corporation. She will maintain a supply list and keep supplies stocked as well as purchase items as authorized by the board.

SECTION 11. WEBMASTER

The Webmaster shall be responsible for maintaining the KCP public website & domains, any internal document sharing & collaboration software, and administering email lists and KCP email accounts.

PART C - FUNCTIONS OF EXECUTIVE BOARD

SECTION 1. GENERAL FUNCTIONS

The general functions of the Executive Board shall be to manage and conduct the affairs and business of the corporation. Motions shall be decided by a majority vote of the quorum. The Nominating Committee shall consist of Board Members. The slate of prospective officers shall be presented at the annual Group Meeting in April, at which time nominations will be accepted from the floor for any vacant Board position(s). Any parent who plans to be a member of the corporation in the fall shall be eligible to hold office.

The May Board meeting shall be a joint meeting of the present Board Members and newly elected Board Members. New Board Members shall assume their new responsibilities as of June 1st.

SECTION 2. SPECIAL FUNCTIONS.

The special functions of the Executive Board shall be as follows:

- A. The budget and teachers' contracts shall be reviewed and revised as necessary by the Board. The Board shall provide a school room for the preschool and any other space necessary to conduct the activities of the preschool.
- B. Teacher(s) shall be interviewed and hired by the Executive Board. There shall be one teacher for each group of children at the preschool. The duties of the teachers are:
 1. To attend Board Meetings.
 2. To plan and conduct monthly Parent Meetings.
 3. To plan daily programs for the children and supervise assisting parents.
 4. To present needs for equipment and materials to the group.
 5. Consult with President and Parent Leader regarding principles that need further emphasis.
 6. To determine when it is necessary to send a child home from school for illness
- D. Bylaw changes are to be posted, discussed and voted on at the All School Meeting.
- E. A proposed budget shall be presented to the group by the Executive Board at the beginning of the school year for the group's approval.

ARTICLE IV

FISCAL YEAR

The Fiscal Year of the Corporation shall commence on June 1 and terminate on May 31.

ARTICLE V

AMENDMENT OF BYLAWS

These Bylaws may be amended, altered, or repealed by a majority vote of the membership at any regular or special meeting of the membership at which a quorum is present, after at least 14 days notice of the meeting. Any change in the Bylaws or the Articles of Incorporation relating to the status of the corporation as a nonprofit corporation shall be sent to the Internal Revenue Service.

ARTICLE VI

RULES OF ORDER

The rules contained in the most recent edition of Robert's Rules of Order, revised, shall govern all meetings if members and trustees where those rules are not inconsistent with the Agreement of Association, Bylaws, or special rules of order of the corporation.

ARTICLE VII

RULES AND REGULATIONS OF CORPORATION AND PRESCHOOL

The Executive Board may adopt such rules and regulations, relating to amount and payment of tuition and all other matters which the Board deems appropriate, including Standing Committees, as the Board may deem beneficial to the fulfillment of the purposes of the corporation. The rules and regulations, including the Standing Committees, of the Kirkland Parent Cooperative Preschool, which shall be effective immediately, shall be attached to these Bylaws as Attachment 1.

ARTICLE VIII

NONDISCRIMINATORY POLICY


It is the policy of Kirkland Cooperative Preschool that no person shall be subjected to discrimination in the agency because of race, color, national origin, sex, income, age, religion, creed, marital status, sexual orientation, or the presence of any physical, mental, or sensory disability.

ARTICLE IX

CONFLICT OF INTEREST POLICY

No Officer, voting Board member, or Member of the Kirkland Parent Cooperative Preschool shall have any personal financial interest, direct or indirect, in any activity undertaken by the corporation. No Board member, committee member, or Officer shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the corporation. Board members, Officers, and Members of the corporation shall be eligible to apply for tuition scholarships.

The forgoing Bylaws were approved at the Annual Meeting of the members of the corporation of Kirkland Cooperative Preschool April 4th, 2013.


Elisabeth Merker, President

Revised and Amended 04/2013