

By-Laws of Delaware Cooperative Preschool, Inc.

Adopted October 19, 2006

Revised September 2022 by a majority vote of the Board of Directors



I. Location

Delaware Cooperative Preschool (DCP) classes are held at 55 West Lincoln Avenue, Delaware, Ohio 43015 in the Education Wing of Asbury United Methodist Church. The phone number for DCP is 740-369-7808.

II. History of Delaware Cooperative Preschool

Delaware Cooperative Preschool is a parent cooperative, community based, not religiously affiliated child care center. It was formed as Delaware Cooperative Parenting in 1984 by parents who wanted greater involvement with the early education and development of their children. August 14, 2009 Delaware Cooperative Preschool received its 501 (c)(3) public charity status. Today, it remains the goal of DCP to actively involve families in its organization and operation while also providing parent education opportunities and including families in the learning process whenever possible.

DCP teachers are qualified, caring, and are often Active Members or Lifetime Members themselves. DCP's curriculum is unique in Delaware, including a Toddler Time class for children aged two to three. Children aged three to pre-kindergarten are offered a stimulating and nurturing experience in Delaware's only Montessori influenced mixed-age preschool classes.

DCP is licensed by the Ohio Department of Jobs and Family Services. DCP's license, as well as copies of its articles of incorporation, by-laws, and policies are available in the DCP office.

III. Mission Statement

Our mission is to provide a warm, safe, loving environment for children and families to come together to support children in learning. Using child centered methods, we seek to foster the emotional, social, intellectual, creative, and physical growth and development of our students and to inspire a lifelong love of learning. We seek to foster a community of parents and students building lasting, supportive relationships.

IV. Membership

A. Qualifications

To be an Active Member of DCP, one must be a parent and/or legal guardian of a child enrolled in class. As long as the member's student is enrolled at DCP, that member is considered an Active Member. After completing at least one year as an Active Member in good standing, parents and/or legal guardians are considered Lifetime Members of DCP.

Since Active Members are provided access to DCP during school hours and participate in activities involving DCP children, each member who acts as the designated volunteer for their household must complete the following requirements:

B. Requirements

1. Active Members must review and comply with all DCP by-laws and policies.
2. At least one Active Member per household must attend all General Membership Meetings.
3. At least one Active Member per household must serve as a class volunteer (see section IX).
4. At least one Active Member per household must serve on a committee(s), the Board, and/or volunteer for special events, and participate in fundraising activities.
5. Active Members must pay all fees and tuition and return all completed forms in a timely manner.

C. Withdrawal/suspension/revocation of membership

No tuition reimbursements will be made after March 1st. In no event will fees be refunded. Any Member who wishes to withdraw must inform the Board in writing.

Members may withdraw prior to the end of the session without forfeiture of tuition for the following reasons:

1. Serious and/or prolonged illness of the child or another immediate family member.
2. Permanent removal of the family from the area with at least fifteen days written notice to the Board President.
3. Upon recommendation of the teacher(s) with agreement of the member and consideration of the Board, where there is unsatisfactory adjustment of the child in the classroom.

In such cases, withdrawal will be effective upon notice to the Board or last day of attendance, whichever is later, and the prorated portion of unused tuition (based upon the school's 36-week operating calendar, not simply class attendance weeks) will be refunded.

If their child is withdrawn during the school year, prior to March 1st, for any reason other than those listed above, members must provide written notice and agree to pay all tuition for four weeks following delivery of the notice to the Board President, even if their child is not in attendance.

If a member departs DCP with an outstanding student account balance, they will be removed from DCP's lifetime member list. In order to reinstate the student/member or to register another child within the household, the outstanding balance must be paid in full.

D. General membership meetings

The Board of Directors will schedule and hold 2 - 5 meetings between September and May for the General Membership. General Membership Meetings will be held to discuss the business of DCP, vote on items requiring membership approval (including, but not limited to: tuition increases), provide information to members, and ratify the actions of the Board of Directors. Each Active Member Family shall have one vote regardless of the number of children enrolled. Votes may be by voice, ballot, roll call, or a show of hands. It is mandatory for at least one adult representative of each Active Member family to attend each General Membership Meeting.

E. Rights of members

DCP is governed by its Members. As such, the Members have the right to attend all meetings, with the exception of any executive sessions convened by the Board of Directors. Members have the right to review Board meeting minutes and information related to the budget and finances of DCP upon request. Active Members have the right to request items be added to the agenda for any General Membership Meeting. Active Members may vote on any item requiring membership approval.

V. Statement of non-discrimination

DCP is committed to providing students and families with equal opportunity to education without discrimination based on race, color, veteran status, religion, national origin, political affiliation, sex, sexual orientation, or age. DCP shall not discriminate with regard to accepting students, Memberships, service on the Board of Directors, other volunteer positions, or employment as paid staff.

VI. Board of Directors

A. Make up: The Board of Directors shall consist of President, Vice-President, Secretary, Treasurer, and Volunteer Coordinator. Terms of office shall be from June 1 to May 31.

B. Board qualifications:

1. Must be an Active Member for the academic year of nomination and the academic year of service.
2. Nominees must attend a minimum of two Board of Director meetings before election in the nomination year.
3. Directors shall serve no more than two consecutive terms in any one position on the Board. President of the Board is limited to two terms total.
4. Exceptions to these qualifications may be made in the event of extenuating circumstances, at the Board's discretion.

C. Nomination and Election Process:

1. Nomination to the Board of Directors can be submitted on one's own behalf, or on the behalf of another Active Member.
2. Nominations must be submitted to the Vice President before the election to be held at the final General Membership Meeting of the academic year. Specific nomination deadlines will be announced.
3. Board of Directors shall be elected by simple majority vote of the Active Members at the final regularly scheduled General Membership Meeting. When all Board positions are uncontested, a verbal or show of hands vote may be used.
4. When any Board position is contested, a secret ballot must be used. Ballots will be counted by three current Board Members as directed by the Vice President.
5. When necessary, the Board of Directors may fill an open position by simple majority vote at any meeting of the Board of Directors at which a quorum is present.
6. Directors may be removed from their position by majority vote of the Active Membership at any General Membership Meeting upon motion of any Active Member.

D. Transition of Board Positions and Duties:

1. From May 1 to May 31, the departing board members will train the new incoming board members on their elected positions.
2. If a vote of approval is required during this transition period, the votes cast by the outgoing board members for the current year will be counted.

3. All incoming and outgoing members are required to attend the May board meeting.

E. Board of Director Job Duties:

1. President: The President is responsible for overseeing and coordinating the general business affairs of DCP. The President shall be familiar with licensure requirements and work with the Administrator to insure compliance with all applicable rules to Parent Cooperative Child Care Centers. The President shall prepare the agenda for and preside over all Board and General Membership meetings. Any nominee for President must have served in a position on the Board for at least one year.
2. Vice President: The Vice-President shall assist the President and preside over Board and General Membership Meetings in the absence of the President. The Vice President is responsible for monthly communication with the Membership (including maintaining the cooperative's website and online presence), purchasing, and overseeing the election process for the Board of Directors for the next school year.
3. The Secretary shall keep thorough and accurate minutes of all Board and General Membership meetings. Minutes shall be typewritten and printed for approval by the Directors by the time of the next regularly scheduled meeting. Minutes shall be maintained and available for review by members upon request. The Secretary shall assist the President and other Board Members as needed.
4. Treasurer: The Treasurer shall be responsible for maintaining the financial records of DCP and for the deposit of income, payment of DCP's obligations and reimbursement of any approved expenditures by Members or staff. The Treasurer is responsible for communication and coordination with the bookkeeping, payroll, and accounting services contracted with DCP. The Treasurer, along with the President, shall prepare the budget to be submitted to the Board of Directors for approval and submission to the Membership for ratification.
5. Volunteer Coordinator: The Volunteer Coordinator organizes and oversees the Active Member Committees as listed in the section below. Volunteer Coordinator serves as liaison between the Board and all committees, while providing support and guidance to Committee Chairs. Before committees are established at the beginning of the academic year, the Volunteer Coordinator is responsible for researching and recommending any possible fundraisers.

- F. Meetings of the Board of Directors shall be open to all staff and members. Meetings shall be conducted in a manner guided by Roberts Rules of Order, Revised. Each member of the Board is expected to attend all monthly meetings and called Executive Sessions. A simple majority of Directors shall constitute a quorum for purposes of conducting business. Meetings shall be scheduled on a monthly basis with additional

Executive Sessions planned as needed at the determination of the Directors.

- G. Members of the Board of Directors are responsible for attending all Board meetings. If unable to make a meeting, the member may discuss with the board the potential of shifting a meeting date so that he/she can attend. After 2 missed BOD meetings, a Board member will be warned by the Board President (or Vice President, in the case of a President missing 2 meetings) that their absences cannot continue. After 3 missed meetings, the BOD may vote to have the Board member removed from his/her position.

NB: Board member duties are fulfilled on a volunteer basis; tuition credit is also budgeted annually (historically, 3 sessions for Presidency and 1/2 session for all other roles).

VII. Committees

DCP shall maintain the following standing committees under the coordination of the Volunteer Coordinator. Each committee should be headed by a chairperson.

- A. Fundraising/finance: The Fundraising committee is responsible for coordinating all fundraising and other activities pertinent to the financial health of DCP. As fundraising is essential to the operation of DCP, the committee may be headed by two co-chairpersons.
- B. Advertising: The Advertising committee engages with the greater Delaware community to spread the word about DCP and our programs to ensure strong enrollment.
- C. Social: The Social committee plans and provides social engagements to facilitate relationship building for Active Member Families and staff outside of school hours.
- D. Educational Programming: The Educational Programming committee provides enrichment experiences for the students, and provides parent resources and tips.
- E. Cleaning: The Cleaning committee manages a cleaning program for the preschool so that children have a clean environment for learning, and members receive a nominal tuition reimbursement for their work.
- F. Technology Advisor/Social Media Coordinator: The Technology Advisor/Social Media Coordinator assists with development and implementation of technology that will benefit the school, and develops content to engage followers and promote DCP.
- G. Maintenance: The Maintenance committee is responsible for maintaining DCP equipment.
- H. Other committees: Other committees and subcommittees may be organized by the Board of Directors and membership as needed.

VIII. Staff

The following positions and required minimum qualifications shall comprise the staff of DCP.

A. Administrator

The Administrator position is responsible for accomplishing general office tasks including, but not limited to, basic informative communications with the Membership, the Staff and the community, maintaining accurate and up to date lists of both Active and Lifetime Members, and keeping the office organized and stocked. In addition, the Administrator is responsible for marketing to and giving tours to prospective families, monitoring and holding (in his/her name) 3rd party accounts utilized by the school, acting as primary substitute, managing additional substitutes that the school may employ, and being available to assist Board members and Staff with tasks required to operate the Cooperative.

The Administrator is responsible for overseeing the day-to-day educational operations of DCP, working with the Board of Directors to ensure compliance with applicable rules and regulations for Parent Cooperative Childcare Centers, and serving as the primary contact for the Ohio Department of Jobs and Family Services as the state licensing agency.

The Administrator shall complete a ODJFS Employee Medical Statement for Child Care, a criminal records check, and shall meet the requirements set forth by Ohio Admin. Codes: #5101:2-12-07, #5101:2-12-08, #5101:2-12-09, #5101:2-12-10.

The Administrator is not required to be a member of DCP.

B. Teachers

Teachers are paid child care staff primarily responsible for planning and implementing the curriculum for each class which they are contracted to teach. Teachers are responsible for providing a nurturing, learning environment, imparting discipline in a non-physical and constructive manner when necessary, and providing direct feedback to parents regarding their child's development and issues requiring further attention. Teachers are not required to be members of DCP.

Teaching staff shall meet the following requirements:

1. Every teacher shall be mentally and physically able to carry out their duties, which includes recognizing and acting upon any hazards to a child's safety and well being.
2. Every teacher shall be at least eighteen years of age, have completed a high school education, and meet the requirements set for by Ohio Admin. Codes: #5101:2-12-08-B

3. Every teacher shall complete a ODJFS Employee Medical Statement for Child Care, criminal records check and meet the requirements set for by Ohio Admin. Codes: #5101:2-12-08, #5101:2-12-09
4. Every teacher shall provide proof of currently valid training in a) first aid, b) management of communicable disease, c) cardiopulmonary resuscitation appropriation to children, and d) child abuse recognition and prevention, which meets the requirements set forth in Ohio Adm. Code 5101:2-12-10
5. Every teacher must complete the 6 hours professional development which meets the requirements set forth in Ohio Adm. Code 5101:2-12-10

IX. Designated Household Volunteer (In-class Volunteer and/or Committee Member)

DCP is a 501(c)3 registered non-profit Parent Cooperative Childcare Center. Control of the organization rests solely with its members. As such, parent members are expected to participate in the classroom on a periodic basis by assisting the teachers as a parent volunteer. Parent volunteers are included in the school OCCRA and listed as non-ratio employees. Every volunteer must complete the following requirements:

1. Be at least 18 years of age
2. Complete a profile in the Ohio Professional Registry-OCCRRA
3. Complete a ODJFS Employee Medical Statement for Child Care
4. Complete a BCI and FBI Background Check
5. Register through OCCRRA as a non-ratio employee of DCP

Volunteers may be a parent, guardian, grandparent, caretaker, or other family member as long as all requirements are met.

X. Policies & Handbook

The Board of Directors shall establish policies as necessary to remain compliant with federal, state, and local laws, rules and regulations and for the day to day governance of DCP as a Parent Cooperative Childcare Center. The Board of Directors may add, delete and/or amend policies by a simple majority vote. A copy of DCP's handbook and policies is posted on the school website (dcpkids.com).

XI. Budget, Tuition & Employee Compensation

An annual operating budget for the upcoming school year will be prepared by the Treasurer. The Treasurer's proposed budget will be submitted to the Board of Directors.

The Board of Directors may revise the Treasurer's proposed budget and will establish a recommended budget to be submitted to the General Membership. The Active Membership will vote on the recommended budget by the first general membership meeting held after June 1.

An increase in hourly pay and/or bonus that does not require a change in tuition may be awarded by the Board of Directors at their discretion. Any increase in tuition must be formalized via vote by the General Membership at a GMM prior to registration for the following school year.

XII. Amendments

These bylaws may be amended and revised by a majority vote of the Board of Directors as necessary at a meeting at which a quorum is present.

<https://codes.ohio.gov/ohio-administrative-code/chapter-5101:2-12>