

I. WELCOME TO THE AGASSIZ COOPERATIVE PRESCHOOL

A. ABOUT THE SCHOOL

WELCOME TO AGASSIZ COOPERATIVE PRESCHOOL. THIS MANUAL IS PROVIDED TO ANSWER QUESTIONS YOU MAY HAVE ABOUT OUR PROGRAM AND FAMILY RESPONSIBILITIES. QUALITY EARLY EDUCATION IS ONE OF THE BEST THINGS WE CAN OFFER OUR CHILDREN. OUR GOAL IS TO ENSURE THAT THIS PROGRAM IS THE BEST THAT WE CAN ALL MAKE IT AND THAT FAMILIES FEEL CONFIDENT AND COMFORTABLE HERE. YOU CAN BE ASSURED THAT YOUR CHILDREN WILL BE WELL-CARED FOR, LOVED, AND INVOLVED IN AN INCREDIBLE ADVENTURE OF LEARNING.

THE AGASSIZ PRESCHOOL, A PARENT COOPERATIVE, WAS STARTED IN THE SUMMER OF 1971 BY NEIGHBORHOOD PARENTS AND THE AGASSIZ COMMUNITY SCHOOLS PROGRAM. HOUSED ORIGINALLY IN THE AGASSIZ ELEMENTARY SCHOOL, THE PRESCHOOL MOVED TO THE NORTH-PROSPECT CHURCH IN THE FALL OF 1971. AFTER ALMOST 40 YEARS ON MASS AVE & LIVING IN THE AGASSIZ NEIGHBORHOOD, WE WERE GIVEN NOTICE & DECIDED TO BUY A BUILDING. THE ENROLLED FAMILIES & ALUMS RAN A HUGE CAPITAL CAMPAIGN, BOUGHT A HOUSE, THEN PHYSICALLY GUTTED AND REBUILT THE TWO-FAMILY THEMSELVES. WE MOVED TO OUR NEW HOME AT 184 SUMMER STREET IN SOMERVILLE IN NOVEMBER 2010.

THE AGASSIZ COMMUNITY. AS A PARENT COOPERATIVE, OUR GOAL IS TO SUSTAIN AN ATMOSPHERE IN WHICH CHILDREN AND ADULTS RELATE TO ONE ANOTHER IN A WARM, PERSONAL WAY, DEVELOPING RELATIONSHIPS THAT WILL EXTEND BEYOND THE SCHOOL IN TO DAILY LIFE. WE WANT OUR SCHOOL TO BE A SUPPORTIVE PLACE WHERE CHILDREN CAN EXPRESS THEIR FEELINGS AND RECEIVE HELP AND GUIDANCE WHEN NEEDED, AS WELL AS BE A PLACE WHERE THEY CAN BEGIN TO BE SELF RELIANT AND INDEPENDENT AND TO MAKE THEIR OWN CHOICES. WE WANT OUR FAMILIES TO EXPERIENCE A STRONG SENSE OF COMMUNITY WHERE RESPECT AND TOLERANCE ARE HONORED. THERE ARE MANY TRADITIONS AT AGASSIZ TO BRING US ALL TOGETHER AS A COMMUNITY, SUCH AS THE HOLIDAY TREE SALE, THE HALLOWEEN POTLUCK, THE THANKSGIVING SOUP LUNCH, PAJAMA DAY BREAKFAST, AND THE END-OF-YEAR PICNIC; OTHER GET-TOGETHERS DO OCCUR AS WELL.

AGASSIZ'S EDUCATIONAL PHILOSOPHY. AGASSIZ IS TREMENDOUSLY FORTUNATE TO HAVE SUCH AN EXPERIENCED, COMMITTED, AND TALENTED SET OF TEACHERS. IN A FIELD CHARACTERIZED BY HIGH TURN OVER, AGASSIZ'S TEACHERS STAND OUT FOR THEIR COMMITMENT AND SERVICE TO THIS SCHOOL AND TO THIS PROFESSION.

OUR APPROACH AT AGASSIZ IS AS VARIED AS THE EDUCATIONAL AND EMOTIONAL NEEDS OF PRESCHOOL CHILDREN. BECAUSE SELF-ESTEEM AND POSITIVE SOCIAL RELATIONSHIPS ARE VERY IMPORTANT TO YOUNG CHILDREN, WE FOCUS STRONGLY ON EMOTIONAL AND SOCIAL DEVELOPMENT. CHILDREN LEARN TO COMMUNICATE AND RESOLVE THEIR ISSUES AND CONFLICTS POSITIVELY. IN ADDITION, WE SUPPORT THEIR COGNITIVE DEVELOPMENT WITH RESOURCES, INFORMATION, AND ENCOURAGEMENT TO LEARN ABOUT AREAS OF INTEREST AND IMPORTANCE TO THEM. WE ALSO STRIVE TO FOSTER CREATIVITY, NOT ONLY THROUGH ACTIVITIES IN ART, MUSIC, AND MOVEMENT BUT THROUGHOUT THE PROGRAM. OUR CURRICULUM IS CHILD-CENTERED AND PLANNED ACCORDING TO THEIR NEEDS AND INTERESTS. PHYSICAL DEVELOPMENT IS A PRIORITY FOR US AS WELL. WE WANT THE CHILDREN TO FEEL GOOD ABOUT THEIR

BODIES AND CONFIDENT ABOUT WHAT THEY CAN DO. TO THAT END, THE SCHOOL PROVIDES CONSIDERABLE TIME OUTDOORS.

FINALLY, THE SCHOOL STRIVES FOR A DIVERSE POPULATION AND FOR A MULTI-CULTURAL AND NON-BIASED APPROACH TO ITS PROGRAM. THE SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, SOCIO-ECONOMIC, MARITAL STATUS, DISABILITY, NATIONAL ORIGIN, POLITICAL AFFILIATION OR SEXUAL ORIENTATION. VALUING AND CELEBRATING DIVERSITY IS A CHALLENGE. IT REQUIRES ATTENTION TO WHO WE ARE AS CAREGIVERS AND TEACHERS, WHO OUR CHILDREN, FAMILIES, AND COMMUNITIES ARE, AND WHAT OUR PROGRAM IS LIKE. IT OFFERS OPPORTUNITIES TO LEARN ABOUT OURSELVES AND TO HELP CHILDREN VALUE THEMSELVES AND OTHERS.

THE PARENT CO-OP. SINCE ITS FOUNDING OVER FORTY YEARS AGO, THE COOPERATIVE NATURE OF THE SCHOOL HAS GONE THROUGH MANY CHANGES. IN THE BEGINNING, PARENTS WERE RESPONSIBLE FOR THE DAILY RUNNING OF THE SCHOOL, FROM CLEANING TO ANSWERING PHONES AND DEALING WITH PAPER WORK. ALTHOUGH WE NOW HAVE A DIRECTOR TO RUN THE SCHOOL AND PAY FOR THE HEAVY CLEANING, PARENTS ARE STILL AN ESSENTIAL PART OF MAKING AGASSIZ RUN SMOOTHLY. BEING A CO-OP MEANS PARENTS ARE DEEPLY INVOLVED WITH THEIR CHILDREN'S EDUCATION; IT MEANS WE ARE A CLOSE COMMUNITY WITH THE ABILITY TO PROVIDE FRIENDSHIP, LOGISTICAL HELP, AND SUPPORT TO ONE ANOTHER; IT ALSO MEANS THAT WE ARE ALL DEPENDANT ON EACH OTHER TO MAKE OUR SCHOOL THE BEST IT CAN BE.

HERE ARE TWO GOLDEN RULES OF BEING A CO-OP MEMBER:

IF YOU DON'T FULFILL YOUR OBLIGATIONS, SOMEONE ELSE—WITH CHILDREN—HAS TO DO IT FOR YOU.

IF YOU FIND YOURSELF COMPLAINING ABOUT SOMETHING, FIGURE OUT HOW YOU CAN HELP CHANGE IT.

B. GETTING ORIENTED

STARTING AT A NEW PRESCHOOL CAN BE A DAUNTING EXPERIENCE FOR CHILDREN AND PARENTS, ESPECIALLY IF IT'S YOUR FIRST TIME. THERE ARE SEVERAL WAYS YOU CAN ACCLIMATIZE YOURSELF QUICKLY WITH AGASSIZ:

SINCE FAMILIAR FACES CAN EASE THE TRANSITION. NEW FAMILIES ARE ENCOURAGED TO HAVE **SUMMER PLAY DATES** WITH CURRENT FAMILIES, ESPECIALLY CHILDREN ENTERING AT THE OLDEST AND MIDDLE LEVELS. IF YOU DON'T KNOW EXISTING FAMILIES, THE DIRECTOR WILL HELP YOU WITH INTRODUCTIONS.

AN ORIENTATION MEETING WILL BE HELD IN THE BEGINNING OF SEPTEMBER TO ANSWER QUESTIONS, AND PROVIDE AN INTRODUCTION TO PARENT-HELPING AND ALL SCHOOL ACTIVITIES.

ASK QUESTIONS. THE STAFF AND RETURNING PARENTS ARE VERY WILLING TO TALK.

GET INVOLVED. ONE WAY TO GET USED TO THE SCHOOL AND MEET ITS STAFF AND FAMILIES IS THROUGH YOUR PARENT JOB. NEW PARENTS ARE ENCOURAGED TO JOIN THE BOARD OR ATTEND THE MONTHLY BOARD MEETINGS.

C. AGASSIZ BASICS

CALENDAR

THE PROGRAM RUNS:

+ YEAR-ROUND FROM 8:30 A.M. TO 2:30 P.M. MONDAY THROUGH FRIDAY.

+ EXTENDED DAY UNTIL 4:30 IS AVAILABLE FOUR TIMES A WEEK (MONDAY TO THURSDAY) FOR AN ADDITIONAL COST, EXCEPT DURING THE SUMMER MONTHS.
+ NO SCHOOL DURING SOMERVILLE SCHOOL VACATIONS, A FEW DAYS IN JUNE AND DURING THE LAST THREE WEEKS BEFORE LABOR DAY.
+SOMERVILLE PUBLIC SCHOOL SNOW DAYS (LISTEN TO THE RADIO OR TV). IN THE CASE OF CONSECUTIVE SNOW DAYS, THE ADMINISTRATION MAY DECIDE TO REOPEN THE SCHOOL AND PARENTS WILL BE NOTIFIED

THE OFFICIAL ANNUAL CALENDAR IS DISTRIBUTED WITH ALL YOUR FORMS, AS WELL AS POSTED ON THE WEB PAGE. IT INCLUDES ALL THE EARLY RELEASE DAYS, HOLIDAYS, AND VACATIONS.

SCHOOL FACILITIES:

CLASSROOM AREAS: AGASSIZ'S PLAY SPACE IS ROUGHLY DIVIDED INTO THREE CLASSROOMS, WITH EACH AREA DESIGNED BY THE INDIVIDUAL TEACHERS. ALL THE SPACES ARE DESIGNED TO ALLOW CHILDREN TO WORK ON PROJECTS INDIVIDUALLY AND IN GROUPS. TAKE A LOOK AROUND THE SPACE DESIGNATED FOR YOUR CHILD'S GROUP AND SEE THE DIFFERENT CENTERS FOR LEARNING.

CUBBIES: EACH CHILD IS ASSIGNED A CUBBY. THE CUBBIES ARE THE PLACE TO HANG UP COATS, STASH LUNCH, AND STORE BOOTS. TEACHERS ALSO MAY PUT ART PROJECTS IN YOUR CHILD'S CUBBY AT THE END OF THE DAY FOR YOU TO TAKE HOME. **PLEASE BE SURE TO TAKE HOME YOUR CHILD'S PROJECTS AND ART WORK.** EACH CUBBY HAS A SPECIAL BOX FOR EXTRA DIAPERS, UNDERPANTS, SOCKS, MITTENS, AND CHANGES OF CLOTHES (NOTE: PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME). MAKE SURE TO TAKE LEFT OVER LUNCH OUT OF THE CUBBY EACH DAY. CHECK SPARE CLOTHES AND TAKE HOME BLANKETS TO WASH AT LEAST ONCE A WEEK.

MAILBOXES: EACH FAMILY IS ASSIGNED A MAILBOX. YOUR MAILBOX IS THE ONE UNDER YOUR NAME. YOUNGEST GROUP CHILDREN ARE ON THE TOP ROW, MIDDLE GROUP IS THE MIDDLE ROW, OLDEST GROUP ARE ON THE BOTTOM ROW. THE MAILBOX, BY THE WAY, WAS BUILT BY AN AGASSIZ DAD AND HIS SON. THE MAILBOX IS THE MAIN MODE OF COMMUNICATION BETWEEN THE SCHOOL AND FAMILIES, SO IT IS IMPORTANT TO CHECK YOUR MAILBOX EVERY DAY, AND DO READ IT'S CONTENTS.

BATHROOMS: THE CHILDREN'S BATHROOMS ARE LOCATED ON EACH FLOOR. NO CHILDREN SHOULD GO INTO THE BATHROOM UNSUPERVISED. THERE IS ALSO AN ADULTS-ONLY BATHROOM ON THE FIRST & THIRD FLOORS.

PLAY YARD: THE PLAY YARD HAS A VARIETY OF EQUIPMENT SUITABLE FOR PRESCHOOLERS. MAINTAINING THE YARD IS THE RESPONSIBILITY OF THE YARD COMMITTEE.


DIRECTOR'S OFFICE: THE OFFICE ON THE THIRD FLOOR. YOU ARE WELCOME TO POP IN AT ANY TIME.

KITCHEN: IF YOU NEED TO HEAT SOMETHING UP FOR A POTLUCK, THE STOVE AND OVEN CAN BE MADE AVAILABLE. PLEASE NOTE THAT CHILDREN ARE NEVER ALLOWED IN THE KITCHEN.

PARKING:

AGASSIZ FAMILIES USE ON-STREET PARKING SPACES FOR PICK UP AND DROP OFF. PLEASE DO NOT PARK IN THE CHURCH PARKING LOT ON SPRING STREET OR THE DRIVEWAY. AND NEVER BLOCK A NEIGHBOR'S DRIVEWAY. THE DRIVEWAY IS RESERVED FOR AGASSIZ STAFF AND PARENT HELPERS WHO ARE NOT SOMERVILLE RESIDENTS.

DURING DROP-OFF PERIODS, PLEASE PARK IN THE DESIGNATED AREAS LISTED BELOW:



YOUNGEST GROUP: SUMMER STREET BETWEEN BELMONT AND HARVARD STREETS, HARVARD STREET AND SPRING STREET.

MIDDLE GROUP: BENTON ROAD, SUMMER STREET WEST OF HARVARD STREET, AND SIDE STREETS BETWEEN CENTRAL STREET AND BENTON ROAD.

OLDEST GROUP: BELMONT STREET, LOWELL STREET AND SUMMER STREET WEST OF BELMONT STREET.

SCHOOL ADMINISTRATION WILL EVALUATE THIS PLAN EVERY YEAR AND MAKE ADJUSTMENTS AS NEEDED TO MAXIMIZE ITS EFFECTIVENESS. IN THE EVENT THAT THESE THREE GROUPS ARE NOT ROUGHLY EQUIVALENT IN NUMBER, THE SCHOOL MAY REASSIGN MEMBERS TO DIFFERENT GROUPS IN ORDER TO ENSURE EQUIVALENCY.

PUBLIC TRANSPORTATION: THE 83, 85, 87, 88 & 90 BUSES ALL STOP NEAR THE SCHOOL.

BICYCLES: WE ENCOURAGE CYCLISTS & HAVE PLACES TO LOCK UP YOUR BIKES IF YOU NEED IT.

THERE IS ALSO SPACE TO LEAVE YOUR STROLLERS AGAINST THE SIDE OF THE BUILDING.

THE WEBSITE: WWW.AGASSIZPRESCHOOL.ORG

OUR FABULOUS WEBSITE WAS DESIGNED BY A PARENT AND IS MAINTAINED BY PARENTS EACH YEAR. WE USE IT TO COMMUNICATE, POST PARENT HELP AND OTHER SCHEDULES, CALENDARS, CHILDREN'S ART WORK, OR ANY RELEVANT INFORMATION. PARENTS EACH HAVE A PASSWORD TO ACCESS SENSITIVE INFORMATION AND UPDATE THEIR OWN INFORMATION. PLEASE BE SURE TO CHECK AND CORRECT YOUR INFORMATION SPORADICALLY.

D. SECURITY

THE SAFETY OF THE CHILDREN IS OUR MOST BASIC RESPONSIBILITY. WITHOUT SAFETY THE REST OF WHAT WE OFFER IS IRRELEVANT. WE APPLY ALL THE GOOD SENSE RULES ABOUT SAFE PLAY THAT YOU WOULD AT HOME – NO CLIMBING ON TABLES AND CHAIRS, LISTENING TO THE ADULTS, ETC. BUT THERE ARE A FEW MEASURES UNIQUE TO THE SCHOOL:

DOORS:

- THE RED DOOR/FRONT DOOR WILL BE KEPT LOCKED EXCEPT DURING DROP-OFF (8:30-9:00AM) AND PICK-UP (2:00-2:30PM) TIMES. AT DROP-OFF AND PICK-UP, PLEASE CONSIDER YOURSELF A SUPERVISOR OF ANY CHILD WHO IS NEAR THE DOOR. WE MUST SHARE RESPONSIBILITY FOR ALL THE KIDS' SAFETY. NO CHILD SHOULD GO OUT UNESCORTED.
- IF YOU ANSWER THE RED DOOR AT ANY OTHER TIME, YOU MAY ONLY ADMIT KNOWN AGASSIZ PARENTS OR AUTHORIZED STAND-INS. IF YOU DON'T KNOW THE PERSON YOU ARE SPEAKING TO, PLEASE ASK FOR ID. THE YARD GATES WILL BE KEPT CLOSED AT ALL TIMES.

CONFIDENTIALITY:

- PLEASE DO NOT SHARE THE SCHOOL DIRECTORY- NAMES AND CONTACT INFORMATION FOR FAMILY AND STAFF-WITH ANYONE OUTSIDE THE SCHOOL.
- IF YOU PHOTOGRAPH CHILDREN AT THE SCHOOL, YOU MUST ASK PERMISSION BEFORE REPRINTING THEM FOR PUBLICATION ANYWHERE EXCEPT THE SCHOOL NEWSLETTER.

CRIMINAL RECORDS INFORMATION:

TO QUOTE DEEC: "IN ORDER TO ENSURE THAT EMPLOYEES OR OTHER PERSONS REGULARLY PROVIDING CHILD CARE OR SUPPORT SERVICES WITH POTENTIAL FOR UNSUPERVISED CONTACT WITH CHILDREN IN ANY PROGRAM OR FACILITY LICENSED AND/OR FUNDED BY DEEC ARE APPROPRIATE FOR SERVING IN THEIR POSITIONS, A CRIMINAL OFFENDER RECORD INFORMATION (CORI) CHECK SHALL BE PERFORMED ON ALL CANDIDATES FOR POSITIONS IN SUCH PROGRAMS OR FACILITIES, AS PROVIDED IN THESE REGULATIONS. IT IS THE POLICY OF EOHHS AND DEEC THAT CONVICTIONS OF CERTAIN CRIMES POSE AN UNACCEPTABLE RISK TO THE CHILDREN SERVED BY DEEC AND ITS LICENSED AND/OR FUNDED PROGRAMS".

- ALL STAFF AND INTERNS HAVE BEEN CERTIFIED TO HAVE CLEAN RECORDS AS REGARDS CRIMES AGAINST CHILDREN. WE RESERVE THE RIGHT TO OBTAIN A CRIMINAL RECORD CHECK ON PARENTS OR ANYONE VOLUNTEERING...
- WE WILL KEEP CURRENT DATA ON LEVEL 3 SEX OFFENDERS, THAT IS PEOPLE CONVICTED OF PREYING ON CHILDREN, ON FILE AT THE SCHOOL IN THE OFFICE. ASK THE DIRECTOR IF YOU'D LIKE TO REVIEW THE FILE.

EMERGENCIES:

- WE CONDUCT FIRE DRILLS WITH THE CHILDREN 8-10 TIMES PER YEAR.
- IN THE EVENT OF AN EMERGENCY REQUIRING US TO LEAVE THE BUILDING, THE CHILDREN WILL BE ESCORTED TO THE ST CATHERINE'S SCHOOL, (RIGHT NEXT DOOR) AND WE WILL NOTIFY PARENTS VIA A SIGN ON THE DOOR, A MESSAGE ON THE SCHOOL ANSWERING MACHINE, EMAILS AND PHONE CALLS.

DISASTER CONTINGENCY PLANS

ACCORDING TO DEEC (OUR LICENSING BODY) REGULATIONS, IN THE CASE OF A NATURAL DISASTER, LOSS OF HEAT, WATER OR POWER, ALL CHILDREN WILL BE EVACUATED OUT OF THE BUILDING. THEY WILL BE SAFELY ESCORTED TO THE CHURCH ACROSS THE STREET. PARENTS WILL THEN BE CALLED TO PICK UP THEIR CHILDREN. THE SCHOOL WILL REMAIN CLOSED UNTIL THE PROBLEM HAS BEEN RECTIFIED.

NOTE: THE NUMBER FOR THE FIRE DEPARTMENT, AND OTHER EMERGENCY NUMBERS, ARE POSTED IN THE COMMON ROOM.

IN CASE OF FIRE. ALL PARENT HELPERS SHOULD FAMILIARIZE THEMSELVES WITH THE LOCATION OF THE EXITS (CLEARLY MARKED ON THE FLOOR PLAN NEXT TO THE ENTRANCE AND IN EACH CLASSROOM). YOU SHOULD ALSO KNOW THE LOCATION OF THE FIRE EXTINGUISHERS *BEFORE* YOU NEED TO KNOW IT:

- *BY THE ENTRANCE (RED) DOOR
- *IN THE MIDDLE OF EACH CLASSROOM
- *BY THE FRONT (BLUE) DOOR
- *SAME LOCATIONS ON THE 2ND & 3RD FLOORS

IN CASE OF FIRE:

- *RING RED ALARM BOX ON WALL TO ALERT EVERYONE IN THE BUILDING
- *CALL FIRE DEPARTMENT
- *EVACUATE THE BUILDING
- *GATHER IN THE YARD - ALL CHILDREN, TEACHERS AND PARENTS. PARENTS ENSURE CHILDREN ARE WALKING OUT CALMLY & QUICKLY, WHILE 1 TEACHER AND THE DIRECTOR CHECK THE BUILDING FOR STRAGGLERS. ATTENDANCE IS CHECKED.

II. YOUR CHILD AT AGASSIZ

A. STAFF AND GROUPINGS

AGASSIZ CHILDREN RANGE IN AGE FROM 2 TO 5 YEARS OLD. THE CHILDREN ARE PLACED, BY AGE, IN ONE OF THREE GROUPS. THE LEAD TEACHERS FOR THESE GROUPS ARE: APRIL STEWART (OLDEST GROUP), RICHARD BARTON (MIDDLE GROUP), AND ANN HOLLOWAY (YOUNGEST GROUP). THE YOUNGEST GROUP ALSO HAS A FULL-TIME ASSISTANT TEACHER, JACALYN SMITH, PAUL ROBINSON IN THE MIDDLE GROUP, AND JASON BEHRENS IN THE OLDEST GROUP. THE STAFF IS ASSISTED BY 2 PARENT HELPERS EACH DAY, STUDENT INTERNS FROM LOCAL COLLEGES' EARLY CHILDHOOD PROGRAMS, VOLUNTEERS AND WORK-STUDY STUDENTS, AND OUTSIDE SPECIALISTS WHO TEACH SUCH THINGS AS MUSIC OR DANCE.

THRESHOLD INTERNS. EACH YEAR, AGASSIZ OFFERS A WORK-STUDY INTERNSHIP TO A STUDENT AT THE THRESHOLD PROGRAM AT LESLEY UNIVERSITY. THE THRESHOLD PROGRAM IS A COMPREHENSIVE, NON-DEGREE CAMPUS-BASED PROGRAM AT LESLEY COLLEGE FOR HIGHLY MOTIVATED YOUNG ADULTS WITH DIVERSE LEARNING DISABILITIES AND OTHER SPECIAL NEEDS. THE INTERN WORKS IN THE MIDDLE GROUP PRIMARILY AND IS SUPERVISED BY THE TEACHER THEY WORK WITH. THE THRESHOLD INTERNS HAVE TAKEN MANY COURSES IN EARLY CHILDHOOD CARE AND EDUCATION. OUR THRESHOLD INTERNS HAVE BEEN DEEPLY VALUED MEMBERS OF OUR SCHOOL. PLEASE INTRODUCE YOURSELF TO THEM.

OTHER INTERNS AND ASSISTANTS: AGASSIZ ALSO WORKS WITH WHEELLOCK COLLEGE AND LESLEY COLLEGE, BOTH OF WHICH OFFER HIGHLY RESPECTED EARLY-EDUCATION TRAINING PROGRAMS, BY SPONSORING INTERNSHIPS. CAMBRIDGE RINDGE AND LATIN STUDENTS ALSO SOMETIMES TAKE BRIEF INTERNSHIPS WITH US AS PART OF A CAREER DISCOVERY PROGRAM. DURING THE SUMMER PROGRAM, SEVERAL TEENAGERS FROM THE MAYOR'S SUMMER YOUTH PROGRAM JOIN US FOR SEVEN WEEKS.

SPECIALISTS: A SPECIALIST IS AN EARLY CHILDHOOD EDUCATOR WHO HAS PARTICULAR EXPERIENCE OR SKILL IN A GIVEN FIELD—DANCE, MUSIC, ART, SCIENCE, ETC. THE SCHOOL USUALLY RETAINS A MUSIC AND A MOVEMENT SPECIALIST WHO COMES IN ONCE A WEEK TO WORK WITH THE CHILDREN FOR ABOUT 30 MINUTES PER GROUP. OTHER SPECIALISTS MAY ALSO VISIT FROM TIME TO TIME. IN THE PAST, WE HAVE HAD SPECIALISTS IN DANCE, PUPPETRY, BEEKEEPING, AND CLAY ARTS. SOMETIMES PARENTS TAKE A TURN AS A SPECIALIST, SOMETIMES PARENTS RECOMMEND SOMEONE THEY KNOW. IF YOU HAVE IDEAS FOR SPECIALISTS, PLEASE LET THE DIRECTOR KNOW.

SUBSTITUTES: WE DO AT TIMES USE A SUBSTITUTE. THEY COME TO READ STORIES AT NAP TIME, ASSIST WITH A CLASS OR FIELD TRIP, AND THEY SUPERVISE PLAYGROUND TIME WHEN THE STAFF NEEDS TO HAVE A MEETING OR CONDUCT PARENT-TEACHER CONFERENCES.

THE SCHOOL'S SUBS ARE SOMETIMES DRAWN FROM AGASSIZ'S OWN FAMILIES AND FAMILIES' FRIENDS. THEY HAVE INCLUDED CERTIFIED PRESCHOOL TEACHER PARENTS, AUNTS, COUSINS, AND FRIENDS WHO HAVE EXTENSIVE EXPERIENCE AS TEACHERS OF PRESCHOOL CHILDREN. IF YOU ARE CERTIFIED PRESCHOOL TEACHER OR KNOW SOMEONE WHO IS AND MIGHT LIKE TO BE A SUB, PLEASE LET THE DIRECTOR KNOW.

B. YOUR CHILD'S DAY AT AGASSIZ

LEAVING HOME: HAVE YOUR CHILD FINISH BREAKFAST BEFORE COMING INTO THE SCHOOL. UNLESS YOUR CHILD NEEDS A PARTICULAR TOY OR OTHER TRANSITIONAL OBJECT FROM HOME FOR SHOW-AND-TELL OR TO HELP HIM OR HER FALL ASLEEP, YOU SHOULD LEAVE PERSONAL TOYS AT HOME. PLEASE LABEL ALL TOYS BROUGHT TO SCHOOL. THESE ARE HARD TO KEEP TRACK OF AT SCHOOL AND CAN BE MISLAID. ALSO, WE HAVE FOUND THAT CHILDREN OFTEN HAVE TROUBLE SHARING TOYS THAT THEY BRING FROM HOME AND, AT SCHOOL, IT IS EXPECTED THAT ALL TOYS BE SHARED.

BRING YOUR CHILD READY TO PLAY. PLEASE DO NOT SEND YOUR KIDS TO SCHOOL IN CLOGS OR BACKLESS SHOES. THEY HINDER THEIR PLAY AND ARE UNSAFE. SEND YOUR CHILD IN CLOTHING THEY CAN PLAY IN—THAT ALLOWS THEM TO RUN, CLIMB, JUMP, AND WIGGLE. AND MAKE MESSY ART PROJECTS. **NOTE THAT PAINT MAY NOT COME OUT OF CLOTHING.** KIDS AT AGASSIZ GO OUT IN ALL KINDS OF WEATHER, SO MAKE SURE YOU CHILD HAS RAIN COATS AND WARM WINTER GEAR WHEN APPROPRIATE. IN THE SUMMER, PLEASE SEND YOUR CHILD TO SCHOOL COVERED IN SUNSCREEN.

NOTE: SUNSCREENS DO NOT LAST FOR MORE THAN A YEAR, EVEN THOUGH MANY STILL DO NOT HAVE EXPIRATION DATES ON THEIR LABELS. TO BE SURE YOUR CHILD IS PROTECTED, PLEASE DO NOT USE ANY SUNSCREEN YOU KNOW IS MORE THAN 6-8 MONTHS OLD. SUNSCREEN FOR CHILDREN SHOULD HAVE AN SPF OF AT LEAST 15. SHOULD YOU CHILD NEED SUNSCREEN TO BE APPLIED AGAIN DURING THE COURSE OF THE DAY, PLEASE SUPPLY A LABELED BOTTLE OF SUNSCREEN TO THE DIRECTOR AND COMPLETE A MEDICAL AUTHORIZATION FORM.

AT AGASSIZ, ALL CHILDREN ARE ENCOURAGED TO "DO IT THEMSELVES." IF YOU HAVE THE OPTION, CONSIDER VELCRO INSTEAD OF LACES OR BUCKLES UNTIL CHILDREN CAN MANAGE THESE ALTERNATIVES. SIMILARLY, ZIPPERS AND PULLOVERS MAY BE EASIER FOR SOME KIDS THAN BUTTONS ARE. ENSURE THAT THERE ARE ALWAYS SPARE CLOTHES IN THEIR CUBBIES.

THE DAILY SCHEDULE

PART OF EVERY MORNING IS SPENT IN PLANNED, SMALL-GROUP ACTIVITIES, AND PART IN MIXED-AGED PROGRAMS. IN THE AFTERNOON, THE CHILDREN ARE DIVIDED INTO SEPARATE GROUPS FOR REST AND NAP (*SEE SCHOOL DAY FOR MORE INFORMATION*).

8:30-9:30	FREE PLAY INSIDE
9:30	CLEAN UP/WASH HANDS
9:40	ALL SCHOOL MEETING
10:00	SNACK,
10:10	TOILETING
10:15	OUTSIDE FREE PLAY
11:10	GROUP TIME
12:00	NOON PICK-UP/FREEPLAY (IN OR OUT)
12:25	WASH HANDS, CLEAN UP
12:30	LUNCH
12:55	BATHROOM
1:00	REST TIME/NAP TIME
1:45	REST TIME OVER, KIDS FREEPLAY OUTSIDE
2:20	PICK-UP TIME
2:30-4:30	EXTENDED DAY FOR SOME

CHECK IN: THE SCHOOL DOORS OPEN AT 8:30. **VERY IMPORTANT:** FOR YOUR CHILD'S SAFETY--IN CASE WE HAVE A FIRE DRILL OR ANY GENUINE EMERGENCY--YOU MUST CHECK IN WITH YOUR CHILD'S TEACHER DIRECTLY AND WITH THE STAFF PERSON RECORDING ATTENDANCE. THE TEACHERS RECOMMEND A SHORT GOOD BYE--ABOUT TEN MINUTES AND THAT PARENTS LEAVE THE SCHOOL NO LATER THAN 9 A.M. FOR SMOOTHER GOOD-BYES, ESTABLISH A PLACE AND/OR ROUTINE WAY OF MAKING THIS TRANSITION. IF YOU NEED ASSISTANCE, PLEASE SPEAK TO YOUR CHILD'S TEACHER. FOR SAFETY REASONS, PLEASE ENSURE THAT ONLY ADULTS OPEN/CLOSE THE LARGE DOORS INTO THE CLASSROOMS. THEY IS HEAVY AND CHILDREN SHOULD BE CAREFULLY SUPERVISED.

PLEASE BE CONSIDERATE... ALTHOUGH IT IS EXTREMELY TEMPTING, *PLEASE DO NOT EVER LEAVE YOUNGER SIBLINGS UNATTENDED DURING PICK-UP OR CHECK-OUT OR VISITING THE SCHOOL.* THE MATERIALS AND TOYS AT SCHOOL ARE NOT NECESSARILY SAFE FOR TODDLERS AND INFANTS. WHEN YOUNGER SIBLINGS COME TO SCHOOL AND ARE LEFT UNATTENDED, THE STAFF FEELS AS IF THEY HAVE TO BE ON HIGH ALERT WHEN THEY ARE TRYING TO PREPARE EVERYONE TO LEAVE AND TO LEAVE THEMSELVES. THIS CAN BE EXTREMELY STRESSFUL IN THE CONTROLLED CHAOS OF THE END OF THE DAY. THIS IS NOT ONLY UNFAIR TO STAFF, BUT POTENTIALLY DANGEROUS FOR THE YOUNGER CHILD. IF THERE HAS BEEN ONE ENDURING COMPLAINT IN THE HISTORY OF THE SCHOOL, IT IS THIS. PLEASE BE CONSIDERATE AND KEEP YOUNGER KIDS CLOSE TO YOU.

FREE PLAY: FREE PLAY TIME IS A PERIOD WHEN CHILDREN ARE ABLE TO PLAY IN SUPERVISED AREAS OF THE SCHOOL. CHILDREN FROM THE DIFFERENT AGE GROUPS HAVE A CHANCE TO PLAY TOGETHER. SOME STRUCTURED ACTIVITIES OR CHOICES ARE PRESENTED DAILY DURING FREE PLAY WHILE OTHER AREAS OF THE SCHOOL ARE OPEN FOR THE CHILDREN TO BUILD THEIR OWN ACTIVITY WITH OTHERS OR ON THEIR OWN.

MORNING FREE PLAY TIME IS THE DAILY RE-ENTRY TIME FOR CHILDREN AND IS A GREAT TIME FOR THEM TO ESTABLISH RELATIONSHIPS AND SETTLE IN COMFORTABLY FOR THE REST OF THE DAY. IT IS CRITICAL FOR KIDS TO HAVE TIME TO DEVELOP FRIENDSHIPS AND SOCIAL SKILLS... WE URGE YOU TO ARRIVE PROMPTLY AND MAKE GOOD BYES SHORT SO YOUR CHILDREN GET THE FULL BENEFIT OF FREE PLAY. FREE

PLAY TIME ENDS WITH A CLEAN UP OF THE MORNING ACTIVITIES. CHILDREN HAVE RESPONSIBILITIES FOR CLEANING UP THE SCHOOL; TEACHERS AND PARENTS HELP THEM ACCOMPLISH THEIR TASKS.

MEETING: AT THE ALL SCHOOL MEETING, ALL THE CHILDREN GATHER WITH ONE TEACHER AND BOTH PARENT HELPERS FOR STORIES, SONGS, AND ANNOUNCEMENTS. DURING MEETING, THE ENTIRE SCHOOL BODY IS TOGETHER; IT REINFORCES THE COOLEST SENSE OF COMMUNITY IN THE CHILDREN'S WORLD—THE SAME 45 PEOPLE MEETING TOGETHER, POSITIVELY, FOR ABOUT 200 DAYS!

GROUP TIME: THE CHILDREN'S STRONGEST IDENTITY IS WITH THEIR GROUP. THIS IS CLEARLY A SOURCE OF PRIDE AND STRENGTH FOR THEM. THE OTHER KIDS BECOME WELL-KNOWN FRIENDS. THE GROUP PRESENTS A STABLE COMFORTABLE ENVIRONMENT FOR PRESENTING CURRICULUM, WORKING ON GROUP SOCIAL SKILLS (SPEAKING, LISTENING AND SITTING STILL), PRACTICING LARGE AND SMALL MOTOR SKILLS, AND HAVING FUN.

NOON CHECK-OUT : WHEN YOU PICK UP YOUR CHILD, YOU MUST CHECK OUT WITH THE STAFF PERSON WHO HAS THE ATTENDANCE SHEETS. YOU SHOULD ARRIVE BY NOON AND BE OUT OF THE BUILDING BY 12:05 SO THAT THE YG LUNCH ROUTINE CAN CONTINUE SMOOTHLY. **LATE PICK-UP RESULTS IN A FINE.** (SEE 2:30 PICK-UP...)

LUNCH: LUNCH IS A GOOD TIME TO PRACTICE MANNERS AND HAVE QUIET CONVERSATIONS. DON'T WORRY IF YOUR CHILD CAN'T OPEN ALL THEIR FOOD CONTAINERS YET. THERE'S ALWAYS LOTS OF HELP WITH MILK BOXES, STORAGE CONTAINERS, AND PACKAGES AT LUNCH AND YOUR CHILD WILL BECOME AN EXPERT IN NO TIME. WE DON'T PERMIT SHARING OF FOOD BECAUSE OF THE RISK OF ALLERGIES—PLEASE HELP YOUR CHILDREN UNDERSTAND THIS.

**LUNCH TIPS:
NO NUTS AT ALL, PLEASE!**

- + EACH CHILD'S LUNCH BROUGHT FROM HOME SHOULD BE CLEARLY LABELED WITH THE CHILD'S NAME.
- + CHILDREN DO NOT SHARE THEIR FOOD.
- + THE STAFF PREFERS NOT TO WARM, MICROWAVE, OR REFRIGERATE ANY LUNCHES AT SCHOOL.
- + IF YOU HAVE A NON-INSULATED LUNCH BOX, BUT WANT TO KEEP THINGS COOL (SUCH AS A SANDWICH WITH MAYO) TRY FREEZING YOUR JUICE BOX. THE JUICE WILL USUALLY THAW BEFORE LUNCH AND ALSO KEEP THE SANDWICH COOL. YOU CAN ALSO INCLUDE A FREEZE PACK.
- + PACK ANY NECESSARY UTENSILS—THESE ARE NOT AVAILABLE AT THE SCHOOL.
- + AVOID MAYONNAISE ON SANDWICHES AS IT CAN BE A DANGEROUS BREEDING GROUND FOR BACTERIA.
- + MILK CAN BE KEPT COOL IN A SMALL THERMOS OR "TRAVEL MUG." MILK IS A GREAT LUNCH FOOD.
- + NUTRITIOUS ITEMS WHICH YOU MIGHT INCLUDE IN YOUR CHILD'S LUNCH BOX: SANDWICH, YOGURT, SALAD, RICE OR NOODLES, SOUP, CHEESE, FRUIT, VEGETABLE STICKS, CRACKERS, RICE CAKES, JUICE, WATER, MILK.
- + IF YOUR CHILD DRINKS SOY MILK, YOU CAN BUY IT IN SMALL BOXES. SOY MILK OFFERS MORE PROTEIN, VITAMINS, AND CALCIUM THAN JUICE.
- + PLEASE LIMIT SALTY ITEMS I.E. POTATO CHIPS, PRETZELS, CORN CHIPS.
- + PLEASE DO NOT SEND CANDY OR SODA.

+IT IS ADVISABLE TO PROVIDE JUST 2 ITEMS (E.G. A SANDWICH AND FRUIT) PLUS LIQUID.

REST AND NAP: AFTER LUNCH IS OVER, ALL THE CHILDREN GO TO REST. CHILDREN IN THE YOUNGEST GROUP LISTEN TO SOFT MUSIC AND ARE ACTIVELY ENCOURAGED TO SLEEP. DEEC REQUIRES THAT EACH CHILD HAVE A SHEET (PLEASE LABEL THEM) FOR THEIR MAT. IN ADDITION, A FAVORITE BLANKET, PILLOW, OR STUFFED TOY FROM HOME MAY MAKE IT EASIER FOR THEM TO SLEEP. CHILDREN IN THE MIDDLE AND OLDEST GROUPS (OR YG CHILDREN WHO HAVE GIVEN UP THEIR NAPS) GO TO THE 2ND FLOOR FOR A QUIET REST TIME, WHERE THEY LISTEN TO A TEACHER READ STORIES AND THEN LISTEN TO TAPES. AT 2:00 CHILDREN WHO ARE AWAKE HAVE FREE PLAY OUTSIDE OR INSIDE UNTIL 2:30.

2:20 P.M. CHECK-OUT: PARENTS ARE WELCOME TO START ARRIVING AT 2:15 TO PICK UP THEIR CHILDREN. WHEN YOU PICK UP YOUR CHILD, CHECK WITH THE TEACHER WHO HAS THE ATTENDANCE SHEETS AND WHO WILL SIGN YOUR CHILD OUT. THE SCHOOL CLOSSES PROMPTLY AT 2:30.

NOTE: ANYONE WHO ARRIVES AFTER 2:30 IS LATE. AFTER A WARNING, YOU WILL BE FINED FOR EACH LATE PICK-UP. A \$15 FINE WITHIN THE FIRST 15 MINUTES WILL BE ISSUED, WITH AN ADDITIONAL \$1 PER MINUTE AFTER THAT .IF YOU KNOW YOU ARE GOING TO BE LATE PLEASE CALL TO MAKE OTHER ARRANGEMENTS—MAYBE ANOTHER PARENT YOU KNOW CAN PICK UP YOUR CHILD FOR YOU. THESE “SPONTANEOUS” PLAY DATES, EVEN IF THEY ARE JUST FOR A SHORT STROLL AROUND THE MALL NEXT DOOR, ARE A LOT MORE FUN FOR YOUR CHILD THAN BEING THE LAST ONE LEFT WAITING FOR PICK-UP.

4:30 Extended Day: ON MONDAY TO THURSDAY, AGASSIZ OFFERS AN EXTENDED PROGRAM THAT RUNS UNTIL 4:30PM. DURING THESE TWO HOURS, CHILDREN HAVE A SNACK, OUTDOOR PLAY, FREE PLAY AND A PROJECT. THIS MORE RELAXED TIME AT SCHOOL GIVES CHILDREN A CHANCE TO DEVELOP RELATIONSHIPS WITH THE STAFF WHO RUN THIS PART OF THE PROGRAM. IF YOU ARE INTERESTED IN THE EXTENDED DAY OPTION, PLEASE TALK TO THE DIRECTOR.

NOTE: ANY PARENT WHO IS CONSISTENTLY LATE OR INCURS REPEATED P.M. PARENT HELP FINES IS STRONGLY URGED TO SIGN UP FOR THE EXTENDED DAY PROGRAM.

RELEASE OF CHILDREN : TO ENSURE SAFETY AND SECURITY OF THE CHILDREN IN OUR CARE, AGASSIZ STRICTLY FOLLOWS THESE RULES:

- + WE MAINTAIN A LOG FOR SIGNING CHILDREN IN AND OUT OF THE FACILITY. THE LOG NOTES THE DATE, CHILD'S NAME, AND NAME OF THE PERSON PICKING UP THE CHILD.
- + WE ALSO MAINTAIN A FILE OF THE NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF PERSONS AUTHORIZED TO PICK UP EACH CHILD IN YOUR CARE.
- + WE ONLY RELEASE A CHILD TO A PERSON FOR WHOM WE HAVE WRITTEN CONSENT BY THE CUSTODIAL PARENT.
- + IN AN EMERGENCY AND AT YOUR REQUEST, WE CAN MAKE ARRANGEMENTS OVER THE TELEPHONE TO RELEASE YOUR CHILD TO ANOTHER AGASSIZ PARENT WITH YOUR APPROVAL.
- + UNDER NO CIRCUMSTANCES WILL WE RELEASE A CHILD TO SOMEONE WHO APPEARS TO BE INTOXICATED OR UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

AFTERSCHOOL PLAY DATES: ONE OF THE BEST THINGS ABOUT A CO-OP IS THAT PARENTS AND CHILDREN GET TO KNOW EACH OTHER. LITTLE FRIENDS CAN THEREFORE FEEL EXTRA CONFIDENT WHEN IT COMES TO PLAY DATES. WE ENCOURAGE FAMILIES TO MAKE ROOM FOR AFTERSCHOOL PLAY DATES IN THEIR SCHEDULES, EITHER AT HOME OR AT ONE OF THE NEARBY PARKS. IT WILL HELP YOUR CHILD DEVELOP IMPORTANT SKILLS AND INCREASE THEIR FEELINGS OF BELONGING WHEN THEY ARE AT SCHOOL. PLAY DATES HELP STRENGTHEN EARLY FRIENDSHIPS. THIS IS ESPECIALLY IMPORTANT FOR KIDS WHO MIGHT FEEL A LITTLE SHY IN LARGER GROUPS.

IF YOU HAVE QUESTIONS ABOUT FRIENDS, ASK YOUR CHILD TEACHER. THE TEACHERS AT AGASSIZ PLACE A SPECIAL EMPHASIS ON SOCIAL DEVELOPMENT AND CAN OFFER MANY INSIGHTS INTO HOW TO ENCOURAGE AND SUPPORT YOUR CHILD'S FRIENDSHIPS AND GROWING SOCIAL SKILLS

C. FIELD TRIPS

OCCASIONALLY, THE GROUP COORDINATORS WILL ORGANIZE A FIELD TRIP. IN ADVANCE OF A FIELD TRIP INVOLVING TRANSPORTATION, TEACHERS WILL NOTIFY PARENTS OF THE DESTINATION, METHOD OF TRANSPORTATION, AND ANY SPECIAL FOOD, CLOTHING, OR ANYTHING ELSE NEEDED FOR THE TRIP. TRANSPORTATION MAY EITHER BE PUBLIC, SUCH AS BUS OR SUBWAY, OR PRIVATE CARS. WHEN THE CHILDREN ARE TAKEN IN CARS, IT IS THE POLICY OF THE SCHOOL THAT EACH CHILD IN A PRIVATE CAR BE SECURED IN AN INDIVIDUAL CAR SEAT OR, IF APPROPRIATE, SEAT BELT IN THE BACK SEAT. AT THE BEGINNING OF THE YEAR PARENTS SIGN A GENERAL FIELD TRIP RELEASE ON THE IMPORTANT INFORMATION FORM, BUT AN ADDITIONAL PERMISSION FORM WILL NEED TO BE COMPLETED BEFORE EACH FIELD TRIP.

D. FILLING YOUR CHILD'S CUBBY

CLOTHES AND EQUIPMENT

+ LABEL YOUR CHILD'S CLOTHING. PLEASE USE A PERMANENT LAUNDRY MARKER—WE HAVE THEM AT SCHOOL IF YOU NEED TO BORROW ONE. YOUR CHILD'S LUNCH BOX SHOULD ALSO BE LABELED.

+ PLEASE STORE A CHANGE OF CLOTHES FOR YOUR CHILD AT THE SCHOOL. YOU SHOULD ALSO CHECK THESE CLOTHES OFTEN TO MAKE SURE THEY STILL FIT AND ARE APPROPRIATE FOR THE SEASON. A SPARE PAIR OF SNEAKERS, SOCKS, UNDERWEAR, MITTENS, HATS, SWIM SUIT—THESE ARE ALL ESSENTIALS.

+ALL CHILDREN NEED A MAT FOR NAP/REST TIME. PM KIDS OFTEN SLEEP AT NAP TIME. SOME LIKE TO BRING BLANKETS IN ADDITION TO THE REQUIRED SHEET. ALL NAP ITEMS MUST BE LABELED AND WASHED. PARENTS SHOULD TAKE BLANKETS, PILLOWS, AND MATTRESS COVERS HOME AT LEAST EVERY TWO WEEKS FOR WASHING.

+ PARENTS SUPPLY DIAPERS AND WIPES AND ARE RESPONSIBLE FOR MONITORING THEIR CHILD'S SUPPLY. PLEASE CHECK IT REGULARLY. PLEASE DON'T SEND IN 'PULL UPS'. IT'S TOO HARD TO HAVE TO COMPLETELY UNDRESS SO MANY CHILDREN EACH TIME THEY NEED TO BE CHANGED. IF YOUR CHILD IS USING DIAPERS IN THE SUMMER MONTHS, PLEASE SUPPLY SWIM DIAPERS SO THAT THEY CAN USE THE POOLS.

E. TOILETING AND TOILET-TRAINING

THERE ARE SOME BASIC GUIDELINES FOR TOILETING PRACTICES AT AGASSIZ:

- NO CHILD WILL EVER BE PUNISHED; VERBALLY ABUSED OR HUMILIATED FOR SOILING, WETTING OR NOT USING THE TOILET.
- **ONLY STAFF MEMBERS ARE ALLOWED TO CHANGE DIAPERS OR ASSIST CHILDREN WITH BATHROOMING.** IF A CHILD NEEDS A DIAPER CHANGE PARENT HELPERS MUST ASK A TEACHER OR STAFF MEMBER TO CHANGE THE DIAPER.
- STAFF WILL HELP CHILDREN USE THE TOILET WHEN NEEDED. CHILDREN ARE ENCOURAGED TO WIPE THEMSELVES ONCE THEY HAVE TOILET TRAINED.
- **CHILDREN WILL NOT BE LEFT UNATTENDED IN THE BATHROOM.**
- AFTER THE CHILD IS DONE USING THE TOILET, SHE / HE WILL WASH THEIR HANDS WITH SOAP AND RUNNING WATER. STAFF MEMBERS WILL DO THE SAME IF THEY HAVE ASSISTED THE CHILD. INDIVIDUAL PAPER TOWELS WILL BE USED TO DRY HANDS.
- SOILED OR WET CLOTHING WILL BE BAGGED, LABELED WITH THE CHILD'S NAME AND STORED IN A SECURE PLACE OUT OF THE CHILDREN'S REACH.
- PARENTS ARE RESPONSIBLE FOR PROVIDING A COMPLETE CHANGE OF CLOTHING FOR THEIR CHILD THAT IS TO BE KEPT AT SCHOOL. IF THE SCHOOL'S CLOTHING IS USED, FAMILIES ARE RESPONSIBLE FOR LAUNDERING THE CLOTHING BEFORE IT IS RETURNED.

TOILET TRAINING

- TEACHERS WORK CLOSELY WITH PARENTS IN HELPING THEIR CHILDREN TOILET TRAIN.
- TELL THE TEACHERS WHEN YOU START TOILET TRAINING YOUR CHILD AND S/HE WILL ENCOURAGE IT AT SCHOOL. WE BELIEVE IN SUPPORTING THE FAMILY AND SIMULTANEOUSLY SUGGEST USE OF THE TOILETS, BUT NEVER FORCING A CHILD. THEY WILL RESPOND TO THE ENCOURAGEMENT WHEN THEY ARE READY.

F. YOUR CHILD'S BIRTHDAY AT AGASSIZ

BIRTHDAY SNACK: IT IS AN AGASSIZ TRADITION THAT ON EACH CHILD'S BIRTHDAY, HIS OR HER FAMILY BRINGS THE SNACK. TO CELEBRATE THESE SPECIAL OCCASIONS, FOODS SUCH AS A CAKE, CUPCAKES, OR OTHER "PARTY" FOOD SHOULD BE BROUGHT IN ADDITION TO THE REGULAR SNACK.

WE DO PREFER NON-SUGARY FOODS, BUT WITH BIRTHDAYS IT IS SOMETIMES HARD. IF YOU BUY CUPCAKES PLEASE BUY THE SMALL ONES WITH NOT TOO MUCH ICING. BANANA BREAD, MUFFINS, OR A SIMPLE CAKE WITHOUT FROSTING ARE ALWAYS EXTREMELY POPULAR WITH THE KIDS. WARM-WEATHER BIRTHDAYS MAY ALSO FEATURE FRUIT-JUICE POPSICLES.

NO NUTS PLEASE!

A SECOND AGASSIZ TRADITION IS FOR THE BIRTHDAY BOY OR GIRL TO GIVE A COPY OF A FAVORITE BOOK TO THE SCHOOL. MANY BOOKS AROUND SCHOOL CONTAIN INSCRIPTIONS FROM CHILDREN WHO HAVE PASSED THROUGH OUR SCHOOL OVER THE YEARS.

G. ASSESSMENT

AGASSIZ'S TEACHERS ARE ALWAYS HAPPY TO TALK TO PARENTS, ALTHOUGH IT IS NOT ALWAYS POSSIBLE AT DROP-OFF AND PICK-UP TIMES. IF YOU HAVE A CONCERN, DON'T HESITATE TO ASK TO SET UP AN APPOINTMENT IN ADDITION TO DAILY CHECK-INS.

FAMILY CONFERENCES: EACH FAMILY IS REQUESTED TO HAVE A FORMAL FAMILY CONFERENCE AT LEAST ONCE A YEAR. THESE ARE SET UP EARLY IN THE YEAR SO TEACHERS CAN GET INFORMATION FROM THE PARENTS TOO. AT ANY TIME DURING THE YEAR, A FAMILY MAY REQUEST A CONFERENCE WITH THEIR TEACHER.

WRITTEN EVALUATIONS: AS REQUIRED BY THE DEEC, YOUR CHILD'S TEACHER WILL PROVIDE A WRITTEN PROGRESS REPORT FOR YOUR REVIEW AT LEAST ONCE YEAR. IF YOU HAVE A LEARNING-DELAYED CHILD, WE WILL PROVIDE WRITTEN REPORTS EVERY THREE MONTHS.

LEARNING DELAYS AND EVALUATIONS: YOUR CHILD'S TEACHER WILL LET YOU KNOW IF YOUR CHILD WOULD BENEFIT FROM AN EVALUATION BY A LEARNING SPECIALIST. IF YOU THINK YOUR CHILD NEEDS TO BE EVALUATED, PLEASE TALK TO YOUR CHILD'S TEACHER OR THE DIRECTOR.

VISITS: ALL FAMILIES ARE WELCOME TO VISIT THE SCHOOL. PLEASE SEE THE DIRECTOR TO SCHEDULE YOUR VISIT. WE DO ASK THAT VISITING PARENTS AND FAMILY MEMBERS OBSERVE QUIETLY AND NON-DISRUPTIVELY, HOWEVER. WE'D ALSO LIKE TO KNOW WHAT YOU THINK AFTER YOUR VISIT. SHARE YOUR THOUGHTS AND OBSERVATIONS WITH US.

H. HEALTH

HEALTH PHILOSOPHY

1. WE TEACH KIDS TO WASH THEIR HANDS BEFORE EATING AND AFTER TOILETING, MESSY PLAY, AND OUTSIDE PLAY AND ANY TIME THEY FEEL THEIR HANDS ARE DIRTY.
2. WE REQUEST THAT FAMILIES APPLY SUNSCREEN IN THE MORNING DURING THE SUMMER.
3. WE TRY TO LET PARENTS KNOW WHEN SOMETHING SERIOUS IS GOING AROUND. IF YOU'RE CHILD HAS SOMETHING CONTAGIOUS, PLEASE LET US KNOW SO THAT WE CAN INFORM OTHER PARENTS OF WHAT TO WATCH FOR.
4. WE TRY TO PROTECT KIDS AND STAFF FROM SERIOUS INFECTIONS BY ASKING INFECTIOUS KIDS WHO HAVE NOT BEEN DIAGNOSED TO STAY HOME UNTIL THEY ARE OKAYED BY THEIR DOCTORS TO RETURN.
5. CHILDREN, LIKE ADULTS, ARE ENTITLED TO PRIVACY WITH RESPECT TO THEIR MEDICAL RECORDS AND INFORMATION.
6. DON'T BRING YOUR CHILD TO SCHOOL IF THEY ARE LIKELY TO INFECT OTHERS.
7. WE FOLLOW STRICT HEALTH GUIDELINES SET BY OUR LICENSING BODY, DEEC.

1. MEDICAL EMERGENCIES

EVERYONE ON STAFF HAS UP-TO-DATE TRAINING IN FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR). OCCASIONALLY, THE SCHOOL OFFERS A CPR AND FIRST AID TRAINING PROGRAM FOR PARENTS.

WE WILL INFORM YOU IF YOUR CHILD HAS AN INJURY AT SCHOOL—A BUMPED HEAD, SKINNED KNEE, SPLINTER, ETC. IF YOU ARE PARENT HELPING AND HELP A CHILD WITH A SMALL INJURY, PLEASE TELL THE STAFF AND/OR THE CHILD'S PARENT. WHEN IT IS NOTABLE, INJURY REPORTS ARE WRITTEN BY STAFF AND COPIES ARE GIVEN TO PARENTS ON THE DAY OF THE INCIDENT.

IN THE EVENT OF AN EMERGENCY, CHILDREN WILL BE TRANSPORTED BY AMBULANCE TO SOMERVILLE HOSPITAL. THE PARENTS WILL BE NOTIFIED IMMEDIATELY. HEALTH FORMS ON FILE WILL INCLUDE PARENT INFORMATION, EMERGENCY CONTACTS, SPECIAL MEDICAL CONDITIONS WHERE APPLICABLE, AND A MEDICAL RELEASE TO SEEK TREATMENT IF THE PARENTS CANNOT BE REACHED. A STAFF MEMBER WILL ACCOMPANY THE CHILD AND STAY UNTIL THE PARENTS ARRIVE.

IF A CHILD GETS SICK AT SCHOOL: WHEN A CHILD BECOMES ILL AT SCHOOL, I.E., TEMPERATURE OF 100 DEGREES OR MORE, HEADACHE OR STOMACH, ETC. PARENTS WILL BE NOTIFIED AND ASKED TO PICK THE CHILD UP AS SOON AS POSSIBLE. WE WILL MAKE THEM COMFORTABLE ON A COT, MAYBE WITH JUICE OR WATER, AND PROVIDE SUPERVISION UNTIL A PARENT CAN PICK UP. IF WE CALL YOU, PLEASE COME AS SOON AS POSSIBLE, BECAUSE YOUR CHILD WILL WANT TO BE HOME.

SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM SCHOOL: * FEVER--AND SORE THROAT, RASH, VOMITING, DIARRHEA, EARACHE, IRRITABILITY, OR CONFUSION. FEVER IS DEFINED AS HAVING A TEMPERATURE OF 100°F OR HIGHER.

* DIARRHEA

* VOMITING.

* BODY RASH WITH FEVER.

* SORE THROAT WITH FEVER AND SWOLLEN GLANDS.

* SEVERE COUGHING--CHILD GETS RED OR BLUE IN THE FACE OR MAKES HIGH-PITCHED WHOOPING SOUND AFTER COUGHING.

* EYE DISCHARGE--THICK MUCUS OR PUS DRAINING FROM THE EYE, OR PINK EYE.

* YELLOWISH SKIN OR EYES.

* CHILD IS IRRITABLE, CONTINUOUSLY CRYING, OR REQUIRES MORE ATTENTION THAT WE CAN PROVIDE WITHOUT HURTING THE HEALTH AND SAFETY OF OTHER CHILDREN IN THE SCHOOL.

WHEN SHOULD YOUR CHILD STAY HOME FROM SCHOOL?

DON'T BRING YOUR CHILD TO SCHOOL IF HE OR SHE IS IN PAIN OR HAS:

+ A FEVER IN THE PREVIOUS 24 HOURS.

+ FLU SYMPTOMS

+ THE BEGINNINGS OF A COLD OR A SEVERE COLD

+ VOMITING OR DIARRHEA

+ SEVERE EAR PAIN

+ AN UNTREATED EYE INFECTION

+ CONTAGIOUS CHICKEN POX, MUMPS, MEASLES, OR RUBELLA

+ UNTREATED HEAD LICE

+ UNTREATED STREP THROAT

IF YOUR CHILD HAS A FEVER, HE/SHE SHOULD NOT COME TO SCHOOL, AND YOU SHOULD CONSULT YOUR PEDIATRICIAN ABOUT WHETHER HE/SHE NEEDS TO BE SEEN. (IN PART, THIS WILL DEPEND ON THE DEGREE OF THE FEVER, DURATION, AND ASSOCIATED SYMPTOMS). YOUR CHILD SHOULD NOT RETURN TO SCHOOL UNTIL A DIAGNOSIS HAS BEEN MADE (FOR INSTANCE A COLD, EAR INFECTION, ETC.), AND APPROPRIATE TREATMENT HAS BEEN INITIATED. IN THE CASE OF ILLNESSES REQUIRING ANTIBIOTICS, CHILDREN MAY RETURN TO SCHOOL AFTER 24 HOURS ON THE ANTIBIOTIC. THE SCHOOL POLICY IS TO KEEP YOUR CHILD OUT OF SCHOOL UNTIL HE/SHE HAS NO FEVER FOR 24 HOURS, UNLESS YOUR PEDIATRICIAN SPECIFICALLY STATES OTHERWISE.

UPPER RESPIRATORY TRACT INFECTIONS (“COLDS”) WILL OFTEN OCCUR WITHOUT FEVER. THESE ILLNESSES ARE CAUSED BY MANY VARIETIES OF VIRUSES. THE AFFECTED CHILD IS MOST CONTAGIOUS IN THE FIRST FEW DAYS OF SUCH AN ILLNESS. WE RECOMMEND THAT YOU KEEP YOUR CHILD HOME DURING THE FIRST DAY OR TWO OF A COLD. SPREAD OF SUCH INFECTIONS OCCUR THROUGH NASAL DRAINAGE, COUGHING, AND SNEEZING. IF NASAL DRAINAGE IS PROFUSE, OR PURULENT (THAT IS, THICK AND GREEN), IT IS RECOMMENDED THAT YOU KEEP YOUR CHILD AT HOME UNTIL THE DRAINAGE HAS DIMINISHED AND IS EASILY CONTROLLABLE WITH KLEENEX. IN SUCH CASES, PLEASE CONSULT YOUR PEDIATRICIAN OR FURTHER EVALUATION MAY BE INDICATED IF THE SYMPTOMS LAST MORE THAN 3 OR 4 DAYS.

PLEASE MAKE A PHONE CALL TO YOUR PEDIATRICIAN BEFORE SENDING YOUR CHILD TO SCHOOL IF HE OR SHE HAS ANY OF THESE SYMPTOMS:

- + RASH
- + SORE THROAT
- + VAGUE ACHES AND PAINS, HEADACHE (FLU SYMPTOMS), PARTICULARLY IN THE PRESENCE OF FEVER
- + VOMITING AND/OR DIARRHEA
- + STOMACH PAIN
- + ITCHY, RUNNY EYES

GENERALLY, IF THESE SYMPTOMS ARE NEW, THEY ARE THE BEGINNING OF SOMETHING, USUALLY A VIRAL ILLNESS, BUT SOMETIMES (UNCOMMONLY) A MORE SERIOUS BACTERIAL INFECTION. SUCH SYMPTOMS MAY RESOLVE ON THEIR OWN. HOWEVER, SINCE IN THE BEGINNING IT IS DIFFICULT EVEN FOR PHYSICIANS TO TELL, AND IT MAY BE THE PERIOD OF THE HIGHEST COMMUNICABILITY, IT IS BEST TO KEEP YOUR CHILD OUT OF SCHOOL UNTIL SUCH SYMPTOMS EITHER DISAPPEAR OR DECLARE THEMSELVES.

THE SAME “BUG” IN DIFFERENT INDIVIDUALS CAN PRODUCE VERY DIFFERENT TYPES OF ILLNESSES. (FOR INSTANCE, ONE CHILD MAY HAVE AN EAR INFECTION, ANOTHER MAY HAVE PNEUMONIA, ANOTHER MAY ONLY HAVE A COLD). FOR THIS REASON, IF ONE OR MORE PERSONS IN A HOUSEHOLD ARE SICK, PAY CAREFUL ATTENTION TO THE OTHERS, FOR THEY MAY ALSO BECOME ILL, BUT COME DOWN WITH TOTALLY DIFFERENT SYMPTOMS. IT IS NOT NECESSARY TO KEEP A WELL CHILD HOME, SIMPLY BECAUSE A FAMILY MEMBER IS SICK; HOWEVER, IT IS IMPORTANT TO WATCH SUCH A CHILD CLOSELY.

THE MOST IMPORTANT THING TO REMEMBER IS THAT THE SCHOOL COMMUNITY DOES NOT WANT CHILDREN WHO ARE SICK OR CONTAGIOUS IN SCHOOL. IF YOU ARE IN DOUBT ABOUT WHETHER YOUR CHILD IS TOO SICK TO BE IN SCHOOL, CONSULT YOUR PEDIATRICIAN.

LICE: LICE ARE HIGHLY CONTAGIOUS. IF THE STAFF FINDS LICE OR NITS (EGGS) ON YOUR CHILD, THEY WILL ASK YOU TO TAKE YOUR CHILD HOME FOR TREATMENT. IF YOU DISCOVER THAT YOUR CHILD HAS LICE OR NITS, DO NOT SEND HIM OR HER TO SCHOOL UNTIL YOU HAVE TREATED THE CHILD'S HEAD WITH SPECIAL SHAMPOO AND PICKED OUT ALL THE NITS.

2. IF YOUR CHILD NEEDS MEDICATION AT SCHOOL

IF YOUR CHILD MUST TAKE MEDICATION AT SCHOOL, YOU NEED TO SIGN AN "AUTHORIZATION FOR MEDICATION" FORM AS REQUIRED BY LAW; THESE FORMS ARE AVAILABLE IN THE BLUE MEDICATION BINDER NEXT TO THE FIRST AID BOX. GIVE THE COMPLETED FORM AND MEDICINE DIRECTLY TO THE DIRECTOR. YOU MAY WANT TO REVIEW HOW YOU LIKE TO GIVE YOUR CHILD MEDICINE, OR ANY SPECIAL INSTRUCTIONS WITH THE DIRECTOR. NOTIFY THE DIRECTOR WHEN THE CHILD IS NO LONGER TAKING MEDICATION SO THAT THE FORM CAN BE PLACED IN THE CHILD'S FILE.

3. ALLERGIES:

PLEASE ALERT STAFF IN WRITING ABOUT YOUR CHILD'S ALLERGIES (MILK PRODUCTS, BEE STINGS, PENICILLIN, ETC.). UNLESS YOU HAVE AN OBJECTION, WE POST A LIST OF CHILDREN AFFECTED BY ALLERGIES ON THE REFRIGERATOR IN THE KITCHEN FOR QUICK REFERENCE BY STAFF AND PARENT HELPERS SO THAT THE PARENT HELPER CAN BE INFORMED AND WATCH OUT FOR YOUR CHILD.

I. YOUR CHILD'S RECORDS.

REQUIRED FORMS: FAMILIES MUST FILL OUT SEVERAL REQUIRED FORMS AT THE BEGINNING OF SEPTEMBER. IF YOU HAVE ANY QUESTIONS ABOUT THESE FORMS, PLEASE CONTACT THE DIRECTOR OR YOUR BUDDY FAMILY.

+ THE DEPARTMENT OF EARLY EDUCATION & CARE REQUIRES THAT EACH CHILD HAVE AN ANNUAL PHYSICAL EXAM AND THAT VERIFICATION OF THAT EXAM BE ON FILE AT THE SCHOOL. IN ORDER TO ATTEND SCHOOL, CHILDREN MUST HAVE UP-TO-DATE IMMUNIZATIONS AND LEAD TEST, OR AN APPROPRIATE LETTER ON FILE.

+ THE SCHOOL ALSO NEEDS TO HAVE ON FILE AN **IMPORTANT INFORMATION FORM** GIVING INFORMATION ABOUT HEALTH COVERAGE, PEDIATRICIAN, EMERGENCY PHONE NUMBERS AND AN **ID FORM**, UPDATED ANNUALLY.

+ PARENTS OF INCOMING CHILDREN MUST ALSO RETURN A **DEVELOPMENTAL HISTORY FORM**.

CHILDREN'S RECORDS ARE PRIVILEGED AND CONFIDENTIAL. ONLY THE DIRECTOR WILL HAVE ACCESS TO THE FILES IN THEIR ENTIRETY. FINANCIAL INFORMATION WILL BE MAINTAINED IN A SEPARATE SPACE FROM THE REGULAR ENROLLMENT INFORMATION. TEACHERS WILL HAVE ACCESS TO THE CHILDREN'S FILES FOR THE PURPOSE OF REVIEWING DEVELOPMENTAL INFORMATION AS RECORDED IN PROGRESS REPORTS, AND DEVELOPMENTAL HISTORY FORMS.

CHILDREN'S RECORDS WILL ONLY BE DISTRIBUTED TO PERSONS AUTHORIZED BY THE FAMILY. ALL AUTHORIZATIONS MUST BE IN WRITING. THE FAMILY WILL RECEIVE NOTICE IN WRITING FROM THE DIRECTOR IF THEIR CHILD'S RECORD IS SUBPOENAED.

PARENTS WILL HAVE ACCESS TO THEIR CHILD'S FILE WITHIN TWO DAYS AFTER THEY HAVE MADE A REQUEST FOR THE FILE. THE PROGRAM WILL MAINTAIN A WRITTEN LOG OF EACH TIME A FILE IS RELEASED.

WHEREAS WE ARE A CO-OP AND A VERY CLOSE COMMUNITY IT IS EASY TO SHARE INFORMATION REGARDING OUR FRIENDS AND OTHER CO-OP MEMBERS. PLEASE KEEP IN MIND THE FOLLOWING GUIDELINES.

- EVERY FAMILY IN ENTITLED TO PRIVACY
- PLEASE DO NOT DISCUSS PERSONAL INFORMATION IN THE CLASSROOM AREAS OR IN THE PRESENCE OF THE CHILDREN.

PLEASE DO NOT DISCUSS OTHER PEOPLE'S PERSONAL INFORMATION IN THE CLASSROOM AREAS OR IN THE PRESENCE OF THE CHILDREN.

III. PARENT RESPONSIBILITIES

AS A CO-OP, THE SCHOOL RELIES ON A HIGH DEGREE OF FAMILY COMMITMENT AND INVOLVEMENT. FAMILY INVOLVEMENT IS A CRITICAL PART OF THE PHILOSOPHY OF THE SCHOOL AND IT HELPS KEEP OUR TUITION LOW. ONE OF THE BEST BENEFITS OF INVOLVEMENT IS THAT CHILDREN HAVE THE OPPORTUNITY TO DEVELOP RELATIONSHIPS WITH A NUMBER OF ADULTS OTHER THAN THEIR OWN PARENTS. PARENTS AND OTHER FAMILY MEMBERS ALSO GET TO KNOW EACH OTHER AND FROM NEW FRIENDSHIPS.

EVERY FAMILY PARTICIPATES IN ALL OF THE FOLLOWING AREAS:

- (1) PARENT HELP IN CLASSROOM (AN AVERAGE OF 4-6 HOURS PER MONTH);
- (2) A PARENT JOB OR COMMITTEE (AN AVERAGE OF 3-4 HOURS PER MONTH);
- (3) GENERAL MEETINGS (2 PER YEAR);
- (4) SMALL GROUP MEETINGS (5 PER YEAR);
- (5) SUPPLYING SNACKS (4-6 PER YEAR);
- (6) TWO-TO-FOUR FUNDRAISING EVENTS PER YEAR;
- (7) ONE WORK DAY PER YEAR (A 4-HOUR SHIFT)

FROM TIME TO TIME, FAMILIES HAVE A DIFFICULT TIME MEETING THEIR CO-OP OBLIGATIONS. IF YOU DON'T LIKE YOUR JOB AND WISH TO SWITCH, IF YOU HAVE DIFFICULTY UNDERSTANDING YOUR PARENT HELP OBLIGATIONS, IF YOU ARE SUDDENLY CALLED AWAY FOR AN EXTENDED TIME AND CANNOT HOST A YARD SALE OR OPEN HOUSE, PLEASE ASK THE DIRECTOR FOR ASSISTANCE. IF YOU DO NOT FULFILL YOUR OBLIGATIONS, THE DIRECTOR WILL ISSUE WRITTEN NOTICES. IF YOU STILL DO NOT MEET OBLIGATIONS, THE DIRECTOR WILL INITIATE A SERIES OF FINES. **REMEMBER, IF YOU DO NOT FULFILL YOUR OBLIGATIONS, YOU ARE DUMPING THEM ON SOMEONE ELSE.**

A. PARENT HELPING

1. PARENT HELP OVERVIEW

ONE OF THE UNIQUE FEATURES OF A PARENT CO-OP IS THE FACT THAT PARENTS ARE AN ESSENTIAL SUPPLEMENT TO THE PAID STAFF. PARENT HELPERS ARE CONSIDERED PART OF OUR ADULT-CHILD RATIO & ARE VERY NECESSARY FOR THE SMOOTH RUNNING OF THE SCHOOL. WE NEED 2 EACH A.M.(8:30-1:00) AND 1 EACH P.M.(12:00-2:30). **IT IS ESSENTIAL THAT YOU BE ON TIME.**

PARENT HELPERS WORK BOTH WITH CHILDREN AND BEHIND THE SCENES: BRINGING OUT TOYS IN THE YARD, PREPARING SNACK, WIPING DOWN TABLES, AND MAKING SURE THE BATHROOM IS SAFE AND CLEAN.

PLEASE BE CONSIDERATE OF YOUR CO-HELPER & DIVIDE THE JOBS ACCORDINGLY. THERE IS OFTEN PLENTY TO DO, SO PLEASE CHECK REGULARLY WITH STAFF TO SEE IF ANYTHING ADDITIONAL NEEDS TO BE DONE. **IF THIS ALL SEEMS OVERWHELMING, DON'T WORRY - YOU WILL GET THE HANG OF IT. IF AT ANY TIME YOU ARE FEELING AT A LOSS, SPEAK UP!**

PARENT HELP SIGN UP. PARENTS SIGN UP FOR PARENT HELP IN SEPTEMBER AND JANUARY; FAMILIES WHO ATTEND THE SUMMER SESSION WILL SIGN UP AGAIN IN JUNE. USUALLY THE SLOTS ARE FILLED ON A FIRST-COME, FIRST-CHOOSE BASIS. WE USE A MATHEMATICAL FORMULA TO DETERMINE THE NUMBER OF PARENT HELP DAYS PER FAMILY; THE NUMBER DEPENDS FROM YEAR TO YEAR BASED ON HOW MANY FAMILIES HAVE MULTIPLE CHILDREN IN THE PROGRAM (PARENTS WITH TWO CHILDREN IN THE SCHOOL ARE RESPONSIBLE FOR 1.5 SHARES OF PARENT HELP).

SOME PARENTS CHOOSE TO DO THEIR PARENT HELPING IN FULL-DAY STINTS. IF YOU HAVE A CHILD WHO ONLY COMES MORNINGS, THEN YOU ARE ONLY OBLIGATED TO PARENT HELP IN THE MORNINGS, BUT THIS EXTENDS TO 1:00 AND YOU AND YOUR CHILD WILL EAT LUNCH HERE ON THOSE DAYS. IF YOUR CHILD STAYS THE FULL DAY YOU ARE OBLIGATED TO PARENT HELP BOTH MORNINGS AND AFTERNOONS.

PARENT HELP SUBSTITUTES. IF YOU CANNOT MAKE YOUR PARENT HELP SHIFT, YOU CAN TRY TO SWITCH WITH ANOTHER FAMILY, SUBSTITUTE ANOTHER COMPETENT FAMILY MEMBER OR BABYSITTER, OR PAY A SUBSTITUTE TO PERFORM THEIR PARENT HELP FROM THE APPROVED SUB LIST POSTED NEAR THE RED DOOR. IT IS CUSTOMARY TO PAY SUBS \$10.50 HOUR. IT IS CUSTOMARY, TOO, TO PAY YOUR SUB ON THE SAME DAY THAT HE OR SHE FILLS IN FOR YOU.

NOTE: EVEN IF YOUR OTHER RESPONSIBILITIES GENERALLY PRECLUDE YOU FROM PARENT HELPING REGULARLY, WE STRONGLY ENCOURAGE YOU TO PARENT HELP AT LEAST SOME OF THE TIME. CHILDREN ARE VERY PROUD TO INTRODUCE THEIR PARENTS TO THEIR FRIENDS AND LOOK FORWARD TO THE DAYS WHEN PARENTS COME TO SCHOOL AND STAY!

SIBLINGS AND PARENT HELP: PLEASE DO NOT BRING YOUNGER SIBLINGS TO SCHOOL WHEN YOU ARE PARENT HELPING. IT IS AGAINST DEEC REGULATIONS TO HAVE YOUNGER CHILDREN IN THE SCHOOL. CONSIDER MAKING ARRANGEMENTS TO TRADE BABY-SITTING WITH SOMEONE WHO ALSO HAS A YOUNGER CHILD. IF YOU NEED A LIST OF FAMILIES WITH YOUNGER CHILDREN, ASK THE DIRECTOR. ALTHOUGH THESE ARRANGEMENTS MAY SEEM AWKWARD AND TIME-CONSUMING, NOT ONLY WILL YOU BE MORE EFFECTIVE, BUT YOU WILL ENJOY YOURSELF MORE AND YOUR CHILD WILL HAVE A BETTER TIME TOO.

PARENT HELP FINES: BECAUSE OF THE IMPORTANCE OF THIS JOB, WE WILL UNFORTUNATELY HAVE TO FINE YOU IF YOU ARE EITHER LATE OR DON'T SHOW. IT WAS DECIDED BY THE STEERING COMMITTEE IN 1993 THAT AFTER 1 WARNING OF BEING LATER THAN 8:40, OR FIRST TIME ARRIVING AFTER 9:00 AN AUTOMATIC \$25 FINE WOULD BE CHARGED. IF YOU DO NOT SHOW AT ALL THE FINE WILL BE \$25 PLUS THE COST OF A SUBSTITUTE TO COVER YOUR SHIFT. IF YOU MUST BE LATE OR YOU NEED TO LEAVE EARLY, ARRANGE WITH ANOTHER PARENT TO COVER THESE TIMES.

SOME POINTS TO KEEP IN MIND:

A. BECAUSE OF COVERAGE ISSUES, YOU MAY NOT BE ABLE TO ALWAYS SPEND ALL OF GROUP TIME OR OUTSIDE TIME WITH YOUR CHILD'S GROUP. CHILDREN ARE NOT ALLOWED IN THE KITCHEN AT ALL (CHURCH & LICENSING REGULATION) SO SWAP WITH THE OTHER PARENT IF YOU NEED TO BE IN THE KITCHEN & IT BECOMES TOO TRAUMATIC FOR YOUR CHILD

B. PLEASE BRING YOUR LUNCH, AS GOING OUT TO PICK UP LUNCH DISRUPTS THE SCHEDULE AND LEAVES US LOW ON COVERAGE. CHILDREN OF PARENT HELPERS WHO USUALLY LEAVE AT NOON SHOULD EAT AT 12:25 WITH THE OLDER KIDS. COFFEE IS AVAILABLE TO PARENT HELPERS, BUT FOR SAFETY PURPOSES WE REQUEST THAT IT IS DRUNK IN THE KITCHEN ONLY.

C. NOTE: IF A STRANGER RINGS THE BELL, DO NOT LET THEM IN! ASK THEM TO PLEASE WAIT AND ASK THE DIRECTOR OR TEACHERS FOR ASSISTANCE.

D. DO NOT WORRY! WE HAVE THE PARENT HELP DIRECTIONS POSTED ALL OVER THE SCHOOL.

PARENT HELPING SHOULD BE A NICE MIX OF INTERACTING WITH THE KIDS AND HELPING THE SCHOOL RUN WELL. SO REMEMBER HOW VITAL YOUR ROLE IS AND HAVE FUN!

2. THE PARENT HELPER'S DAY

DO NOT WORRY ABOUT MEMORIZING THESE DIRECTIONS – THEY ARE POSTED THROUGHOUT THE BUILDING.

A.M. PARENT HELP

8:30-8:45 INTRODUCE YOURSELF TO OTHER PARENT HELPER. WALK AROUND PERIMETER OF YARD TO CHECK GATES ARE SECURELY CLOSED & YARD IS TRASH FREE.

8:45-9:30 ONE PARENT CHECKS BATHROOM IS CLEAN & THAT THERE ARE ADEQUATE C-FOLD TOWELS CUT IN HALF & PAPER SHEETS FOR DIAPER TABLE. MAKE BLEACH SOLUTION (1/8 TSP. BLEACH TO 1 QUART WATER) IN SPRAY BOTTLE ON KITCHEN SINK. BLEACH SUPPLY KEPT IN CUPBOARD UNDER CENTER BLOCK.

WHEN SNACK ARRIVES (BY 9:00) OTHER PARENT PREPARES IT.

PLEASE, NO CHILDREN IN KITCHEN EVER.

THEN HELP OUT IN CLASSROOM: **SUPERVISE KIDS**, ENCOURAGE CONSTRUCTIVE PLAY, ASSIST WHERE NECESSARY. ALWAYS BE AWARE OF SAFETY ISSUES. IF UNSURE OF *ANYTHING*, ASK TEACHERS.

9:40 PARENTS HELP CHILDREN CLEAN UP, WASH SNACK TABLES WITH YELLOW SPONGES & BLEACH SOLUTION – QUICK WIPE WITH PAPER TOWELS. USE SPARINGLY! MAKE SURE NO CHILDREN ARE NEAR YOU - IT'S UNSAFE! PARENTS ATTEND **ALL-SCHOOL MEETING** IN YG, WHILE TEACHERS SET UP SNACK.

- 10:00** ASSIST TEACHER WITH SUPERVISING THE BATHROOM LINE & HANDWASHING.
ONLY TEACHERS CHANGE DIAPERS OR ASSIST WITH TOILETING.
 ALL GROUPS SIT DOWN FOR **SNACK**. SIT WITH KIDS AT TABLES & ASSIST WHERE NECESSARY. ENCOURAGE CHILDREN TO CLEAN UP WHEN DONE, PLACING PLASTIC WARE IN ORANGE BIN (EMPTY CUPS INTO BIN NOT TRASH BARREL).
- 10:15** BOTH PARENTS DRESS CHILDREN FOR OUTDOOR PLAY (**BEFORE DOING ANY CLEANING**).
 ONE PARENT GOES OUTSIDE IMMEDIATELY WITH TEACHER TO **SUPERVISE** FIRST CHILDREN.
 OTHER PARENT-HELPER CLEANS SNACK TABLES (USING YELLOW SPONGES), BRINGS LEFTOVERS TO KITCHEN & PLACES DISHES IN DISHWASHER. FILL 2 CONTAINERS WITH SOAP, SET TO 'NORMAL WASH' & START. PLEASE CHECK BATHROOM.
 THEN HELP SUPERVISE OUTSIDE. MAKE SURE CHILDREN ARE MONITORED CLOSELY.
- 11:15** CHILDREN STAGGER IN FOR GROUP TIME. HELP THEM UNDRRESS & GET INTO GROUPS. JOIN **GROUP TIME**, THEN ASSIST WITH CLEANUP. USE DARK SPONGES FIRST THEN BLEACH DOWN USING PAPER TOWELS, GETTING READY FOR LUNCH. GIVE RUGS A QUICK HAND VAC IF NECESSARY, FOR NAP TIME.
- 12:00** PICK UP TIME FOR SOME, WHILE OTHERS GET READY FOR LUNCH. PARENT & TEACHER HELP KIDS WASH HANDS & SIT DOWN WITH LUNCHESES. OVERSEE LUNCH TABLES, SITTING WITH KIDS & HELPING WHERE NEEDED: OPEN CONTAINERS & ENCOURAGE EATING. HELP KIDS CLEAN UP – SAVE LEFTOVERS IN LUNCHBOXES. TEACHERS CHANGE DIAPERS, HELP WITH BATHROOMING, SET UP NAP AREAS & SETTLE KIDS ON MATS.

P.M. PARENT HELP

- ONGOING:** WASH DISHES AND KITCHEN COUNTERS, SWEEP, ENSURE CHANGING TABLE IS BLEACHED DOWN & COVERED WITH CLEAN PAPER, DIAPER PAIL IS EMPTIED WHEN NECESSARY.
- 12:00** IF THERE IS A THIRD PARENT HELPER, HELP WHERE THE CHILDREN NEED YOU MOST OR COMPLETE DISHES.
- 12:30** ONE PARENT WASHES TABLES WITH YELLOW SPONGES, STACK CHAIRS & GIVE FLOORS A QUICK SWEEP/MOP (THEY'RE IN KITCHEN NEXT TO FRIDGE). THE A.M. PARENT LEAVES AT 1:00 P.M. OTHER PARENT WASHES ALL DISHES AND PAINT STUFF, & CLEANS KITCHEN COUNTERS. BLEACH DOWN SURFACES WELL & PUT ANY LEFTOVER FOOD AWAY. **CHECK BATHROOM IS CLEAN & TIDY** (MOP FLOOR IF WET).
- 1:30** HELP CHILDREN DRESS FOR OUTSIDE TIME.

SUPERVISE TIGHTLY IN YARD.

2:25 CHILDREN COME IN TO WAIT FOR PICK-UP.
CHECK KITCHEN IS CLEAN AND DISHES ARE ALL PUT AWAY.
PLEASE TAKE OUT ALL TRASH, INCLUDING THE DIAPER PAIL (TRASH BARRELS ARE IN THE DRIVEWAY).

2:30 *THANK YOU FOR ALL YOUR HARD WORK!!!*

THINGS TO REMEMBER:

- * WHAT ISN'T COMPLETED TODAY, IS LEFT FOR THE PARENT-HELPER THE NEXT DAY, WHICH IS UNFAIR.
- * A.M. PARENT HELP IS FROM 8:30 TO 1:00. PLEASE BE ON TIME.
- * P.M. PARENT HELP IS FROM 12:00 TO 2:30
- * WHEN SUPERVISING OUTSIDE, IT'S IMPORTANT THAT ADULTS SPREAD OUT IN THE YARD & ARE VIGILANT ABOUT WATCHING FOR THE KIDS SAFETY. PLEASE DON'T STAND IN GROUPS & CHAT. KEEP A CONSTANT LOOK-OUT AROUND PERIMETER OF YARD & UNDER CLIMBERS.
- * KIDS SHOULD NEVER BE IN THE BATHROOM ALONE, SO TRY & KEEP TRACK OF THEM. ONLY TEACHERS CHANGE DIAPERS (EXCEPT YOUR OWN KID'S OF COURSE) & ASSIST WITH TOILETING.
- * TRANSITIONS ARE THE MOST HECTIC FOR PARENTS & THE KIDS, SO JUST FOCUS ON WHERE THE KIDS NEED YOU MOST.
- * **ALWAYS ASK IF YOU ARE UNSURE OF ANYTHING.**

3. WORKING WITH CHILDREN

IN YOUR ROLE AS PARENT HELPER, YOU WILL BE REQUIRED TO WORK WITH CHILDREN DIRECTLY. THIS MEANS HELPING THEM, GUIDING THEM, ENCOURAGING AND SUPPORTING THEM. THE FOLLOWING SECTION IS MEANT TO PROVIDE SOME GUIDELINES ON HOW TO DO THESE THINGS SUCCESSFULLY AND HOW TO KEEP CHILDREN SAFE.

THE FOLLOWING ARE STRICTLY PROHIBITED: CORPORAL PUNISHMENT, EMOTIONAL ABUSE, HUMILIATION, ABUSIVE LANGUAGE, AND WITHDRAWAL OF FOOD AND OTHER BASIC NEEDS.

CHILDREN'S FEELINGS

A COMMON OBSERVATION MANY PARENT HELPERS HAVE IS THAT THEIR OWN CHILD OFTEN SEEMS MORE EXCITED, ENERGETIC, OR CLINGY, AND EASILY UPSET WHEN THE PARENT IS THERE. THIS IS ALL NORMAL AND INDICATES THE EMOTIONAL ATTACHMENT THE CHILD HAS TO YOU. IT HAS BEEN THE EXPERIENCE OF THE TEACHERS AND OF MOST PARENTS THAT THIS SORT OF REACTION DOESN'T LAST VERY LONG INTO THE MORNING IF IT ISN'T ENCOURAGED. WE SUGGEST THAT YOU DON'T TRY TO KEEP TRACK OF YOUR CHILD DURING THESE TIMES OF PARENT HELPING--HE/SHE WILL CERTAINLY BE KEEPING TRACK OF YOU. IF YOUR CHILD WANTS TO STAY WITH YOU ALL THE TIME, TRY TO BRING OTHER CHILDREN TO YOU ALSO. IF YOUR CHILD IS ASKED TO HELP WITH TASKS LIKE PASSING OUT CUPS AT SNACK TIME, YOU CAN REASSURE HIS/HER SENSE

OF SPECIALNESS AND AT THE SAME TIME LET HIM/HER FEEL PART OF YOUR WORK WITH THE OTHER CHILDREN (BUT NOT WHEN BLEACHING OR WORKING IN THE KITCHEN).

I CAN DO IT! BE PATIENT AND LET THE CHILDREN TRY TO DRESS, FLUSH TOILETS, SERVE SNACK, POUR JUICE, ETC. BY THEMSELVES. THEY WILL TAKE LONGER THAN YOU WOULD AND MAKE MORE OF A MESS BUT KIDS USUALLY GET A REAL SENSE OF ACCOMPLISHMENT AND PLEASURE FROM DOING THE KIND OF WORK THEY SEE ADULTS PERFORMING. . HOWEVER, SOME CHILDREN ASK FOR MORE HELP THAN OTHERS AND THEY PROBABLY NEED IT, BUT EVEN WHEN YOU ARE HELPING, EMPHASIZE THEIR ROLE AND ACCOMPLISHMENT--DON'T DO IT FOR THEM. IF YOU NEED HELP PUTTING AWAY TOYS, ASK! THE CHILDREN ARE ENTHUSIASTIC HELPERS AND ENJOY THE SPIRIT OF COOPERATION.

ART ACTIVITIES: SMOCKS ARE AVAILABLE FOR ART ACTIVITIES, BUT CHILDREN DON'T ALWAYS WEAR THEM! PLEASE BE AWARE THAT THE PAINT DOESN'T ALWAYS WASH OUT. THINGS THAT CHILDREN MAKE ARE OFTEN VERY IMPORTANT TO THEM. DEPENDING ON THE CHILD, THE ATTEMPT IS SOMETIMES MORE IMPORTANT THAN THE END RESULT. ENCOURAGE CHILDREN TO TALK ABOUT AND DISPLAY THEIR WORK. IF THEY WISH TO TAKE WORK HOME, HELP THEM PREPARE IT AND PLACE IT IN THEIR CUBBIES. AVOID ASKING THE CHILD TO DESCRIBE HIS/HER WORK OR HELPING HIM/HER CREATE IT. THE QUESTION 'WHAT IS IT?' MIGHT CONFUSE CHILDREN WHO MIGHT THINK THEIR WORK MUST BE RECOGNIZABLE TO BE ACCEPTABLE. OTHER CHILDREN MAY JUST BE MADE SELF-CONSCIOUS BY SUCH QUESTIONS. INSTEAD YOU MIGHT SAY: "TELL ME ABOUT YOUR PAINTING"

CLEAN UP: CLEAN-UP IS VERY IMPORTANT. MATERIALS ARE MUCH MORE INVITING WHEN THEY ARE ORDERLY. PUTTING THINGS WHERE THEY BELONG CAN REPRESENT CLOSURE OF AN ACTIVITY. THERE IS A SENSE OF COMPLETENESS ABOUT SEEING THE PUZZLE, PAINT, OR TOY PUT BACK IN ITS PROPER PLACE UNDER ITS PROPER LABEL. PLEASE LET CHILDREN EXPERIENCE WORKING NEXT TO YOU AS COMPANIONS/FRIENDS. CHAT WITH THEM, SING SONGS WHILE YOU WORK, ENCOURAGE THEM BY COMPLAINING THAT YOU CAN'T FIND SOMETHING YOU KNOW THEY CAN EASILY FIND--ANYTHING TO MAKE CLEAN-UP OR ANY OTHER JOB MORE PLEASANT. TRYING TO FIND PLEASURE IN TASKS SUCH AS CLEAN-UP (WHICH ARE NOT INHERENTLY ENJOYABLE) CAN BE A VERY VALUABLE LEARNING EXPERIENCE. MOST CHILDREN LIKE TO TALK TO ADULTS; CLEAN-UP OFTEN PROVIDES AN OPPORTUNITY FOR A ONE-TO-ONE RELATIONSHIP WITH A CHILD WHO IS ANXIOUS FOR SOME SPECIAL ATTENTION. THERE IS CLEAN-UP BEFORE SNACK, LUNCH, AND AT THE END OF THE DAY.

THERE HAS OFTEN BEEN A COMPLAINT THAT ONE PARENT HELPER DOES MORE CLEANING THAN THE OTHER. BE SURE TO SHARE THE LESS INTERESTING TASKS EQUITABLY WITH YOUR CO-HELPER.

WHEN HANDS SHOULD BE WASHED

CHILDREN:

- * IMMEDIATELY BEFORE AND AFTER EATING.
- * AFTER USING THE TOILET OR HAVING THEIR DIAPERS CHANGED.
- * BEFORE USING WATER TABLES.
- * AFTER PLAYING IN THE YARD.
- * AFTER HANDLING PETS, PET CAGES, OR OTHER PET OBJECTS.
- * WHENEVER HANDS ARE VISIBLY DIRTY.
- * BEFORE GOING HOME.

PARENT HELPERS AND STAFF:

- * **UPON ARRIVAL**
- * **IMMEDIATELY BEFORE HANDLING FOOD. ALWAYS WEAR GLOVES.**
- * **AFTER USING THE TOILET, ASSISTING A CHILD IN USING THE TOILET, OR CHANGING DIAPERS.**
- * **AFTER CONTACTING A CHILD'S BODY FLUIDS, INCLUDING WET OR SOILED DIAPERS, SPIT, VOMIT, RUNNY NOSES, ETC. WEAR GLOVES AS WELL.**
- * **AFTER HANDLING PETS, PET CAGES, OR OTHER PET OBJECTS.**
- * **WHENEVER HANDS ARE VISIBLY DIRTY OR AFTER CLEANING UP A CHILD, THE ROOM, BATHROOM ITEMS, OR TOYS.**
- * **AFTER REMOVING GLOVES USED FOR ANY PURPOSE.**
- * **BEFORE GIVING OR APPLYING MEDICATION OR OINTMENT TO A CHILD OR SELF.**
- * **BEFORE GOING HOME.**
- * ***EVEN WHEN GLOVES ARE USED, HANDS SHOULD BE WASHED IMMEDIATELY AFTER GLOVES ARE REMOVED. USE OF GLOVES ALONE WILL NOT PREVENT CONTAMINATION OF HANDS OR SPREAD OF GERMS AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR HAND WASHING.***

RUBBING HANDS TOGETHER UNDER RUNNING WATER FOR TWENTY SECONDS IS THE MOST IMPORTANT PART OF WASHING AWAY INFECTIOUS GERMS. PRE-MOISTENED TOWELETTES OR WIPES AND WATERLESS HAND CLEANERS SHOULD NOT BE USED AS A SUBSTITUTE FOR WASHING HANDS WITH SOAP AND RUNNING WATER. TOWELETTES SHOULD ONLY BE USED TO REMOVE RESIDUE, SUCH AS FOOD OFF A FACE. WHEN RUNNING WATER IS UNAVAILABLE, SUCH AS DURING AN OUTING, TOWELETTES MAY BE USED AS A TEMPORARY MEASURE UNTIL HANDS CAN BE WASHED UNDER RUNNING WATER.

How to Wash Hands

- * **ALWAYS USE WARM, RUNNING WATER AND SOAP. ANTIBACTERIAL SOAPS ARE NOT REQUIRED. PRE-MOISTENED CLEANSING TOWELETTES OR WIPES DO NOT EFFECTIVELY CLEAN HANDS AND DO NOT TAKE THE PLACE OF HAND WASHING.**
- * **WET THE HANDS AND APPLY A SMALL AMOUNT (DIME TO QUARTER SIZE) OF LIQUID SOAP TO HANDS.**
- * **RUB HANDS TOGETHER VIGOROUSLY UNTIL A SOAPY LATHER APPEARS AND CONTINUE FOR AT LEAST 20 SECONDS. BE SURE TO SCRUB BETWEEN FINGERS, UNDER FINGERNAILS, AND AROUND THE TOPS AND PALMS OF THE HANDS.**
- * **RINSE HANDS UNDER WARM RUNNING WATER. LEAVE THE WATER RUNNING WHILE DRYING HANDS.**
- * **DRY HANDS WITH A CLEAN, DISPOSABLE (OR SINGLE USE) TOWEL, BEING CAREFUL TO AVOID TOUCHING THE FAUCET HANDLES OR TOWEL HOLDER WITH CLEAN HANDS.**
- * **TURN THE FAUCET OFF USING THE TOWEL AS A BARRIER BETWEEN YOUR HANDS AND THE FAUCET HANDLE.**
- * **DISCARD THE USED TOWEL IN A TRASH CAN LINED WITH A FLUID-RESISTANT (PLASTIC) BAG. TRASH CANS WITH FOOT-PEDAL OPERATED LIDS ARE PREFERABLE.**

DISCIPLINE

DISCIPLINE AND GUIDANCE SHALL BE CONSISTENT WITH AND BASED ON AN UNDERSTANDING OF THE INDIVIDUAL NEEDS AND DEVELOPMENT OF EACH CHILD.

- (1) DEMONSTRATE EXPECTATIONS AND RULES REGARDING CHILD'S BEHAVIOR IN A CLEAR, CONSISTENT AND CONCRETE MANNER.
- (2) WHENEVER POSSIBLE, USE POSITIVE REINFORCEMENT TO ENCOURAGE A CHILD, RATHER THAN NEGATIVE.
- (3) BE A POSITIVE ROLE MODEL.
- (4) ANTICIPATE PROBLEMS AND TRY TO PREVENT THEM BY DISTRACTING OR REDIRECTING THE CHILD, GIVING GENTLE BUT FIRM REMINDERS, USING HUMOR, CHANGING GROUP COMPOSITION, ETC.
- (5) CHILDREN SHOULD NOT BE ALLOWED TO HURT OTHERS, PHYSICALLY OR VERBALLY.
- (6) TRY TO ENCOURAGE CHILDREN TO RESOLVE CONFLICTS AMONG THEMSELVES WHILE REMAINING CLOSE BY FOR SUPPORT AND MODELING. ENCOURAGE THEM TO VERBALIZE PROBLEMS RATHER THAN USE PHYSICAL EXPRESSION.
- (7) GIVE CHILDREN CHOICES WHEN CONFLICTS ARISE. IF NEGATIVE BEHAVIOR PERSISTS, POINT OUT NATURAL AND/OR LOGICAL CONSEQUENCES IN A CALM, NON-THREATENING MANNER.
- (8) WHEN ALL OTHER METHODS FAIL, A CHILD MAY BE REMOVED FROM THE GROUP BRIEFLY (AS PREVIOUSLY WARNED), IN ORDER TO GAIN CONTROL OF THEMSELVES.
- (9) CHILDREN MAY NOT BE SUBJECTED TO NEGLECT, PHYSICAL PUNISHMENT, VERBAL ABUSE, RIDICULE, HUMILIATION, DENIAL OF FOOD, REST OR BATHROOM FACILITIES.

PUNISHMENT FOR SOILING, WETTING OR NOT USING THE TOILET, OR RELATED TO EATING OR NOT EATING FOOD IS ABSOLUTELY NOT PERMITTED.

AGGRESSION: WE WOULD LIKE TO SEE CHILDREN LEARN TO DEAL WITH THEIR OWN AGGRESSIVE AND HURT FEELINGS IN A MANNER ACCEPTABLE TO THEMSELVES AND OTHERS. HOWEVER, ADULT INTERVENTION IS OFTEN NECESSARY. THE TEACHERS GENERALLY HANDLE THESE SITUATIONS; PARENT HELPERS SHOULD SUPPORT THE TEACHERS—EVEN IF YOU DISAGREE.

MANY OF US ARE CONCERNED ABOUT THE AMOUNT AND TYPE OF AGGRESSION DISPLAYED BY OUR CHILDREN. HOWEVER, WE ARE EQUALLY CONCERNED WITH THE APPREHENSION DISPLAYED BY MANY PARENTS IN DEALING WITH AGGRESSION. IT IS OFTEN A MATTER OF BEING ON TOP OF THE SITUATION AND OF USING OUR COMMON SENSE; DON'T BE TIMID WHEN IT COMES TO USING YOUR JUDGMENT. IF INTERVENTION IS NECESSARY, TRY TO HELP ALL THE CHILDREN INVOLVED TALK ABOUT HOW THEY FEEL AND WHY, WITHOUT BEING JUDGMENTAL YOURSELF. LET KIDS KNOW IT IS ALL RIGHT TO FEEL ANGRY, BUT IT IS NOT OKAY TO CLOBBER SOMEONE. REMEMBER, A CHILD'S YELLING AT ANOTHER CHILD, INSTEAD OF HITTING, IS A STEP TOWARD SELF-CONTROL. IF YOU ARE ANGRY WITH A CHILD THAT CHILD WILL PROBABLY KNOW IT, SO YOU MIGHT AS WELL ADMIT IT. LET THE CHILD KNOW IT IS THE BEHAVIOR THAT UPSETS YOU, NOT THE CHILD HIM/HERSELF.

I. HELPING CHILDREN STAY SAFE AND HEALTHY

YOU CAN HELP US TO PREVENT MOST INJURIES AT SCHOOL BY:

- * SUPERVISING CHILDREN CAREFULLY.
- * CHECKING THE CARE AND PLAY AREAS FOR, AND GETTING RID OF, HAZARDS.
- * TEACHING CHILDREN HOW TO USE PLAYGROUND EQUIPMENT SAFELY

* UNDERSTANDING WHAT CHILDREN CAN DO AT DIFFERENT STAGES OF DEVELOPMENT. CHILDREN LEARN BY TESTING THEIR ABILITIES. THEY SHOULD BE ALLOWED TO PARTICIPATE IN ACTIVITIES APPROPRIATE FOR THEIR DEVELOPMENT EVEN THOUGH THESE ACTIVITIES MAY RESULT IN SOME MINOR INJURIES, SUCH AS SCRAPES AND BRUISES. HOWEVER, CHILDREN SHOULD BE PREVENTED FROM TAKING PART IN ACTIVITIES OR USING EQUIPMENT THAT IS BEYOND THEIR ABILITIES AND THAT MAY RESULT IN MAJOR INJURIES SUCH AS BROKEN BONES. PLEASE ASK TEACHERS IF YOU HAVE QUESTIONS ABOUT A CHILD'S SKILL.

II. WHEN SOMETHING GOES WRONG

IF A CHILD IS HURT AT SCHOOL, IMMEDIATELY CHECK TO SEE WHAT THE PROBLEM IS. AND CALM THE CHILD. CALL FOR A TEACHER WHO WILL APPLY FIRST AID IF NECESSARY. BE SURE TO TELL THEM EXACTLY WHAT YOU SAW SO THAT PARENTS CAN BE NOTIFIED. ONLY TRAINED STAFF MAY APPLY FIRST AID.

ANOTHER WAY PARENT HELPERS CAN HELP KEEP CHILDREN WELL IS TO ENSURE THEY WASH THEIR HANDS OFTEN AND EFFECTIVELY—AS WELL AS MAKING SURE THEIR OWN HANDS ARE CLEAN.

B. SNACK

EACH FAMILY IS REQUIRED TO BRING PART OF THE SNACK TO SCHOOL ABOUT ONCE EVERY SIX WEEKS. PLEASE BRING SNACK BETWEEN 8:30 AND 9:00 SO THE PARENT HELPERS WILL HAVE A CHANCE TO DO ANY NECESSARY PREPARATIONS. IT IS NOT NECESSARY TO PEEL AND CUT FRUIT AND VEGETABLES. TEACHERS/PARENT HELPERS WILL DO THIS JUST BEFORE SERVING.

YOU WILL BE SERVING APPROXIMATELY 45 CHILDREN. WE TRY TO MAKE THESE "FINGER" FOODS AS MUCH AS POSSIBLE FOR CONVENIENCE. WE HAVE CHILDREN WITH SEVERE ALLERGIES. PLEASE MAKE SURE THAT YOU CHECK THE WEBSITE FOR THE ALLERGIES TO AVOID.

SNACK Do's & Don'ts

DON'T ...

SKIMP – SEE QUANTITIES BELOW

BRING ANY SNACK THAT IS ALREADY OPENED

CHOOSE BANANA YOGURT -- MOST KIDS PREFER VANILLA OR STRAWBERRY

BUY "REGULAR" JELLY – ONLY FRUIT SPREAD

BUY POPCORN, GRAPES, OR BABY CARROTS

BUY PROCESSED AMERICAN CHEESE

DO NOT BRING OPEN PACKAGES FROM HOME. ALL SNACK ITEMS MUST BE FRESH AND UNOPENED.

DO ...

PROVIDE ENOUGH SNACK FOR 45 CHILDREN

CHOOSE NATURAL, UNPROCESSED, ORGANIC FOODS WHENEVER POSSIBLE

BUY TWO KINDS OF FRESH FRUIT OR VEGETABLES TO PROVIDE VARIETY

CHOOSE NATURAL, LOW-SUGAR SPREADS

THINK CREATIVELY – COLORFUL FOOD IS VERY APPEALING TO KIDS

SNACK SUGGESTIONS & QUANTITIES

1. FRESH PRODUCE

APPLES: 15-20 LARGE CRISP APPLES
BANANAS: 3 LARGE OR 4 MEDIUM-SIZED BUNCHES
BROCCOLI: 8 CROWNS
CARROTS: 3 BAGS FULL SIZE ONLY
CELERY: 3 BAGS
CORN ON THE COB: 1/2 COB PER CHILD
MELONS: 5
ORANGES: 15-20 MEDIUM SIZED ORANGES
PEPPERS (GREEN, RED, ORANGE, OR YELLOW): 8
PINEAPPLES: 5
PEARS: 15-20 LARGE PEARS
STRAWBERRIES: 6 PINTS

2. PACKAGED FRUIT

APPLE SAUCE: 2 JARS (32OZ.) ALL NATURAL VARIETY
PINEAPPLE CHUNKS: 5 LARGE (48 OZ) CANS IN NATURAL JUICE
RAISINS: 2 LARGE TUBS (*RAISINS SHOULD ONLY BE SERVED IN COMBINATION WITH OTHER FRUIT/VEG)

TIP: OFFERING TWO DIFFERENT KINDS OF FRUIT OR VEGETABLES IS A GREAT HIT WITH THE KIDS. HALVE THE QUANTITIES ABOVE AND PROVIDE EQUAL PORTIONS OF BOTH IF YOU DO THIS.

3. PROTEIN

CHEESE: 2 POUNDS
CREAM CHEESE: 3 TUBS
HUMMOUS: 3 TUBS
YOGURT: 4 LARGE CONTAINERS (32 OZ.)

4. CARBOHYDRATES ARE BOUGHT BY THE SCHOOL

SAUCES/DIPS/SPREADS

DREW'S ORANGE-SESAME SALAD DRESSING: 1 BOTTLE
GUACAMOLE: 24 OZ.
MILD SALSA: 32 OZ.
NATURAL VEGGIE DIP: 24 OZ.
FRUIT SPREAD: 1 18OZ JAR
TABOULI: 24 OZ.
TZAZIKI: 24 OZ.

TODDLER FOODS:

BABY CARROTS, GRAPES, RAISINS ETC. ARE A CHOKING HAZARD FOR THE YOUNGEST GROUP; SO PLEASE BRING SOMETHING ELSE FOR THEM, TOO. ACCORDING TO DEEC, WE ARE NOT ALLOWED TO SERVE POPCORN OR NUTS IN PRESCHOOLS.

PROCESSED FOODS: WE ENCOURAGE PARENTS TO AVOID "PROCESSED" FOODS AS MUCH AS POSSIBLE AND TO OFFER WHOLE FOODS AND RAW FOODS INSTEAD. WE ALSO AVOID UNPASTEURIZED CHEESES AND FRUIT JUICES TO PROTECT KIDS FROM FOOD-BORNE ILLNESS.

SUGAR: SUGAR DOES NOT HAVE ANY PARTICULAR NUTRITIONAL VALUE AND IT DOES HAVE NOTABLE DAMPENING AFFECTS ON APPETITES. IT CAN INTERFERE WITH A CHILD'S DESIRE FOR OTHERWISE NUTRITIOUS FOOD AND, AS ANY DENTIST WILL TELL YOU, IT CAN DO A NUMBER ON CHILDREN'S TEETH.

AT AGASSIZ, WE URGE PARENTS TO LIMIT SUGAR, TO TRY TO BRING NUTRITIOUS FOODS, AND TO OFFER SWEET FOODS AT SNACK AND BIRTHDAY IN MODERATION. IN THAT MOST OF THE EVIDENCE IS UNCLEAR AT BEST, WE WILL NOT SERVE ANY FOODS THAT CONTAIN ARTIFICIAL SWEETENERS. IF YOU BRING POPSICLES, PLEASE TO DON'T BRING THE KIND THAT CONTAIN NUTRASWEET™ OR SACCHARINE.

CAFFEINE AND CHOCOLATE: AT AGASSIZ, WE DO NOT SERVE SNACKS THAT CONTAIN CAFFEINE UNLIKE SUGAR, CAFFEINE CAN AFFECT CHILDREN'S ACTIVITY LEVELS, HEART RATES, MOOD, AND METABOLISM. MOST CHOCOLATE CONTAINS SOME CAFFEINE. CHOCOLATE ALSO MAKES SOME KIDS ANXIOUS, AND IT CAN PROVOKE ALLERGIC REACTIONS. WE STRONGLY URGE PARENTS NOT TO INCLUDE ANY LUNCH ITEMS THAT CONTAIN CAFFEINE. PLEASE READ THE LABELS ON YOUR FOOD CHOICES TO BE SURE.

JUICE AND WATER: AT AGASSIZ, WE ENCOURAGE KIDS TO DRINK WATER AND GENERALLY SERVE WATER WHEN CHILDREN ARE THIRSTY. WE NORMALLY DO NOT SERVE JUICE, ALTHOUGH ON OCCASION WE WILL SERVE A SMALL DRINK OF JUICE. THERE IS MEDICAL EVIDENCE SUGGESTING THAT MANY KIDS DRINK TOO MUCH JUICE, THAT TOO MUCH JUICE CAN NEGATIVELY AFFECT DEVELOPMENT AND CAUSE DENTAL PROBLEMS. THE AMERICAN ACADEMY OF PEDIATRICIANS RECOMMENDS NO MORE THAN 8 OZ. (ONE JUICE BOX) OF JUICE PER DAY.

WE DO NOT SERVE JUICES WITH ADDED SUGAR. WATER IS ALWAYS AVAILABLE. PARENT HELPERS SHOULD OFFER WATER WHEN A CHILD ASKS FOR A DRINK AND TRY TO THINK OF JUICE MORE LIKE A SNACK.

C. PARENT JOBS

COMMITTEES AND JOBS: EACH FAMILY (REGARDLESS OF THE NUMBER OF CHILDREN ATTENDING THEY SCHOOL) MUST CHOOSE A JOB. A DESCRIPTION OF FAMILY JOBS FOLLOWS.

JOB ASSIGNMENTS: PARENTS WILL BE GIVEN THE OPPORTUNITY IN SEPTEMBER TO MAKE THREE JOBS SELECTIONS AND LIST THEM IN ORDER OF PREFERENCE; IF THERE IS MORE THAN ONE FAMILY DESIRING THE SAME JOB, THE NAMES WILL BE ENTERED INTO A LOTTERY. (THE PEOPLE WHO DO NOT GET THEIR FIRST CHOICE WILL THEN BE ENTERED FOR THEIR SECOND CHOICE, AND SO FORTH.) MOST JOBS ARE FILLED BY THE FALL MEETING. AT THE DISCRETION OF THE DIRECTOR AND THE STEERING COMMITTEE, PARENTS MAY CONTINUE IN THE SAME JOB FROM YEAR TO YEAR. SOME ESSENTIAL JOBS ARE FILLED IN THE SUMMER. IT IS IN THE SCHOOL'S BEST INTEREST THAT HEADS OF COMMITTEES BE FAMILIES WITH EXPERIENCE IN OUR SCHOOL. THEY WILL BE GIVEN PREFERENCE FOR THESE JOBS, THOUGH WE DO TRY TO MATCH UP PARENTS' SKILLS WITH THE JOBS THAT NEED TO BE FILLED.

IF YOU HAVE A SPECIAL SKILL OR TALENT THAT YOU THINK WOULD BENEFIT THE SCHOOL BUT ISN'T REFLECTED IN THE JOB OPTIONS, PLEASE TALK WITH THE DIRECTOR. THE BOARD OFTEN REVISES JOBS NOT ONLY TO MEET THE NEEDS OF THE

SCHOOL BUT ALSO TO CREATE WAYS FOR FAMILIES TO BE FULL PARTICIPANTS IN THE COMMUNITY.

FAILURE TO DO YOUR JOB: THE TUITION YOU PAY AT THIS SCHOOL IS SUBSTANTIALLY LESS THAN WHAT YOU WOULD PAY ELSEWHERE BECAUSE EACH FAMILY AGREES TO SERVE A ROLE IN THE ADMINISTRATION, MAINTENANCE, OR OPERATIONS OF THE SCHOOL. IN FACT, ONE PERSON ESTIMATED THAT OUR TUITION IS ABOUT A THIRD LESS BECAUSE OF WHAT PARENTS ARE WILLING TO DO. IF YOU ARE UNHAPPY WITH YOUR JOB, PLEASE SEE THE DIRECTOR. JOBS CAN BE SWITCHED FROM TIME TO TIME AND ADJUSTED TO MEET INDIVIDUAL NEEDS.

WHEN A FAMILY FAILS TO DO ITS JOB, IT IS UNFAIR TO OTHER FAMILIES WHO ARE WORKING TO KEEP TUITION LOW. THEREFORE, FAMILIES WHO FAIL TO DO THEIR JOBS WILL BE ISSUED A WARNING, FOLLOWED BY A SERIES OF FINES, THEN POSSIBLE TERMINATION OF CONTRACT.

- 1) WHEN A FAMILY DOES NOT ATTEND A DESIGNATED WORK SHIFT ON A WORKDAY, FUNDRAISING EVENT, CLEAROUT OR PUTBACK, THE DIRECTOR WILL ASSESS IF THERE IS A GOOD CAUSE (E.G. ILLNESS IN THE FAMILY) FOR NON-PARTICIPATION. THAT FAMILY CAN THEN DO A MAKE-UP TASK PER THE DIRECTOR'S DISCRETION. OTHERWISE THE FAMILY WILL BE RESPONSIBLE FOR A FINE OF \$25 PER HOUR NOT WORKED.
- 2) IF A FAMILY IS UNABLE TO ATTEND A DESIGNATED WORK SHIFT A SECOND TIME IN A YEAR, THE DIRECTOR WILL FINE THE FAMILY AUTOMATICALLY \$25 PER HOUR NOT WORKED.
- 3) IF A FAMILY IS UNABLE TO ATTEND A DESIGNATED WORK SHIFT A THIRD TIME IN A YEAR, THERE WILL BE THE SAME FINE AS WELL AS AN EVALUATION OF THE FAMILY'S SUITABILITY OF ENROLLMENT IN THE PARENT COOP. THE DIRECTOR WILL DECIDE, WITH THE BOARD'S SUPPORT, WHETHER THE FAMILY WILL BE ABLE TO CONTINUE AT AGASSIZ.

D. OTHER OBLIGATIONS

Work Days: THERE ARE TWO WORK DAYS PER YEAR. EACH FAMILY IS REQUIRED TO PARTICIPATE FOR FOUR HOURS IN ONE OF THE WORK DAYS. GENERAL CLEANING, MAINTENANCE, AND SPECIAL REPAIR PROJECTS ARE TAKEN CARE OF AT THIS TIME. WORK DAYS ARE COORDINATED BY THE REPAIR AND MAINTENANCE FAMILIES.

FUNDRAISING: AGASSIZ UNDERTAKES SEVERAL IMPORTANT FUNDRAISING EVENTS EACH YEAR. AS A CO-OP MEMBER, EACH FAMILY IS REQUIRED TO PARTICIPATE IN THESE EVENTS.

MONEY RAISED THROUGH THESE ACTIVITIES HAS TWO PURPOSES. MOST (OR SOMETIMES MORE) OF THE MONEY GOES DIRECTLY TO SCHOLARSHIP FUNDS. AN ADDITIONAL THIRD GOES TO CAPITAL IMPROVEMENTS AND SCHOOL RESOURCES. IN GENERAL, EVENTS THAT INVOLVE THE EXTERNAL COMMUNITY GENERATE SCHOLARSHIP FUNDS, WHILE EVENTS INVOLVING PRIMARILY AGASSIZ FAMILIES SUPPORT CAPITAL IMPROVEMENTS AND SCHOOL RESOURCES. WE HOLD SEVERAL FUNDRAISING APPEALS OVER THE YEAR, INCLUDING LETTERS TO BOTH ALUMNI AND CURRENT FAMILIES. **ALTHOUGH CONTRIBUTIONS ARE STRICTLY OPTIONAL, WE WELCOME ANY CONTRIBUTIONS CURRENT PARENTS CAN MAKE. IF YOU ARE ABLE TO MAKE A**

DONATION, FIND OUT IF YOUR EMPLOYER OFFERS GIFT MATCHING PROGRAMS. . ALL GIFTS ARE TAX-DEDUCTIBLE.

IN ADDITION, WE HOLD THREE FUNDRAISERS A YEAR. ALL PARENTS ARE REQUIRED TO WORK AT THESE THREE EVENTS—MANY, IF NOT MOST, PARENTS, FIND THESE TO ACTUALLY BE FUN OBLIGATIONS.

SILENT AUCTION & CONCERT *(NOT REQUIRED BUT HIGHLY ENCOURAGED)*. PARENTS DONATE HAND-MADE GOODS OR SERVICES; COLLECT DONATIONS FROM LOCAL BUSINESSES; ENCOURAGE FRIENDS AND FAMILY TO COME TO A MUSIC-FILLED EVENT TO BID ON WONDERFUL ITEMS.

HOLIDAY TREE SALE: (REQUIRED): THE TREE SALE OUR BIGGEST FUNDRAISING EFFORT. IT BRINGS IN ABOUT TWO THIRDS OF OUR SCHOLARSHIP BUDGET EACH YEAR.

YARD SALE: (ONE SHIFT REQUIRED): THE SCHOOL HOLDS ONE YARD SALE EACH YEAR. THE YARD SALE GENERATES ABOUT ONE QUARTER OF OUR SCHOLARSHIP BUDGET EACH YEAR. THIS SALE IS VERY POPULAR IN THE NEIGHBORHOOD AND HAS DEVELOPED QUITE A FOLLOWING. AGASSIZ FAMILIES USE THE YARD SALE TO DONATE ALL KINDS OF THINGS: FURNITURE, BOOKS, BABY FURNISHINGS, PLANTS, STROLLERS, KIDS CLOTHES IN GOOD CONDITION, COMPUTERS, KITCHEN ITEMS. APPLIANCES, EVEN USED CARS. IN THE PAST, THE YARD SALE HAS BEEN ENHANCED BY BAKED GOODS AND HOME-MADE CRAFTS AS WELL.

EACH FAMILY IS REQUIRED TO WORK ONE YARD SALE SHIFT A YEAR. YOU CAN BE PART OF THE SET UP, SELLING, OR CLEAN UP TEAMS. YARD SALES ARE A GREAT WAY TO GET TO KNOW OTHER FAMILIES AT SCHOOL AND TO MEET THE MANY ALUMS WHO COME BACK. YOUR DONATIONS OF USED GOODS TO THE YARD SALE ARE TAX DEDUCTIBLE. PLEASE SEE THE FUNDRAISING MANAGER FOR FAIR MARKET VALUE INFORMATION AND A RECEIPT FOR YOUR TAX PURPOSES.

OTHER PROJECTS (MAY BE REQUIRED BY VOTE OF THE BOARD): IN THE PAST WE HAVE CONDUCTED RAFFLES, ART AUCTIONS, AND FAIRS. THESE EXTRA EFFORTS ARE USUALLY DESIGNED TO MEET SOME SPECIFIC NEEDS OF THE SCHOOL AND THEY REFLECT THE TALENTS AND INTERESTS OF THE PEOPLE WHO SERVE ON THE FUNDRAISING COMMITTEE. ONE YEAR, FOR EXAMPLE, WE RAISED MONEY TO BUY NEW PLAYGROUND EQUIPMENT, ANOTHER YEAR THERE WAS A SPECIAL DRIVE TO CREATE MORE SCHOLARSHIP MONEY.

E. KEEPING IN TOUCH: NOTICES, MEETINGS, AND SOCIAL GET-TOGETHERS.

• DAY-TO-DAY COMMUNICATION

DAILY NOTICES: WE DEPEND ON THE MAILBOXES FOR MUCH OF THE COMMUNICATION WITHIN THE SCHOOL. PLEASE CHECK YOUR MAILBOX AT LEAST ONCE A DAY. IN ADDITION, IMPORTANT NOTICES, SCHEDULES AND SIGN-UP SHEETS ARE POSTED ON THE DOORS OF THE SCHOOL. BE SURE THE CHECK THESE EVERY DAY AS WELL.

DIRECTOR'S LETTERS: WHEN NEEDED

NEWSLETTER: THIS COMES OUT 3/4 TIMES A YEAR AND CONTAINS A GREAT DEAL OF INFORMATION. THE FAMILY RESPONSIBLE FOR PUBLISHING THE NEWSLETTER SHAPES ITS CONTENT.

PHONE LIST: AGASSIZ DISTRIBUTES A PHONE LIST THAT INCLUDES EVERY FAMILY'S NAME AND ADDRESS. THIS LIST IS HANDED OUT SO THAT PARENTS CAN CARPOOL, ARRANGE PLAY DATES, TRADE PARENT HELP DAYS, AND GET TO KNOW OTHER FAMILIES. THE PHONE LIST IS ALSO AVAILABLE ON-LINE WITH YOUR PASSWORD. IF YOUR NUMBER OR ADDRESS CHANGES OR IF YOU NOTICES ANY ERRORS, PLEASE LET THE DIRECTOR KNOW SO THAT WE CAN KEEP THE PHONE LIST UP-TO-DATE.

- **MEETINGS**

GENERAL MEETINGS ARE MEETINGS HELD FOR THE ENTIRE PARENT BODY. ONE IS HELD IN THE FALL AS AN ORIENTATION TO THE SCHOOL FOR NEW PARENTS, ONE MID-WINTER AND ONE IN THE SPRING FOR THE ELECTION OF THE STEERING COMMITTEE. GENERAL MEETINGS MAY ALSO BE CALLED IF A THIRD OF THE PARENT BODY IS IN DISAGREEMENT WITH DECISIONS MADE BY THE STEERING COMMITTEE. GENERAL MEETINGS ARE HELD TO KEEP THE PARENT BODY INFORMED ABOUT SCHOOL ISSUES AND, IN THE SPRING, TO ELECT MEMBERS OF THE STEERING COMMITTEE. SPECIAL GENERAL MEETINGS CAN BE CALLED BY PETITION OF ONE THIRD OF THE PARENT BODY. THE PURPOSE OF SPECIAL GENERAL MEETINGS IS TO REVIEW A CONTROVERSIAL DECISION BY THE BOARD AND PUT IT BEFORE THE ENTIRE PARENT BODY FOR A VOTE.

GENERAL MEETINGS CAN ALSO BE HELD IF ONE THIRD OF THE PARENT BODY PETITIONS, A SPECIAL GENERAL MEETING WILL BE CALLED. THE AGENDA IS SET BY THE BOARD OR BY THE PETITION OF THE PARENT BODY. EVERY FAMILY PRESENT HAS ONE VOTE. THERE ARE NO PROXY VOTES. THE TEACHERS COLLECTIVELY HAVE ONE VOTE. THE ADMINISTRATIVE TEAM HAS ONE VOTE TOGETHER. STAFF DOES NOT VOTE ON PERSONNEL OR FINANCIAL MATTERS.

BOARD MEETINGS ARE HELD ONCE A MONTH AND ARE OPEN TO ALL PARENTS AND STAFF. NOTES ARE DISTRIBUTED TO EVERY FAMILY FOLLOWING THE MEETING.

SMALL GROUP MEETINGS PROVIDE A FORUM FOR ALL PARENTS TO MEET EVERY OTHER MONTH, USUALLY WITH THE TEACHERS, TO ADDRESS ISSUES THAT CONCERN THEIR AGE GROUP. THE SMALL GROUP MEETINGS ARE ATTENDED BY PARENTS IN AN AGE GROUP AND THE TEACHER. OCCASIONALLY THE EDUCATIONAL DIRECTOR OR ADMINISTRATOR WILL ATTEND. THEY ARE HELD ABOUT ONCE A MONTH, WITH THE OPTION OF MEETING WITHOUT A TEACHER OCCASIONALLY. THESE SMALLER MEETINGS ARE PARTICULARLY VALUABLE BECAUSE THEY ARE MORE PERSONAL, OPEN AND SUPPORTIVE. THEY PROVIDE AN OPPORTUNITY TO DISCUSS THE NEEDS AND ISSUES OF CHILDREN IN A PARTICULAR AGE GROUP AND CAN BE A MEETING/WORKSHOP FOR PARENT EDUCATION. THESE MEETINGS ALSO OFFER A TIME FOR SOCIALIZING WITH OTHER PARENTS OF YOUR CHILD'S AGE GROUP.

THE SCHEDULE OF THE SMALL GROUP MEETINGS IS UP TO THOSE GROUPS. IT IS RECOMMENDED THAT THEY MEET MONTHLY, AND THAT THEY SCHEDULE THEIR MEETINGS TO OCCUR A WEEK PRIOR TO BOARD MEETINGS, IF POSSIBLE, IN ORDER TO TAKE UP ITEMS ON THE BOARD AGENDA.

EACH SMALL GROUP MEETING IS RUN BY ITS SMALL GROUP COORDINATOR. THE COORDINATOR IS RESPONSIBLE FOR SCHEDULING THE MEETINGS, SETTING THE AGENDAS, AND REPRESENTING THE GROUP AT BOARD MEETINGS. SMALL GROUPS

USUALLY OPERATE CONSENSUALLY. HOWEVER, IF FORMAL VOTES ARE TAKEN, EACH MEMBER IS ENTITLED TO VOTE. STAFF PRESENT MAY NOT VOTE ON PERSONNEL AND FINANCIAL MATTERS.

SOCIAL GET TOGETHERS

EACH YEAR, AGASSIZ HOLDS A NUMBER OF POT LUCKS SO ALL THE FAMILIES AND STAFF CAN MEET AND EAT TOGETHER. TRADITIONALLY, POTLUCKS HAVE BEEN HELD AT HALLOWEEN, JUST BEFORE WINTER BREAK, GRADUATION, AND IN THE SUMMER WITH NEW FAMILIES. SOME YEARS, MORE ARE HELD AS WELL. *IT IS IMPORTANT THAT PARENTS REMEMBER TO BE RESPECTFUL OF THE SCHOOL DURING THESE EVENTS. YOU ARE RESPONSIBLE FOR YOUR CHILDREN—ESPECIALLY YOUR OLDER CHILDREN—AND MUST MAKE SURE THEY ARE NOT HARMING SCHOOL PROPERTY. PLEASE BE MINDFUL AND HELP CLEAN UP BEFORE YOU GO HOME.*

IV. ORGANIZATION OF THE SCHOOL

A. ADMINISTRATION: AGASSIZ PRESCHOOL IS GOVERNED BY A BOARD WHICH IS MADE UP OF PARENTS AND STAFF. THE PARENT REPRESENTATIVES ARE ELECTED EACH YEAR AT THE GENERAL MEETINGS. STAFF BOARD MEMBERS ARE SELECTED BY THE STAFF. MANY POLICY DECISIONS ARE MADE AT MONTHLY BOARD MEETINGS. THE BOARD MAKES DECISIONS ABOUT BUDGET, TUITION, SALARIES, SCHOOL POLICIES, PROGRAM, AND OPERATIONS. HOWEVER, PARENTS MAY SUPERSEDE BOARD DECISIONS BY A MAJORITY VOTE AT A GENERAL MEETING OF THE SCHOOL. THESE GENERAL MEETINGS ARE HELD THREE TIMES A YEAR BUT MAY ALSO BE CALLED BY A PETITION OF ONE THIRD OF THE PARENT BODY (SEE GENERAL MEETINGS BELOW).

ALL PARENTS ARE WELCOME TO ATTEND MONTHLY BOARD MEETINGS. AN AGENDA IS POSTED AHEAD OF TIME FOR GENERAL REVIEW. IF YOU WOULD LIKE TO SERVE ON THE BOARD, PLEASE ATTEND A FEW BOARD MEETINGS, AND MAKE YOUR INTEREST KNOWN.

B. WHEN THERE'S A PROBLEM

1. IF A FAMILY HAS A PROBLEM WITH A STAFF MEMBER
SHOULD A PROBLEM ARISE WITH EMPLOYEES, PARENTS SHOULD FIRST TRY TO RESOLVE PROBLEM DIRECTLY WITH THE INVOLVED STAFF PERSON. IF THE RESOLUTION IS UNSATISFACTORY, THE NEXT STEP IS TO MEET WITH THE DIRECTOR. IF THE PROBLEM PERSISTS, PARENTS SHOULD APPEAL TO THE EXECUTIVE COMMITTEE, WHO WILL RESPOND WITHIN TWO WEEKS.

2. IF THE SCHOOL HAS A PROBLEM WITH A FAMILY

SHOULD AN ISSUE ARISE WITH A CHILD OR FAMILY, THE DIRECTOR IS AUTHORIZED TO NOTIFY THEM THAT THERE IS A PROBLEM. S/HE WILL MEET WITH THE FAMILY AND WITH THE TEACHER/S, TO DEVELOP A CORRECTIVE PLAN, SPECIFYING AN ACCEPTABLE TIME OVER WHICH IMPROVEMENT IS TO TAKE PLACE. IF, OVER THE DESIGNATED PERIOD OF TIME, IMPROVEMENT IS NOT MADE AND/OR PARENTS FAIL TO PARTICIPATE IN OR COOPERATE WITH THE CORRECTIVE PLAN, THE EXECUTIVE COMMITTEE MAY DECIDE TO INTERVENE. AFTER REVIEWING THE CASE, THEIR DECISION COULD BE TO EITHER TERMINATE THE FAMILY'S CONTRACT OR NOT TO RENEW IT FOR THE FOLLOWING YEAR.

AGASSIZ PRESCHOOL, INC. MAKES EVERY ATTEMPT TO AVOID ASKING A FAMILY TO LEAVE, BUT RESERVES THE RIGHT TO TERMINATE OR NOT RENEW A FAMILY'S MEMBERSHIP IN THE SCHOOL. GROUNDS FOR SUCH ACTION SHALL BE:

A. DANGER OR SUBSTANTIAL RISK TO THE HEALTH AND SAFETY OF CHILD AND/OR OTHERS. SHOULD A CHILD POSE AN IMMEDIATE THREAT TO THE HEALTH AND SAFETY OF HIM/HERSELF OR OTHERS, AND/OR

NEED CONSTANT INDIVIDUAL SUPERVISION, THE DIRECTOR SHALL HAVE THE AUTHORITY TO TEMPORARILY EXCLUDE THE CHILD FROM THE CENTER.

B. NON-COMPLIANCE WITH THE CENTERS POLICIES.

BY CONTRACT, EACH FAMILY HAS AN OBLIGATION TO PARTICIPATE IN THE WORK OF THE COOPERATIVE, AS WELL AS FOLLOW ALL POLICIES THAT OVER THE YEARS HAVE BEEN DEVELOPED BY THE PARENT BODY. IT IS THE POLICY OF AGASSIZ THAT NON-FULFILLMENT OF THESE OBLIGATIONS MAY, IN CERTAIN CASES OF SERIOUS NON-COMPLIANCE, BE GROUNDS FOR TERMINATION OR NON-RENEWAL OF CONTRACT. IN EACH CASE, EVERY EFFORT WILL BE MADE TO BALANCE THE NEEDS OF THE INDIVIDUAL FAMILIES WITH THE NEEDS OF THE COOPERATIVE AS A WHOLE.

C. FAILURE TO PAY TUITION.

A LATE FEE WILL BE ASSESSED ON ANY PAYMENT MORE THAN 30 DAYS OVERDUE. PARENTS IN ARREARS BY TWO MONTHLY INSTALLMENTS OR MORE MUST AGREE TO AN ADJUSTED PAYMENT PLAN AND ADHERE TO IT. OTHERWISE THEY WILL NEED TO WITHDRAW THEIR CHILD FROM THE SCHOOL.

D. CONSISTENT DISRUPTIONS TO THE FUNCTIONING OF THE CENTER BY THE CHILD OR PARENT.

WHENEVER A CHILD OR A PARENT'S BEHAVIOR SUBSTANTIALLY DISRUPTS THE PROGRAM TAKING ADDITIONAL TIME OR RESOURCES OF THE STAFF OR OTHER FAMILIES FROM REGULAR SCHOOL FUNCTIONS, THE DIRECTOR IS AUTHORIZED TO BEGIN NON-COMPLIANCE PROCEEDINGS.

C. TUITION AND PAYMENTS

AGASSIZ HAS A LONG TRADITION OF KEEPING TUITION LOW. COMPARED TO THE OTHER CO-OPS IN THE AREA, WE ARE ONE OF THE LEAST EXPENSIVE PRESCHOOL CO-OPS ON A PER HOUR BASIS. THIS IS A FUNCTION OF OUR INGRAINED THRIFTINESS, OUR DESIRE TO MAKE THIS EXPERIENCE ACCESSIBLE TO A WIDER RANGE OF PEOPLE, AND THE ROLE OF PARENTS IN THE SCHOOL.

HOW TUITION IS SET: EACH YEAR THE BOARD SETS THE TUITION RATES FOR THE FOLLOWING YEAR.

TUITION IS USUALLY INCREASED BY AT LEAST THE RATE OF INFLATION AND AFTER CONSIDERING OTHER SCHOOL NEEDS. IF YOU ARE INTERESTED IN TUITION ISSUES, PLEASE ATTEND A BOARD MEETING OR OFFER TO SERVE AS AN ASSOCIATE MEMBER OF THE FINANCE COMMITTEE.

1. How tuition is paid

INITIAL DEPOSIT: TO RESERVE YOUR SPACE FOR THE COMING YEAR, YOU MUST PREPAY ONE MONTH'S TUITION (1/10TH OF THE ANNUAL TUITION) WHICH IS NON-REFUNDABLE. THIS DEPOSIT IS APPLIED AS YOUR FIRST MONTH'S PAYMENT.

PAYMENT SCHEDULE:

TUITION IS PAID ON ONE OF THREE PLANS: ANNUALLY (DUE SEPTEMBER 1ST), SEMESTERLY (DUE SEPTEMBER 1ST AND JANUARY 1ST), OR IN TEN INSTALLMENTS. THERE ARE NO PAYMENTS DUE IN THE SUMMER, EXCEPT TO PREPAY BY AUGUST 1 FOR THE FOLLOWING SEPTEMBER. YOUR FEE AGREEMENTS WHICH ARE SIGNED IN SEPTEMBER, INDICATE THE DETAILS.

THE PAYMENT SCHEDULE IS AS FOLLOWS:

AT THE TIME OF ACCEPTANCE: ONE MONTH'S DEPOSIT

AUGUST 1: SEPTEMBER'S TUITION MINUS THE DEPOSIT

SEPTEMBER 1: FULL TUITION DUE FOR THE MONTH OF OCTOBER

OCTOBER-MAY: FULL TUITION DUE FOR FOLLOWING MONTH.

PAYMENT TERMS: MONTHLY BILLS WILL BE ISSUED BY THE FIRST DAY OF EACH MONTH. PAYMENTS

ARE DUE BETWEEN THE 1ST AND 15TH OF THAT MONTH. PAYMENTS BY CHECK SHALL BE MADE PAYABLE TO "AGASSIZ PRESCHOOL, INC." A SEPARATE BOX ABOVE THE MAILBOXES IS SET UP FOR RECEIPT OF TUITION PAYMENTS.

LATE PAYMENTS: ANY ACCOUNT THAT REMAINS OVERDUE BEYOND 30 DAYS WILL BE ASSESSED 1% INTEREST ON ANY BALANCE ON THE 1ST OF THE MONTH UNTIL THE BALANCE IS PAID IN FULL. PARENTS IN ARREARS BY 2 MONTHLY INSTALLMENTS OR MORE MUST APPEAR BEFORE THE EXECUTIVE COMMITTEE AND AGREE TO AN ADJUSTED PAYMENT PLAN AND ADHERE TO IT OR WITHDRAW THEIR CHILD FROM SCHOOL.

HARDSHIP EXCEPTIONS: PARENTS CAN APPLY FOR A HARDSHIP EXCEPTION TO THIS TUITION AGREEMENT BY MAKING A REQUEST IN WRITING TO THE FINANCE COMMITTEE.

2. CHANGING FROM FULL DAYS TO HALF DAY, OR VICE VERSA

PARENTS WILL ONLY BE ALLOWED TO CHANGE FROM PM TO AM STATUS DURING THE MONTH OF

SEPTEMBER OR DURING THE FIRST WEEK OF SCHOOL FOLLOWING CHRISTMAS VACATION. IF YOU SWITCH

ANY OTHER TIME YOU WILL BE RESPONSIBLE FOR THE FULL PM TUITION. CHILDREN MAY SWITCH FROM

AM TO PM STATUS AT ANY TIME, AND TUITION WILL BE ADJUSTED ON A PRO-RATED BASIS. BECAUSE

TUITION IS PAID IN TEN INSTALLMENTS, THE DIRECTOR WILL RECALCULATE THE AMOUNT OF REMAINING

INSTALLMENTS FOR ANY OVERPAYMENT OR UNDERPAYMENT.

TUITION WILL BE ADJUSTED FOR AM FAMILIES WISHING THEIR CHILDREN) TO STAY SOME AFTERNOONS.

AM CHILDREN MAY STAY UNTIL 2:30 ON AN AS NEEDED BASIS, UPON REQUEST, FOR AN ADDITIONAL

\$20 PER EXTRA AFTERNOON. THE ADDITIONAL CHARGES WILL BE REFLECTED ON THE NEXT MONTH'S

TUITION BILL. THE SAME APPLIES TO THE EXTENDED DAY, BUT AT A RATE OF \$22 PER DAY.

3. SUMMER TUITION AND REBATE OF SUMMER TUITION:

TUITION FOR THE SUMMER PROGRAM IS INCLUDED IN THE 10 MONTHLY PAYMENTS.

A. PARENTS WHO NOTIFY THE SCHOOL BY MAY 15TH (A REMINDER WILL BE SENT BY MAY 1ST) THAT THEY WILL BE WITHDRAWING THEIR CHILD FOR THE ENTIRE SUMMER SESSION ARE ENTITLED TO A REBATE IN AN AMOUNT UP TO ONE HALF OF THE TUITION (GENERALLY, ONE TUITION PAYMENT) FOR THE SUMMER PROGRAM, SUBJECT TO A BUDGET EVALUATION IN THE SPRING. THERE IS NO GUARANTEE OF ANY REFUND IF THE BUDGET REQUIRES THIS INCOME WHICH CANNOT BE MADE UP ELSEWHERE.

B. PARENTS WHO HAVE GIVEN SUCH WITHDRAWAL NOTICE BY MAY 15TH MAY RE-ENROLL A CHILD FOR THE SUMMER SESSION (OR A PORTION THEREOF) IF THE FOLLOWING CONDITIONS ARE MET:

- + RE-ENROLLING THEIR CHILD WILL NOT EXCEED THE MAXIMUM SUMMER ENROLLMENT. (PARENTS ARE RESPONSIBLE FOR CHECKING THIS)
- + PARENT IS RESPONSIBLE FOR ONE AM PARENT HELP PER MONTH; AND
- + PARENT PAYS TUITION ON A PRO-RATED BASIS PER WEEK OF CHILD'S ATTENDANCE.

4. EXTENDED ABSENCE FROM SCHOOL

IF YOUR CHILD IS ABSENT FROM SCHOOL FOR ANY EXTENDED (THREE MONTHS OR MORE) PERIOD OF TIME, THE FAMILY MUST STILL PAY 100% OF THE TOTAL TUITION TO HOLD THE PLACE FOR THE CHILD'S RETURN.

5. WITHDRAWAL FROM THE SCHOOL

PARENTS WHO WITHDRAW THEIR CHILD PRIOR MAY 31ST MUST SUBMIT WRITTEN NOTICE OF WITHDRAWAL TO THE SCHOOL DIRECTOR AT LEAST 30 DAYS PRIOR TO THE CHILD'S LAST DAY. PARENTS WHO WITHDRAW THEIR CHILD FROM THE SCHOOL AT ANY TIME AFTER SIGNING THE TUITION CONTRACT, REMAIN RESPONSIBLE FOR THE REMAINDER OF THE ANNUAL TUITION. AGASSIZ PRESCHOOL WILL MAKE EVERY REASONABLE EFFORT TO FILL THE RESULTING VACANCY UP UNTIL FEBRUARY 1ST OF THE RELEVANT SCHOOL YEAR. IF THE VACANCY IS FILLED, YOUR LIABILITY FOR THE TUITION WILL BE REDUCED BY THE AMOUNT COVERED BY THE TUITION OF THE NEW

FAMILY. THE SOONER YOU NOTIFY THE SCHOOL OF YOUR PLANS TO WITHDRAW, THE GREATER THE CHANCE OF OUR FILLING THE VACANCY. WE RECOMMEND AT LEAST 30-DAYS NOTICE.

FOR PARENTS WHO HAVE PAID TUITION IN ADVANCE: IF THE SCHOOL IS FULLY ENROLLED AND A SUITABLE REPLACEMENT FOR THE WITHDRAWN CHILD IS FOUND, PARENTS WILL BE ENTITLED TO A REFUND OF EXCESS TUITION TO COVER THE PERIOD FROM THE BEGINNING OF THE SCHOOL YEAR UNTIL THE DATE THE REPLACEMENT BEGINS SCHOOL.

6.SCHOLARSHIPS: THE SCHOOL OFFERS SCHOLARSHIPS TO ABOUT 25% OF OUR FAMILIES EACH YEAR. SCHOLARSHIPS ARE GENERALLY AWARDED IN JUNE FOR THE FOLLOWING SCHOOL YEAR. THE AMOUNT AWARDED IS DEDUCTED FROM THE TOTAL TUITION AND INSTALLMENT PAYMENTS ARE ADJUSTED ACCORDINGLY. THESE SCHOLARSHIP HELP TO CREATE SOCIOECONOMIC DIVERSITY WITHIN THE SCHOOL AND THEY ALLOW US TO REACH A WIDER RANGE OF LOCAL FAMILIES. MANY ALUMNI FAMILIES AND FRIENDS CONTRIBUTE TO THE SCHOLARSHIP FUND. ALL CONTRIBUTIONS ARE WELCOME AND WILL GO TO DESERVING FAMILIES. SCHOLARSHIPS ARE GENERALLY AWARDED IN MAY FOR THE FOLLOWING SCHOOL YEAR. THE AMOUNT AWARDED IS DEDUCTED FROM THE TOTAL TUITION AND INSTALLMENT PAYMENTS ARE ADJUSTED ACCORDINGLY.

7. MISCELLANEOUS

EMPLOYER SUBSIDIES: MANY LARGE EMPLOYERS SUBSIDIZE SOME OR PART OF THEIR EMPLOYEE'S PRESCHOOL OR CHILD CARE PROGRAMS. PLEASE CHECK WITH YOUR EMPLOYER ABOUT SUBSIDIES BEFORE REQUESTING FINANCIAL AID. SOME EMPLOYERS, SUCH AS THE EDUCATIONAL INSTITUTIONS WHO HAVE THEIR OWN ON-SITE CHILD CARE PROGRAMS, MAY WELL CONSIDER HELPING EMPLOYEES AND STUDENTS WITH OFF-SITE PROGRAMS. THE FUNDS WE RAISE FOR FINANCIAL AID ARE HARD WON AND THE RESULT OF THE COMBINED EFFORTS OF MANY AGASSIZ FAMILIES. IF YOUR EMPLOYER WILL CONSIDER PAYING A PORTION OF YOUR PRESCHOOL OR CHILD CARE EXPENSES, THAT COULD MEAN WE CAN OFFER SCHOLARSHIPS TO MORE FAMILIES. IF YOU ARE AN EMPLOYER, ARE YOU OFFERING YOUR EMPLOYEES ASSISTANCE IN THIS AREA? IF YOUR EMPLOYER DOES NOT OFFER CHILD CARE ASSISTANCE, BUT YOU THINK THAT THEY MIGHT CONSIDER IT, WE HAVE A LETTER THAT WE CAN SEND TO YOUR EMPLOYER OUTLINING THE BENEFITS AND ISSUES. ASK THE SCHOOL DIRECTOR FOR A COPY OF THIS LETTER.

TAX DEDUCTION INFORMATION: YOUR AGASSIZ PRESCHOOL PAYMENTS MAY BE DEDUCTIBLE IN FULL OR IN PART. PLEASE CONSULT YOUR TAX PROFESSIONAL.

APPENDIX ONE: PARENT JOB DESCRIPTIONS:

CHAIR

THE CHAIR IS ELECTED BY THE PARENTS. ANY FAMILY MAY RUN FOR CHAIR. THE CHAIR PRESIDES AT BOARD COMMITTEE MEETINGS, MEETS REGULARLY WITH THE DIRECTOR, HELPS TO DEVELOP A PLAN FOR THE SCHOOL WITH THE BOARD, SETS THE AGENDA FOR THE BOARD, AND MONITORS THE PROGRESS OF THE PLAN. THE CHAIR PROVIDES LEADERSHIP, ENTHUSIASM, SUPPORT, AND DIRECTION. THE CHAIR, THE VICE CHAIR, AND THE DIRECTOR ARE RESPONSIBLE FOR RESPONDING TO SUGGESTIONS AND FOR ENSURING THAT SUGGESTIONS, PLANS, AND EFFORTS ARE IMPLEMENTED. EACH YEAR, THE CHAIR SHOULD CONCENTRATE ON THE DEVELOPMENT AND SUCCESSFUL IMPLEMENTATION OF A PLAN ADDRESSING THE SCHOOL'S PRIORITIES AND NEEDS.

HELPFUL: PREVIOUS BOARD MEMBERSHIP, MANAGEMENT, LEADERSHIP ABILITY, EXPERIENCE WITH NOT-FOR-PROFIT ORGANIZATIONS.

COMMITTEES: BOARD, EXECUTIVE COMMITTEE, FINANCE

VICE CHAIR

THIS PERSON RUNS MEETING WHEN THE CHAIR IS NOT AVAILABLE. HE/SHE SUPPORTS THE CHAIR AND ALSO SITS ON THE EXECUTIVE COMMITTEE AS A LIAISON TO THE BOARD. S/HE KEEPS TRACK OF VARIOUS COMMITTEES AND THEIR RESPONSIBILITIES. THE CHAIR, THE VICE CHAIR AND THE DIRECTOR MEET MONTHLY AND ARE RESPONSIBLE FOR RESPONDING TO SUGGESTIONS.

HELPFUL: PREVIOUS BOARD MEMBERSHIP, MANAGEMENT, LEADERSHIP ABILITY

COMMITTEES: BOARD, EXECUTIVE COMMITTEE

CLERK

THE CLERK ASSUMES RESPONSIBILITY FOR COMMUNICATING BOARD DECISIONS AND SCHOOL MATTERS. THE CLERK RECORDS THE MINUTES OF THE BOARD MEETINGS, AND REPORTS TO THE PARENTS. THE MINUTES OF EACH BOARD MEETING SHOULD BE REPORTED TO PARENTS IN A TIMELY MANNER—IDEALLY WITHIN 72 HOURS OF ANY MEETING. THE CLERK MAINTAINS A RECORD OF THE MINUTES OF ALL BOARD MEETINGS. HE/SHE ALSO DISTRIBUTES NOTICES OF THE BOARD MEETINGS TO THE PARENT COMMUNITY AND MANAGES AND DISTRIBUTES ALL DOCUMENTS AND MATERIALS DISTRIBUTED AT BOARD MEETINGS. THE CLERK ALSO POSTS THE AGENDA FOR EACH BOARD MEETING A WEEK BEFORE EACH MEETING.

COMMITTEES: BOARD

TREASURER

(2-3 HRS/WEEK)

THE TREASURER SERVES AS THE SCHOOL'S FINANCIAL EXPERT. THE TREASURER WORKS WITH THE DIRECTOR TO DEVELOP THE BUDGET, ASSESS RECORDS AND TRACKING, MONITORS EXPENSES AND INCOME, AND REPORTS FINANCIAL NEWS TO THE BOARD. THE TREASURER ALSO ENSURES THAT TAXES ARE FILED, AND WRITES THE ANNUAL REPORT AND OTHER PERIODIC REPORTS AS REQUIRED BY LAW, REVIEWS INSURANCE, MANAGES EXCESS CASH, PENSION PLANS, ETC.

REQUIRED: FINANCIAL ANALYSIS /ACCOUNTING BACKGROUND. PASSION FOR SPREADSHEETS.

COMMITTEES: BOARD, EXECUTIVE COMMITTEE, FINANCE COMMITTEE

GROUP COORDINATORS (3)

(4-5 HRS A MONTH)

YOUNGEST GROUP, MIDDLE GROUP, OLDEST GROUP

GROUP COORDINATORS ARE THEIR GROUPS' REPRESENTATIVES ON THE BOARD. THEY ACT AS GO-BETWEENS FOR PARENTS AND THE EXECUTIVE COMMITTEE AND ARE ELECTED AT SMALL GROUP MEETINGS. GROUP COORDINATORS ALSO WRITE UP "CLASS NOTES," EVERY OTHER WEEK--DESCRIPTIONS OF WHAT'S GOING ON. THEY MANAGE THEIR GROUPS' PARTICIPATION IN SCHOOL ACTIVITIES SUCH AS FIELD TRIPS, AND ALSO RELAY UNEXPECTED SCHOOL CLOSINGS TO PARENTS IN THEIR GROUP WHENEVER SCHOOL CLOSSES DUE TO SNOW OR OTHER CONDITIONS.

GROUP COORDINATORS ARE EXPECTED TO ORGANIZE A MEETING EVERY OTHER MONTH WITH THE GROUP'S TEACHER TO DISCUSS SCHOOL ISSUES, DEVELOPMENTAL ISSUES, ETC. GROUP COORDINATORS ALSO ORGANIZE TEACHER GIFTS.

GROUP COORDINATORS ARE ALSO ASKED TO ENSURE THAT GROUP FAMILIES RESPOND TO SURVEYS, UNDERSTAND POLICY, UNDERSTAND THEIR JOB RESPONSIBILITIES, AND IN OTHER WAYS FEEL COMFORTABLE PARTICIPATING IN SCHOOL LIFE.

HELPFUL: THE YOUNGEST GROUP COORDINATOR SHOULD HAVE GOOD PEOPLE SKILLS, GOOD COMMUNICATION SKILLS, FLEXIBLE TIME FOR EVENING MEETINGS.

COMMITTEES: BOARD

YARD SALE ORGANIZERS (2)

THE YARD SALE ORGANIZERS MANAGE THE YARD SALE AND FAIR EACH YEAR—IN LATE SPRING. ALL PARENTS PARTICIPATE IN CARRYING OUT THE NECESSARY TASKS ASSOCIATED WITH THESE SALES—THE ORGANIZERS ASSIGN TASKS, MANAGE THE YARD SALES, AND OVERSEA THE EVENT ON THE DAY OF THE SALE. THE ORGANIZERS ATTEND FUNDRAISING COMMITTEE MEETINGS AND HELP TO ENHANCE THE YARD SALES SO THAT THEY CAN EARN MORE \$\$\$.

HELPFUL: ORGANIZATIONAL SKILLS, TEAM BUILDING SKILLS, CREATIVITY, AND COMMON SENSE.

COMMITTEES: FUNDRAISING

SILENT AUCTION/CONCERT MANAGER (2)

IN FEBRUARY/MARCH THE MANAGERS ORGANIZE AN AUCTION &/ A CONCERT FOR ADULTS OR FOR KIDS WITH THE ASSISTANCE OF THE ENTIRE SCHOOL.

COMMITTEES: FUNDRAISING

ALUMNI COMMUNICATIONS/MAILING LIST DEVELOPER

THREE TIMES A YEAR A LETTER/POSTCARD IS MAILED TO ALUMNI FAMILIES. THIS LETTER DESCRIBES THE ACTIVITIES OF PAST AGASSIZ KIDS AND STAFF AND SOLICITS NOTES FOR FUTURE NEWSLETTERS AND CONTRIBUTIONS. THE ALUMNI COMMUNICATIONS PERSON MUST WRITE THANK-YOU LETTERS, AND PICTURES MUST BE SENT TO ALL DONORS WITHIN A WEEK OF THEIR DONATION. THE ALUMNI COMMUNICATIONS PERSON SUBMITS A PLAN FOR THESE ACTIVITIES AND REPORTS ON PROGRESS. THE MAILING LIST DEVELOPER CREATES AND MAINTAINS THE SCHOOL DATABASES. THESE DATABASES INCLUDE: CURRENT FAMILIES, PAST FAMILIES, PRESCHOOL-RELATED ORGANIZATIONS, AND PROSPECTIVE FAMILIES. THE MAILING LIST DEVELOPER PRINTS LABELS OF LISTS AS NEEDED BY OTHER TEAMS AND TASK FORCES.

HELPFUL: EXCELLENT WRITING SKILLS, COMPUTER SKILLS.

COMMITTEES: OUTREACH

TREE SALE ORGANIZER & MEMBERS

(40 HRS OVER 3 MONTHS)

THE TREE SALE ORGANIZER & MEMBERS ORGANIZE ALL ASPECTS OF THE HOLIDAY TREE SALE—INCLUDING ADVERTISING, DIRECT MAIL, FLYERS, INVOLVEMENT OF ALL

PARENTS, TREE PURCHASES AND DELIVER, ETC. THIS FAMILY CREATES THE SCHEDULE, ORGANIZES LOADING, FINDS THE SANTA SUIT, MANAGES THE SET-UP, THE HOLIDAY LIGHTS, THE SUPPLIES, ETC. THE TREE SALE MANAGER WORKS WITH THE FUNDRAISING COMMITTEE AND HELPS TO IDENTIFY WAYS TO ENHANCE THIS EVENT AND EARN MORE \$\$.

HELPFUL: EXTREMELY ORGANIZED, LOCAL DURING THE HOLIDAY SEASON. THIS IS THE MOST IMPORTANT FUNDRAISING EVENT OF THE YEAR. A GREAT JOB FOR PEOPLE WHO CANNOT WORK THROUGHOUT THE YEAR.

COMMITTEES: FUNDRAISING

RAFFLE ORGANIZER

THE RAFFLE ORGANIZER PUTS TOGETHER THE MATERIALS AND MOTIVATES THE PARENT BODY TO CONTRIBUTE STRONG RAFFLE PRIZES. THE DRAWING TAKES PLACE AT THE YARD SALE.

OPEN HOUSE MANAGER & ADMISSIONS

THE OPEN HOUSE MANAGER IS RESPONSIBLE FOR ORGANIZING TWO OPEN HOUSE EVENTS A YEAR—ONE DURING THE WEEK IN THE FALL, AND ONE AROUND VALENTINE'S DAY. THE OPEN HOUSE MANAGER COORDINATES SUPPORT EFFORTS WITH THE PUBLICITY/OUTREACH MANAGER, EVALUATES THE SUCCESS OF THESE OPEN HOUSES AND REPORTS THE RESULTS OF THESE EVENTS. S/HE WORKS WITH THE DIRECTOR TO MAINTAIN FULL ENROLLMENT AND ENCOURAGE INQUIRIES, REVIEWS APPLICANTS AND HELPS THE DIRECTOR DETERMINE CRITERIA FOR ADMISSION. THIS PERSON IS RESPONSIBLE FOR CREATING, IMPLEMENTING, AND REPORTING ON ADMISSIONS ACTIVITIES. S/HE MAY CONDUCT MARKET RESEARCH AND MARKETING EFFORTS AND PRESENT & PROMOTE THE CO-OP CONCEPT AT LOCAL COMPANIES, AND SEND APPROPRIATE MARKETING MATERIALS TO TARGET ORGANIZATIONS.

HELPFUL: ORGANIZING SKILLS, INTEREST IN PUBLICITY, ENTHUSIASM FOR THE SCHOOL.

COMMUNITY DEVELOPER/PARENT PARTICIPATION

THIS MEMBER ORGANIZES ALL-SCHOOL SEASONAL EVENTS AND OUTINGS, STAFF BIRTHDAYS, RANDOM ACTS OF APPRECIATION, GRADUATION, AND OTHER FUN THINGS. S/HE ALSO ARRANGES FOR SPEAKERS, EDUCATORS, AND SPECIAL GUESTS TO COME TALK WITH PARENTS. S/HE ALSO MONITORS PARENT RESPONSIBILITIES TO ENSURE FAIR DISTRIBUTION OF THE WORKLOAD; KEEPING A CHART OF ACTIVITIES IN THE SCHOOL & ON THE WEBSITE, & SENDING OUT OCCASIONAL REMINDERS.

HELPFUL: ORGANIZATIONAL SKILLS, GREAT ATTITUDE, SENSE OF REALISM, RESOURCEFUL.

NEWSLETTER PUBLISHER

THE SCHOOL NEWSLETTER IS A DOCUMENT FOR UPDATING PARENTS ON SCHOOL ISSUES, AND FOR REPORTING ON PARENTING, COMMUNITY, AND SCHOOL RELATED TOPICS THAT MAY BE OF INTEREST TO OUR FAMILIES. THE NEWSLETTER MANAGER IS ENCOURAGED TO SOLICIT SUBMISSIONS FROM ALL FAMILIES OVER THE COURSE OF THE YEAR. IN ADDITION TO PROVIDING USEFUL INFORMATION, THE PAPER COULD HELP STRENGTHEN THE AGASSIZ COMMUNITY.

THE NEWSLETTER PUBLISHER MAY REDESIGN THE PARENT NEWSPAPER AND IMPLEMENT A NEW APPROACH. FOR EXAMPLE, THE NEWSLETTER PUBLISHER INCLUDE INFORMATION ON EARLY EDUCATION TOPICS, ASK FOR REVIEWS OF BOOKS, MEDIA OR ACTIVITIES, CREATE A CLASSIFIED SECTION, PROFILE FAMILIES, INTERVIEW STAFF, RESPONSES TO SUGGESTIONS, ETC. THE PAPER MAY ALSO INCLUDE THE CALENDAR.

THE PAPER IS EXPECTED TO COME OUT AT LEAST 6 TIMES A YEAR.

REQUIRED: SKILLED AT WRITING, EDITING, AND DESKTOP PUBLISHING AND HAVE ACCESS TO ANY NECESSARY COMPUTERS OR OTHER NECESSARY MATERIALS FOR THIS JOB.

ADMINISTRATIVE ASSISTANT

(3-9 HRS A MONTH):

THIS PERSON ASSISTS IN FILING, MAILING OUT ADMISSIONS PACKAGES, GOING TO THE POST-OFFICE, COPY STORE, WORKING WITH VARIOUS SCHOOL DOCUMENTS, AND OCCASIONALLY WRITING LETTERS AND TYPING OTHER MATERIALS. THIS IS GENERAL OFFICE WORK. THIS PERSON WORKS PRIMARILY WITH THE SCHOOL DIRECTOR.

WEB MASTER/COMPUTER CONSULTANT

(3 HRS. /WEEK)

THE WEB MASTER CREATES AND MAINTAINS THE WEB PAGE AND TRACKS RESULTS. S/HE ENTERS THE NEW CALENDARS, PARENT HELP SCHEDULE & ANY OUTREACH MATERIALS. THE WEB MASTER SHOULD ALSO DEVELOP AN E-MAIL COMMUNICATIONS SYSTEM FOR THE SCHOOL AND FOR FAMILIES WHO HAVE E-MAIL.

REQUIRED: INTERNET SKILLS

SUPPLIER

THE SUPPLIER PURCHASES SUPPLIES AND ARRANGES FOR DELIVERIES AS REQUESTED BY THE STAFF. THIS FAMILY MAKES PURCHASES FOR THE SCHOOL ABOUT ONCE OR TWICE EACH MONTH. THE SUPPLIER SHOULD ALSO INVESTIGATE POSSIBILITIES FOR REDUCING COSTS, MAIL ORDER OPTIONS, ETC.

HELPFUL: INTEREST IN SHOPPING, CAR.

REPAIR & MAINTENANCE

(2 MEMBERS)

THIS TEAM ORGANIZES AND SETS THE AGENDA FOR WORKDAYS WITH THE LAWN AND YARD COORDINATORS, AND MANAGES AND CARRIES OUT ONGOING MAINTENANCE FOR THE SCHOOL.

REQUIRED: KNOWLEDGE AND EXPERIENCE WITH BUILDING SYSTEMS, MAINTENANCE, AND MATERIALS. KNOWLEDGE OF BUILDING CODE REQUIREMENTS WOULD BE HELPFUL.

LAWN AND YARD TEAM (6 MEMBERS)

(3-4 HRS A MONTH IN GOOD WEATHER): THIS TEAM ORGANIZES AND SETS THE AGENDA FOR WORKDAYS, AND MANAGES AND CARRIES OUT ONGOING LAWN AND YARD WORK, SUCH AS PRUNING, WEEDING, AND MOWING. NEED TO BE AVAILABLE DURING THE SUMMER MONTHS.

HELPFUL: GARDENING OR LANDSCAPING BACKGROUND/INTEREST.

PARENT HELP COORDINATOR

(30 HRS. A YEAR): THE PARENT HELP COORDINATOR CREATES AND DISTRIBUTES THE PARENT HELP SCHEDULE, AND ASSISTS FAMILIES IN SWITCHING PARENT HELP AND FINDING SUBS. WHEN FAMILIES LEAVE THE SCHOOL IT IS IMPORTANT TO RESCHEDULE PARENT HELPS!! THIS PERSON ORGANIZES ANY ON-GOING PARENT HELP TRAINING AFTER ORIENTATION AND MANAGES PARENT HELP ISSUES, INCLUDING PARENT HELP FINES, MISSED PARENT HELPS, ETC. S/HE GIVES INPUT EACH YEAR TO THE DIRECTOR'S PARENT HELP TRAINING SESSION. THE PARENT HELP MANAGER SHOULD WORK WITH

THE GROUP COORDINATORS TOO ON THE ORIENTATION PROGRAM AT THE BEGINNING OF THE YEAR.

HELPFUL: GREAT ORGANIZATIONAL SKILLS AND CONSIDERABLE PATIENCE.

FREQUENT FLYER

(4 HRS./POSTING--8 POSTINGS A YEAR)

THIS PERSON DEVELOPS AND MAINTAINS A LIST OF GOOD, LEGAL, COMMUNITY LOCATIONS FOR FLYERS PUBLICIZING SCHOOL ACTIVITIES. THE FLYER POSTS THE FLYERS ALONE OR WITH ASSISTANCE S/HE RECRUITS. GENERAL FLYERS MUST BE POSTED REGULARLY (EVERY 6 WEEKS OR SO) AND SPECIAL EVENT FLYERS SHOULD BE POSTED 2-3 WEEKS IN ADVANCE OF THE EVENT AND REFRESHED.

HELPFUL: KNOWLEDGE OF DIVERSE CAMBRIDGE, SOMERVILLE AND FAMILY FREQUENTED LOCATIONS, CAR.

APPENDIX TWO: BYLAWS OF THE AGASSIZ COOPERATIVE PRESCHOOL

SECTION 1. NAME, PURPOSES, LOCATION, CORPORATE SEAL AND FISCAL YEAR
NAME AND PURPOSES. THE NAME AND PURPOSE OF THE CORPORATION SHALL BE AS SET FORTH IN THE ARTICLES OF ORGANIZATION.

LOCATION. THE PRINCIPAL OFFICE OF THE CORPORATION IN THE COMMONWEALTH OF MASSACHUSETTS SHALL INITIALLY BE LOCATED AT THE PLACE SET FORTH IN THE ARTICLES OF ORGANIZATION OF THE CORPORATION. THE DIRECTORS MAY CHANGE THE LOCATION OF THE PRINCIPAL OFFICE IN THE COMMONWEALTH OF MASSACHUSETTS EFFECTIVE UPON FILING A CERTIFICATE WITH THE SECRETARY OF THE COMMONWEALTH.

CORPORATE SEAL. THE DIRECTORS MAY ADOPT AND ALTER THE SEAL OF THE CORPORATION.

FISCAL YEAR. THE FISCAL YEAR OF THE CORPORATION SHALL, UNLESS OTHERWISE DECIDED BY THE DIRECTORS, END ON AUGUST 31 IN EACH YEAR.

SECTION 2. MEMBERS

2.1 DEFINITION. THE MEMBERSHIP OF THE AGASSIZ COOPERATIVE PRESCHOOL, INC. SHALL CONSIST OF THE PARENT(S) AND/OR GUARDIAN(S) OF EACH CHILD ENROLLED IN THE AGASSIZ COOPERATIVE PRESCHOOL AS OF THE FIRST DAY OF SCHOOL IN SEPTEMBER OF EACH SCHOOL YEAR AND THE PARENT(S) AND/OR GUARDIAN(S) OF EACH CHILD ENROLLED THEREAFTER DURING A PARTICULAR SCHOOL YEAR.

2.2 POWERS AND RIGHTS. IN ADDITION TO THE RIGHT TO ELECT DIRECTORS AS PROVIDED IN SECTION 4.1 AND SUCH OTHER POWERS AND RIGHTS AS ARE VESTED IN THEM BY LAW, THE ARTICLES OF ORGANIZATION OR THESE BY-LAWS, THE MEMBERS SHALL HAVE SUCH OTHER POWERS AND RIGHTS AS THE DIRECTORS MAY DESIGNATE.

2.3 ANNUAL MEETINGS. THE ANNUAL MEETING OF THE MEMBERS OF THE CORPORATION SHALL BE HELD ON THE SECOND THURSDAY IN SEPTEMBER OF EACH YEAR (OR ON THE NEXT BUSINESS DAY IF THAT DAY IS A LEGAL HOLIDAY) AT SUCH TIME AND PLACE AS THE DIRECTORS MAY DETERMINE. IF THE ANNUAL MEETING IS NOT HELD AS HEREIN PROVIDED, A SPECIAL MEETING OF THE MEMBERS MAY BE HELD IN PLACE THEREOF WITH THE SAME FORCE AND EFFECT AS THE ANNUAL MEETING, AND IN SUCH CASE ALL REFERENCES IN THESE BY-LAWS, EXCEPT IN THIS SECTION 2.3, TO THE ANNUAL MEETING OF THE MEMBERS SHALL BE DEEMED TO REFER TO SUCH SPECIAL MEETING. ANY SUCH SPECIAL MEETING SHALL BE CALLED AND NOTICE SHALL BE GIVEN AS PROVIDED IN SECTIONS 2.5 AND 2.6.

2.4 REGULAR MEETINGS. REGULAR MEETINGS OF THE MEMBERS MAY BE HELD AT SUCH TIMES AND PLACES AS THE DIRECTORS MAY DETERMINE.

2.5 SPECIAL MEETINGS. SPECIAL MEETINGS OF THE MEMBERS MAY BE HELD AT ANY TIME AND AT ANY PLACE. SPECIAL MEETINGS OF THE MEMBERS MAY BE CALLED BY THE PRESIDENT OR BY THE DIRECTORS AND SHALL BE CALLED BY THE CLERK UPON THE WRITTEN REQUEST OF THREE OR MORE MEMBERS.

2.6 NOTICE. ANNUAL AND REGULAR MEETINGS. NOTICE OF THE ANNUAL MEETING OR OF ANY REGULAR MEETINGS SHALL BE MAILED OR DELIVERED TO ALL MEMBERS NOT LESS THAN TWENTY (20) DAYS PRIOR TO THE DAY THEREOF. SUCH NOTICE SHALL CONTAIN A DESCRIPTION OF THE GENERAL NATURE OF THE BUSINESS TO BE TRANSACTED. NOTICE OF ANY CHANGE OF THE DATE FIXED IN THESE BY-LAWS FOR THE ANNUAL MEETING SHALL BE GIVEN IN ACCORDANCE WITH THIS SECTION TO ALL MEMBERS AT LEAST TWENTY (20) DAYS PRIOR TO THE NEW DATE FIXED FOR SUCH MEETING.

SPECIAL MEETINGS. NOTICE OF ANY SPECIAL MEETINGS SHALL BE GIVEN TO ALL MEMBERS BY TELEPHONE OR IN WRITING AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING, OR BY MAIL POSTMARKED AT LEAST THREE (3) DAYS PRIOR TO THE MEETING.

WAIVER OF NOTICE. WHENEVER NOTICE OF A MEETING IS REQUIRED, SUCH NOTICE NEED NOT BE GIVEN TO ANY MEMBER IF A WRITTEN WAIVER OF NOTICE, EXECUTED BY HIM (OR HIS ATTORNEY THEREUNTO AUTHORIZED) BEFORE OR AFTER THE MEETING, IS FILED WITH THE RECORDS OF THE MEETING. A WAIVER OF NOTICE NEED NOT SPECIFY THE PURPOSES OF THE

MEETING UNLESS SUCH PURPOSES WERE REQUIRED TO BE SPECIFIED IN THE NOTICE OF SUCH MEETING.

2.7 QUORUM. AT ANY DULY-CALLED MEETING OF THE MEMBERS A MAJORITY OF THE MEMBERS PRESENT SHALL CONSTITUTE A QUORUM. ANY MEETING MAY BE ADJOURNED TO SUCH DATE OR DATES NOR MORE THAN 90 DAYS AFTER THE FIRST SESSION OF THE MEETING BY A MAJORITY OF THE VOTES CAST UPON THE QUESTION, WHETHER OR NOT A QUORUM IS PRESENT, AND THE MEETING MAY BE HELD AS ADJOURNED WITHOUT FURTHER NOTICE.

2.8 ACTION BY VOTE. EACH MEMBER SHALL HAVE ONE VOTE. WHEN A QUORUM IS PRESENT AT ANY MEETING, A MAJORITY OF THE VOTES PROPERLY CAST BY MEMBERS PRESENT IN PERSON OR DULY REPRESENTED SHALL DECIDE ANY QUESTION, INCLUDING ELECTION TO ANY OFFICE, UNLESS OTHERWISE PROVIDED BY LAW, THE ARTICLES OF ORGANIZATION, OR THESE BY-LAWS.

2.9 ACTION BY WRITING. ANY ACTION REQUIRED OR PERMITTED TO BE TAKEN AT ANY MEETING OF THE MEMBERS MAY BE TAKEN WITHOUT A MEETING IF ALL MEMBERS ENTITLED TO VOTE ON THE MATTER CONSENT TO THE ACTION IN WRITING AND THE WRITTEN CONSENTS ARE FILED WITH THE RECORDS OF THE MEETINGS OF THE MEMBERS. SUCH CONSENTS SHALL BE TREATED FOR ALL PURPOSES AS A VOTE AT A MEETING.

2.10 PROXIES. MEMBERS MAY VOTE EITHER IN PERSON OR BY WRITTEN PROXY DATED NOT MORE THAN SIX MONTHS BEFORE THE MEETING NAMED THEREIN, WHICH PROXIES SHALL BE FILED BEFORE BEING VOTED WITH THE CLERK OR OTHER PERSON RESPONSIBLE FOR RECORDING THE PROCEEDINGS OF THE MEETING. UNLESS OTHERWISE SPECIFICALLY LIMITED BY THEIR TERMS, SUCH PROXIES SHALL ENTITLE THE HOLDERS THEREOF TO VOTE AT ANY ADJOURNMENT OF THE MEETING BUY THE PROXY SHALL TERMINATE AFTER THE FINAL ADJOURNMENT OF SUCH MEETING.

2.11 COMPENSATION. MEMBERS SHALL NOT BE PRECLUDED FROM SERVING THE CORPORATION IN ANY CAPACITY AND RECEIVING COMPENSATION FOR ANY SUCH SERVICES.

SECTION 3. SPONSORS, BENEFACTORS, CONTRIBUTORS, ADVISORS FRIENDS OF THE CORPORATION.

THE DIRECTORS MAY DESIGNATE CERTAIN PERSONS OR GROUPS OF PERSONS AS SPONSORS, BENEFACTORS, CONTRIBUTORS, ADVISERS OR FRIENDS OF THE CORPORATION OR SUCH OTHER TITLE AS THEY DEEM APPROPRIATE. SUCH PERSONS SHALL SERVE IN AN HONORARY CAPACITY AND, EXCEPT AS THE DIRECTORS SHALL OTHERWISE DESIGNATE, SHALL IN SUCH CAPACITY HAVE NO RIGHT TO NOTICE OF OR TO VOTE AT ANY MEETING, SHALL NOT BE CONSIDERED FOR PURPOSES OF ESTABLISHING A QUORUM, AND SHALL HAVE NO OTHER RIGHTS OR RESPONSIBILITIES.

SECTION 4. BOARD OF DIRECTORS

4.1 NUMBER AND ELECTION. THE BOARD OF DIRECTORS SHALL CONSIST OF THE OFFICERS OF THE CORPORATION, ONE PARENT OR GUARDIAN REPRESENTATIVE FROM EACH GROUP OF CHILDREN IN THE AGASSIZ COOPERATIVE PRESCHOOL, TWO PERSONS ELECTED FROM THE MEMBERS OF THE CORPORATION, A STAFF REPRESENTATIVE, AND SUCH OTHER DIRECTORS AS MAY BE ELECTED BY THE MEMBERS. THE MEMBERS, ANNUALLY AT THEIR ANNUAL MEETING, SHALL FIX THE NUMBER OF DIRECTORS AND SHALL ELECT THE NUMBER OF DIRECTORS SO FIXED. AT ANY SPECIAL OR REGULAR MEETING, THE MEMBERS MAY INCREASE THE NUMBER OF DIRECTORS AND ELECT NEW DIRECTORS TO COMPLETE THE NUMBER SO FIXED; OR THEY MAY DECREASE THE NUMBER OF DIRECTORS, BUT ONLY TO ELIMINATE VACANCIES EXISTING BY REASON OF THE DEATH, RESIGNATION, REMOVAL OR DISQUALIFICATION OF ONE OR MORE DIRECTORS.

4.2 TENURE. EACH DIRECTOR SHALL HOLD OFFICE UNTIL THE NEXT ANNUAL MEETING OF MEMBERS AND UNTIL HIS SUCCESSOR IS ELECTED AND QUALIFIED, OR UNTIL HE SOONER DIES, RESIGNS, IS REMOVED OR BECOMES DISQUALIFIED.

4.3 POWERS. THE AFFAIRS OF THE CORPORATION SHALL BE MANAGED BY THE DIRECTORS WHO SHALL HAVE AND MAY EXERCISE ALL THE POWERS OF THE CORPORATION, EXCEPT THOSE

POWERS RESERVED TO THE MEMBERS BY LAW, THE ARTICLES OF ORGANIZATION OR THESE BY-LAWS.

4.4 COMMITTEES. THE DIRECTORS MAY ELECT OR APPOINT ONE OR MORE COMMITTEES AND MAY DELEGATE TO ANY SUCH COMMITTEE ANY OR ALL OF THEIR POWERS. ANY COMMITTEE TO WHICH THE POWERS OF THE DIRECTORS ARE DELEGATED SHALL CONSIST SOLELY OF DIRECTORS. UNLESS THE DIRECTORS OTHERWISE DESIGNATE, COMMITTEES SHALL CONDUCT THEIR AFFAIRS IN THE SAME MANNER AS IS PROVIDED IN THESE BY-LAWS FOR THE DIRECTORS. THE MEMBERS OF ANY COMMITTEE SHALL REMAIN IN OFFICE AT THE PLEASURE OF THE DIRECTORS.

4.5 SUSPENSION OR REMOVAL. A DIRECTOR MAY BE SUSPENDED OR REMOVED (A) WITH OR WITHOUT CAUSE BY VOTE OF A MAJORITY OF THE MEMBERS OR (B) WITH CAUSE BY VOTE OF A MAJORITY OF THE DIRECTORS THEN IN OFFICE. A DIRECTOR MAY BE REMOVED WITH CAUSE ONLY AFTER REASONABLE NOTICE AND OPPORTUNITY TO BE HEARD.

4.6 RESIGNATION. A DIRECTOR MAY RESIGN BY DELIVERING HIS WRITTEN RESIGNATION TO THE PRESIDENT, TREASURER OR CLERK OF THE CORPORATION, TO A MEETING OF THE MEMBERS OR DIRECTORS OR TO THE CORPORATION AT ITS PRINCIPAL OFFICE. SUCH RESIGNATION SHALL BE EFFECTIVE UPON RECEIPT (UNLESS SPECIFIED TO BE EFFECTIVE AT SOME OTHER TIME) AND ACCEPTANCE THEREOF SHALL NOT BE NECESSARY TO MAKE IT EFFECTIVE UNLESS IT SO STATES.

4.7 VACANCIES. ANY VACANCY IN THE BOARD OF DIRECTORS, EXCEPT A VACANCY RESULTING FROM ENLARGEMENT WHICH MUST BE FILLED IN ACCORDANCE WITH SECTION 4.1 MAY BE FILLED BY VOTE OF THE DIRECTORS THEN IN OFFICE. EACH SUCCESSOR SHALL HOLD OFFICE FOR THE UNEXPIRED TERM OF UNTIL HE SOONER DIES, RESIGNS, IS REMOVED OR BECOMES DISQUALIFIED. THE DIRECTORS SHALL HAVE AND MAY EXERCISE ALL THEIR POWERS NOTWITHSTANDING THE EXISTENCE OF ONE OR MORE VACANCIES IN THEIR NUMBER.

4.8 REGULAR MEETINGS. REGULAR MEETINGS OF THE DIRECTORS MAY BE HELD AT SUCH PLACES AND AT SUCH TIMES AS THE DIRECTORS MAY DETERMINE.

4.9 SPECIAL MEETINGS. SPECIAL MEETINGS OF THE DIRECTORS MAY BE HELD AT ANY TIME AND AT ANY PLACE WHEN CALLED BY THE CHAIRMAN OF THE BOARD OF THE DIRECTORS (OR IF THERE BE NO SUCH CHAIRMAN, THE PRESIDENT) OR BY TWO MORE DIRECTORS.

4.10 NOTICE

REGULAR MEETINGS. REASONABLE NOTICE OF THE TIME AND PLACE OF REGULAR MEETINGS OF THE DIRECTORS SHALL BE GIVEN TO EACH DIRECTOR. SUCH NOTICE NEED NOT SPECIFY THE PURPOSES OF THE MEETING UNLESS OTHERWISE REQUIRED BY LAW, THE ARTICLES OF ORGANIZATION OR THESE BY-LAWS.

SPECIAL MEETINGS. REASONABLE NOTICE OF THE TIME AND PLACE OF SPECIAL MEETINGS OF THE DIRECTORS SHALL BE GIVEN TO EACH DIRECTOR. SUCH NOTICE NEED NOT SPECIFY THE PURPOSES OF A MEETING, UNLESS OTHERWISE REQUIRED BY LAW, THE ARTICLES OF ORGANIZATION OR THESE BY-LAWS.

REASONABLE AND SUFFICIENT NOTICE. NOTICE OF ALL MEETINGS SHALL BE GIVEN TO ALL DIRECTORS BY TELEPHONE OR IN WRITING AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING OR BY MAIL POSTMARKED AT LEAST THREE (3) DAYS PRIOR TO THE MEETING.

WAIVER OF NOTICE. WHENEVER NOTICE OF A MEETING IS REQUIRED, SUCH NOTICE NEED NOT BE GIVEN TO ANY DIRECTOR IF A WRITTEN WAIVER OF NOTICE, EXECUTED BY HIM (OR HIS ATTORNEY THEREUNTO AUTHORIZED) BEFORE OR AFTER THE MEETING, IS FILED WITH THE RECORDS OF THE MEETING, OR TO ANY DIRECTOR WHO ATTENDS THE MEETING WITHOUT PROTESTING PRIOR THERETO OR AT ITS COMMENCEMENT THE LACK OF NOTICE TO HIM. A WAIVER OF NOTICE NEED NOT SPECIFY THE PURPOSES OF THE MEETING UNLESS SUCH PURPOSES WERE REQUIRED TO BE SPECIFIED IN THE NOTICE OF SUCH MEETING.

4.11 QUORUM. AT ANY MEETING OF THE DIRECTORS A MAJORITY OF T DIRECTORS THEN IN OFFICE SHALL CONSTITUTE A QUORUM. ANY MEETING MAY BE ADJOURNED BY A MAJORITY OF THE VOTES CAST UPON THE QUESTION, WHETHER OR NOT A QUORUM IS PRESENT, AND THE MEETING MAY BE HELD AS ADJOURNED WITHOUT FURTHER NOTICE.

4.12 ACTION BY VOTE. WHEN A QUORUM IS PRESENT AT ANY MEETING, A MAJORITY OF THE DIRECTORS PRESENT AND VOTING SHALL DECIDE ANY QUESTION, INCLUDING ELECTION OF OFFICERS, UNLESS OTHERWISE PROVIDED BY LAW, THE ARTICLES OF ORGANIZATION, OR THESE BY-LAWS.

4.13 ACTION BY WRITING. ANY ACTION REQUIRED OR PERMITTED TO BE TAKEN AT ANY MEETING OF THE DIRECTORS MAY BE TAKEN WITHOUT A MEETING IF ALL DIRECTORS CONSENT TO THE ACTION IN WRITING AND THE WRITTEN CONSENTS ARE FILED WITH THE RECORDS OF THE MEETING OF THE DIRECTORS. SUCH CONSENTS SHALL BE TREATED FOR ALL PURPOSES AS A VOTE AT A MEETING.

4.14 COMPENSATION. DIRECTORS SHALL NOT BE PRECLUDED FROM SERVING THE CORPORATION IN ANY CAPACITY AND RECEIVING COMPENSATION FOR ANY SUCH SERVICES.

SECTION 5. OFFICERS AND AGENTS

5.1 OFFICERS. THE OFFICERS OF THE CORPORATION SHALL CONSIST OF A PRESIDENT, A VICE-PRESIDENT, A TREASURER, A CLERK AND SUCH OTHER OFFICERS, IF ANY, AS THE DIRECTORS MAY DETERMINE. THE CLERK SHALL BE A RESIDENT OF MASSACHUSETTS UNLESS THE CORPORATION SHALL APPOINT A RESIDENT AGENT FOR THE SERVICE OF PROCESS IN THE MANNER PRESCRIBED BY LAW.

5.2 ELECTION. THE PRESIDENT SHALL BE ELECTED BY THE MEMBERS AT A MEETING TO BE HELD ANNUALLY IN JUNE. THE VICE-PRESIDENT, TREASURER AND CLERK SHALL BE ELECTED ANNUALLY AT THE ANNUAL MEETING OF THE MEMBERS. OTHER OFFICERS, IF ANY, MAY BE ELECTED BY THE DIRECTORS AT ANY TIME.

5.3 TENURE. THE PRESIDENT SHALL HOLD OFFICE UNTIL THE NEXT MEETING OF THE MEMBERS HELD IN JUNE FOR THE PURPOSE OF ELECTING THE PRESIDENT AND UNTIL HIS OR HER SUCCESSOR IS CHOSEN AND ELECTED. THE VICE-PRESIDENT, TREASURER AND CLERK SHALL EACH HOLD OFFICE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS FOLLOWING HIS OR HER ELECTION AND UNTIL HIS OR HER SUCCESSOR IS CHOSEN AND ELECTED. EACH OTHER DIRECTOR SHALL HOLD OFFICE AS SHALL BE SPECIFIED IN HIS OR HER APPOINTMENT OR AS OTHERWISE PROVIDED IN THESE BY-LAWS.

5.4 PRESIDENT AND VICE PRESIDENTS. THE PRESIDENT SHALL BE THE CHIEF EXECUTIVE OFFICER OF THE CORPORATION AND, SUBJECT TO THE CONTROL OF THE DIRECTORS, SHALL HAVE GENERAL CHARGE AND SUPERVISION OF THE AFFAIRS OF THE CORPORATION. THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE MEMBERS AND OF THE DIRECTORS, EXCEPT AS THE MEMBERS OR DIRECTORS OTHERWISE DETERMINE.

THE VICE PRESIDENT OR VICE PRESIDENTS, IF ANY, SHALL HAVE SUCH DUTIES AND POWERS AS THE DIRECTORS SHALL DETERMINE. THE VICE PRESIDENT, OR FIRST VICE PRESIDENT IF THERE ARE MORE THAN ONE, SHALL HAVE AND MAY EXERCISE ALL THE POWERS AND DUTIES OF THE PRESIDENT DURING THE ABSENCE OF THE PRESIDENT OR IN THE EVENT OF HIS INABILITY TO ACT.

5.5 TREASURER. THE TREASURER SHALL BE THE CHIEF FINANCIAL OFFICER AND THE CHIEF ACCOUNTING OFFICER OF THE CORPORATION. HE SHALL BE IN CHARGE OF ITS FINANCIAL AFFAIRS, FUNDS, SECURITIES AND VALUABLE PAPERS AND SHALL KEEP FULL AND ACCURATE RECORDS THEREOF. HE SHALL HAVE SUCH OTHER DUTIES AND POWERS AS DESIGNATED BY THE DIRECTORS OR THE PRESIDENT. HE SHALL ALSO BE IN CHARGE OF ITS BOOKS OF ACCOUNT AND ACCOUNTING RECORDS, AND OF ITS ACCOUNTING PROCEDURES.

5.6 CLERK. THE CLERK SHALL RECORD AND MAINTAIN RECORDS OF ALL PROCEEDINGS OF THE MEMBERS AND DIRECTORS IN A BOOK OR SERIES OF BOOKS KEPT FOR THAT PURPOSE, WHICH BOOK OR BOOKS SHALL BE KEPT WITHIN THE COMMONWEALTH AT THE PRINCIPAL OFFICE OF THE CORPORATION OR AT THE OFFICE OF ITS CLERK AND SHALL BE OPEN AT ALL REASONABLE TIMES TO THE INSPECTION OF ANY MEMBER. SUCH BOOK OR BOOKS SHALL ALSO CONTAIN RECORDS OF ALL MEETINGS OF INCORPORATORS AND THE ORIGINAL, OR ATTESTED COPIES, OF THE ARTICLES OF ORGANIZATION AND BY-LAWS AND NAMES OF ALL DIRECTORS AND THE ADDRESS OF EACH. IF THE CLERK IS ABSENT FROM ANY MEETING OF MEMBERS OR

DIRECTORS, A TEMPORARY CLERK CHOSEN AT THE MEETING SHALL EXERCISE THE DUTIES OF THE CLERK AT THE MEETING.

5.7 SUSPENSION OR REMOVAL. AN OFFICER MAY BE SUSPENDED OR REMOVED WITH OR WITHOUT CAUSE BY VOTE OF A MAJORITY OF DIRECTORS THEN IN OFFICE AT ANY SPECIAL MEETING CALLED FOR SUCH PURPOSE OR AT ANY REGULAR MEETING. AN OFFICER MAY BE REMOVED WITH CAUSE ONLY AFTER REASONABLE NOTICE AND OPPORTUNITY TO BE HEARD.

5.8 RESIGNATION. AN OFFICER MAY RESIGN BY DELIVERING HIS WRITTEN RESIGNATION TO THE PRESIDENT, TREASURER OR CLERK OF THE CORPORATION, TO A MEETING OF THE MEMBERS OR DIRECTORS OR TO THE CORPORATION AT ITS PRINCIPAL OFFICE. SUCH RESIGNATION SHALL BE EFFECTIVE UPON RECEIPT (UNLESS SPECIFIED TO BE EFFECTIVE AT SOME OTHER TIME) AND ACCEPTANCE THEREOF SHALL NOT BE NECESSARY TO MAKE IT EFFECTIVE UNLESS SO STATED.

5.9 VACANCIES. IF THE OFFICE OF ANY OFFICER BECOMES VACANT, THE DIRECTORS MAY ELECT A SUCCESSOR. EACH SUCH SUCCESSOR SHALL HOLD OFFICE FOR THE UNEXPIRED TERM, AND IN THE CASE OF THE PRESIDENT, TREASURER AND CLERK, UNTIL HIS SUCCESSOR IS ELECTED AND QUALIFIED, OR IN EACH CASE UNTIL HE SOONER DIES, RESIGNS, IS REMOVED OR BECOMES DISQUALIFIED.

SECTION 6. EXECUTION OF PAPERS

EXCEPT AS THE DIRECTORS MAY GENERALLY OR IN PARTICULAR CASES AUTHORIZE THE EXECUTION THEREOF IN SOME OTHER MANNER, ALL DEEDS, LEASES, TRANSFERS, CONTRACTS, BONDS, NOTES, CHECKS, DRAFTS AND OTHER OBLIGATIONS MADE, ACCEPTED OR ENDORSED BY THE CORPORATION SHALL BE SIGNED BY THE PRESIDENT OR BY THE TREASURER. ANY RECORDABLE INSTRUMENT PURPORTING TO AFFECT AN INTEREST IN REAL ESTATE, EXECUTED IN THE NAME OF THE CORPORATION BY TWO OF ITS OFFICERS, OF WHOM ONE IS THE PRESIDENT OR A VICE PRESIDENT AND THE OTHER IS THE TREASURER OR AN ASSISTANT TREASURER, SHALL BE BINDING ON THE CORPORATION IN FAVOR OF A PURCHASER OR OTHER PERSON RELYING IN GOOD FAITH ON SUCH INSTRUMENT NOTWITHSTANDING ANY INCONSISTENT PROVISIONS OF THE ARTICLES OF ORGANIZATION, BY-LAWS, RESOLUTIONS OR VOTES OF THE CORPORATION.

SECTION 7. PERSONAL LIABILITY

THE MEMBERS, DIRECTORS AND OFFICERS OF THE CORPORATION SHALL NOT BE PERSONALLY LIABLE FOR ANY DEBT, LIABILITY OR OBLIGATION OF THE CORPORATION. ALL PERSONS, CORPORATIONS OR OTHER ENTITIES EXTENDING CREDIT TO, CONTRACTING WITH, OR HAVING ANY CLAIM AGAINST, THE CORPORATION, MAY LOOK ONLY TO THE FUNDS AND PROPERTY OF THE CORPORATION FOR THE PAYMENT OF ANY SUCH CONTRACT OR CLAIM, OR FOR THE PAYMENT OF ANY DEBT, DAMAGES, JUDGMENT OR DECREE, OR OF ANY MONEY THAT MAY OTHERWISE BECOME DUE OR PAYABLE TO THEM FROM THE CORPORATION.

SECTION 8. AMENDMENTS

THESE BY-LAWS MAY BE ALTERED, AMENDED OR REPEALED IN WHOLE OR IN PART BY VOTE OF A MAJORITY OF THE DIRECTORS THEN IN OFFICE, EXCEPT WITH RESPECT TO ANY PROVISION THEREOF WHICH BY LAW, THE ARTICLES OF ORGANIZATION OR THESE BY-LAWS REQUIRES ACTION BY THE MEMBERS. NOT LATER THAN THE TIME OF GIVING NOTICE OF THE MEETING OF MEMBERS NEXT FOLLOWING THE MAKING, AMENDING OR REPEALING BY THE DIRECTORS OF ANY BY-LAWS, NOTICE THEREOF STATING THE SUBSTANCE OF SUCH CHANGE SHALL BE GIVEN TO ALL MEMBERS. THE MEMBERS MAY ALTER, AMEND OR REPEAL ANY PROVISION WHICH BY LAW, THE ARTICLES OF ORGANIZATION OR THESE BY-LAWS REQUIRES ACTION BY THE MEMBERS.

SECTION 9. INDEMNIFICATION OF DIRECTORS AND OFFICERS

THE CORPORATION SHALL, TO THE EXTENT LEGALLY PERMISSIBLE, INDEMNIFY EACH PERSON WHO MAY SERVE OR WHO HAS SERVED AT ANY TIME AS A DIRECTOR, PRESIDENT, VICE PRESIDENT, TREASURER, ASSISTANT TREASURER, CLERK, ASSISTANT CLERK OR OTHER

OFFICER OF THE CORPORATION OR WHO AT THE REQUEST OF THE CORPORATION MAY SERVE OR AT ANY TIME HAS SERVED AS A FIDUCIARY OR TRUSTEE OF AN EMPLOYEE BENEFIT PLAN OF THE CORPORATION (COLLECTIVELY, 'INDEMNIFIED OFFICERS' OR INDIVIDUALLY, 'INDEMNIFIED OFFICER'), AGAINST ALL EXPENSES AND LIABILITIES, INCLUDING, WITHOUT LIMITATION, COUNSEL FEES, JUDGMENTS, FINES, EXCISE TAXES, PENALTIES AND SETTLEMENT PAYMENTS, REASONABLY INCURRED BY OR IMPOSED UPON SUCH INDEMNIFIED OFFICER IN CONNECTION WITH ANY THREATENED, PENDING OR COMPLETED ACTION, SUIT OR PROCEEDING WHETHER CIVIL, CRIMINAL, ADMINISTRATIVE OR INVESTIGATIVE (A 'PROCEEDING') IN WHICH AN INDEMNIFIED OFFICER MAY BECOME INVOLVED BY REASON OF SERVING OR HAVING SERVED IN SUCH CAPACITY (OTHER THAN A PROCEEDING VOLUNTARILY INITIATED BY SUCH INDEMNIFIED OFFICER UNLESS THE PROCEEDING WAS AUTHORIZED BY A MAJORITY OF THE FULL BOARD OF DIRECTORS); PROVIDED THAT NO INDEMNIFICATION SHALL BE PROVIDED FOR ANY SUCH INDEMNIFIED OFFICER WITH RESPECT TO ANY MATTER AS TO WHICH THE INDEMNIFIED OFFICER SHALL HAVE BEEN FINALLY ADJUDICATED IN ANY PROCEEDING NOT TO HAVE ACTED IN GOOD FAITH IN THE REASONABLE BELIEF THAT SUCH INDEMNIFIED OFFICER'S ACTION WAS IN THE BEST INTERESTS OF THE CORPORATION OR, TO THE EXTENT THAT SUCH MATTER RELATES TO SERVICE WITH RESPECT TO AN EMPLOYEE BENEFIT PLAN; AND FURTHER PROVIDED THAT ANY COMPROMISE OR SETTLEMENT PAYMENT SHALL BE APPROVED BY THE CORPORATION IN THE SAME MANNER AS PROVIDED BELOW FOR THE AUTHORIZATION OF INDEMNIFICATION.

SUCH INDEMNIFICATION MAY, TO THE EXTENT AUTHORIZED BY THE BOARD OF DIRECTORS OF THE CORPORATION, INCLUDE PAYMENT BY THE CORPORATION OF EXPENSES INCURRED IN DEFENDING A CIVIL OR CRIMINAL ACTION OR PROCEEDING IN ADVANCE OF THE FINAL DISPOSITION OF SUCH ACTION OR PROCEEDING, UPON RECEIPT OF AN UNDERTAKING BY THE PERSON INDEMNIFIED TO REPAY SUCH PAYMENT IF SUCH INDEMNIFIED OFFICER SHALL BE NOT ENTITLED TO INDEMNIFICATION UNDER THIS PARAGRAPH, WHICH UNDERTAKING MAY BE ACCEPTED WITHOUT REGARD TO THE FINANCIAL ABILITY OF SUCH INDEMNIFIED OFFICER TO MAKE REPAYMENT.

THE PAYMENT OF ANY INDEMNIFICATION OR ADVANCE SHALL BE CONCLUSIVELY DEEMED AUTHORIZED BY THE CORPORATION UNDER THIS ARTICLE, AND EACH DIRECTOR AND OFFICER OF THE CORPORATION APPROVING SUCH PAYMENT SHALL BE WHOLLY PROTECTED, IF THE PAYMENT HAS BEEN APPROVED OR RATIFIED (1) BY MAJORITY VOTE OF A QUORUM OF EITHER (A) THE MEMBERS WHO ARE NOT AT THAT TIME PARTIES TO THE PROCEEDING OR (B) THE DIRECTORS WHO ARE NOT AT THAT TIME PARTIES TO THE PROCEEDING OR (2) BY A MAJORITY VOTE OF A COMMITTEE OF TWO OR MORE DIRECTORS WHO ARE NOT AT THAT TIME PARTIES TO THE PROCEEDING AND ARE SELECTED FOR THIS PURPOSE BY THE FULL BOARD (IN WHICH SELECTION DIRECTORS WHO ARE PARTIES MAY PARTICIPATE) ; OR THE ACTION IS TAKEN IN RELIANCE UPON THE OPINION OF INDEPENDENT LEGAL COUNSEL (WHO MAY BE COUNSEL TO THE CORPORATION) APPOINTED FOR THE PURPOSE BY VOTE OF THE DIRECTORS IN THE MANNER SPECIFIED IN CLAUSES (1) OR (2) OF SUBPARAGRAPH (I) OR, IF THAT MANNER IS NOT POSSIBLE, APPOINTED BY A MAJORITY OF THE FULL BOARD OF DIRECTORS THEN IN OFFICE; OR THE DIRECTORS HAVE OTHERWISE ACTED IN ACCORDANCE WITH THE STANDARD OF CONDUCT APPLIED TO DIRECTORS UNDER CHAPTER 180 OF THE MASSACHUSETTS GENERAL LAWS, AS AMENDED; OR A COURT HAVING JURISDICTION SHALL HAVE APPROVED THE PAYMENT.

THE INDEMNIFICATION PROVIDED HEREUNDER SHALL INURE TO THE BENEFIT OF THE HEIRS, EXECUTORS AND ADMINISTRATORS OF ANY INDEMNIFIED OFFICER ENTITLED TO INDEMNIFICATION HEREUNDER.

THE RIGHT OF INDEMNIFICATION UNDER THIS ARTICLE SHALL BE IN ADDITION TO AND NOT EXCLUSIVE OF ALL OTHER RIGHTS TO WHICH ANY PERSON MAY BE ENTITLED. NOTHING CONTAINED IN THIS ARTICLE SHALL AFFECT ANY RIGHTS TO INDEMNIFICATION TO WHICH CORPORATION EMPLOYEES, AGENTS, DIRECTORS, OFFICERS AND OTHER PERSONS MAY BE ENTITLED BY CONTRACT OR OTHERWISE UNDER LAW.

NO AMENDMENT OR REPEAL OF THE PROVISION OF THIS ARTICLE WHICH ADVERSELY AFFECTS THE RIGHT OF AN INDEMNIFIED OFFICER UNDER THIS ARTICLE SHALL APPLY WITH RESPECT TO SUCH INDEMNIFIED OFFICER'S ACTS OR OMISSIONS THAT OCCURRED AT ANY TIME PRIOR TO SUCH AMENDMENT OR REPEAL, UNLESS SUCH AMENDMENT OR REPEAL WAS VOTED FOR BY OR WAS MADE WITH THE WRITTEN CONSENT OF SUCH INDEMNIFIED OFFICER.