

# Cherry Hill Nursery School By-Laws

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## ARTICLE I — NAME

The name of the school shall be the Cherry Hill Nursery School (the “School”). It is a non-profit, non-sectarian, multi-racial cooperative organization located on the campus of the Unitarian Universalist Congregation of Princeton (the “Church”) at 50 Cherry Hill Road, Princeton, New Jersey. The School admits children ages two through five years. The classes meet two to five mornings a week from 9:00 am to 12:00 pm. A lunch program is available for the older children. The School is licensed by the State of New Jersey.

## ARTICLE II — PURPOSE

The School’s purpose is to help each child develop socially, emotionally, physically, and intellectually in keeping with his or her unique personality and rate of growth. Each child at the School is treated as a special individual, as well as a contributing member of his or her class. The School provides an environment that enables parents to gain insight into the needs and behavior of children through regular participation in the daily school program and also provides a new source of shared experiences for parent and child. The School creates a supportive community of parents and staff with mutually beneficial roles and responsibilities.

## ARTICLE III — ORGANIZATION

### Section 3.1 Definitions

- 1) Executive Board (“EB”)
  - a) The EB shall function as the Board of Trustees of the School. The EB consists of the following officers: Chair, Vice Chair, Treasurer, Registrar, Fundraising Chair, Publicity Chair, School Community Chair and Facilities Improvement Chair. The Director(s) and Head Teacher shall serve as voting members of the EB, except in those instances in which a conflict of interest, as determined by the Chair, shall arise. An Attorney shall be appointed to serve in an advisory capacity to the EB if a parent volunteers (preferably) or an outside attorney is available. Otherwise, the School is under no obligation to hire an Attorney.
- 2) Parent Teacher Organization (“PTO”)
  - a) All parents or guardians of enrolled children (hereinafter “parents”), the Director(s), and all teachers are members of the PTO.
- 3) Advisory Board
  - a) As a co-op preschool in New Jersey, we recognize the value of collaboration and diverse perspectives in achieving our mission of providing high-quality early childhood education. To harness the expertise and guidance of experienced professionals, we have established an Advisory Board to support our Executive Board.
  - b) The Advisory Board is composed of individuals who possess a deep understanding and passion for early childhood education, child development, and related fields. The primary role of the Advisory Board is to provide strategic advice, expertise, and guidance to the Executive Board in matters pertaining to the overall management, growth, and success of our co-op preschool.
  - c) Responsibilities of the Advisory Board:

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- i) Strategic Planning: Collaborate with the Executive Board to develop and review the long-term strategic plans of the preschool. Offer insights and expertise to ensure the alignment of our educational goals with best practices in early childhood education.
- ii) Program Development: Provide input and guidance in the development and evaluation of our educational programs, curriculum, and teaching methodologies. Stay informed about current research and trends in the field and help us integrate innovative approaches into our practices.
- iii) Policy and Governance: Assist the Executive Board in reviewing and developing policies, guidelines, and procedures that promote a safe, inclusive, and nurturing environment for our students, families, and staff. Offer guidance on governance matters and ensure compliance with relevant regulations and standards.
- iv) Community Engagement: Help foster positive relationships with our diverse community by actively engaging with parents, guardians, and community stakeholders. Offer expertise in family support services, community partnerships, and advocacy for early childhood education.
- v) Fundraising and Resource Development: Utilize personal and professional networks to support the fundraising efforts of the preschool. Provide guidance on grant applications, donor cultivation strategies, and other resource development initiatives.
- vi) Professional Development: Support the ongoing professional development of our staff by offering expertise, facilitating workshops or training sessions, and identifying opportunities for growth in the field of early childhood education.
- vii) Evaluation and Assessment: Collaborate with the Executive Board in evaluating the effectiveness of our programs and services. Provide feedback on program outcomes, recommend improvements, and assist in developing evaluation frameworks to measure our impact.
- viii) The Advisory Board will meet regularly, as determined by the Executive Board, to discuss relevant matters and provide their expert insights.
- ix) Members of the Advisory Board will serve in a voluntary capacity, sharing their time, expertise, and professional networks to advance the mission and vision of our co-op preschool for a term of two years.
- x) We believe that the collective wisdom and guidance of the Advisory Board will strengthen our decision-making processes, enhance our programs, and contribute to the overall success of our co-op preschool. We are grateful for their dedication and commitment to supporting the education and well-being of our young learners.

### Section 3.2 Powers of the EB and the PTO

- 1) The day-to-day activities of the School shall be managed by the EB, subject to the rights and powers vested in the PTO in accordance with these bylaws. Such management activities shall include, without limitation, the hiring of the teaching staff, establishment of the annual budget, including teacher salaries, collection and disbursement of funds, and all other matters necessary for the operation of the School.
- 2) The powers vested in the PTO shall include electing the officers of the EB and representatives of the PTO, renewing staff contracts, approving the annual budget, voting to approve all periodic and interim bylaws revisions, and any other matter set forth in these bylaws or as required by the New Jersey Nonprofit Corporation Act (the "Act"), and any other material changes to the School, as determined by the EB, including moving the location of or dissolving the School.
- 3) In the event the need arises to dissolve the School, the current EB will make a recommendation to the PTO regarding the closure of the School, including the disbursements of the reserve fund and the proceeds of the sale of the School's assets, and

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the PTO shall determine the actions to be taken in connection with the dissolution of the School.

### Section 3.3 PTO and EB Meetings and Voting

- 1) Each family shall be entitled to one vote per enrolled child on all matters put to a vote of the PTO. Each teacher shall have one vote for all matters put to a vote of the PTO.
- 2) Members of the PTO shall be notified two weeks in advance of a meeting as to time, place, and agenda, which shall be determined by the EB. Special meetings may be called by the EB provided at least five day notice has been given to the membership.
- 3) One-third of the membership of the PTO shall constitute a quorum for the transaction of business at any meeting of the PTO.
- 4) A vote of the majority of the membership of the PTO shall be necessary to elect officers and representatives, renew staff contracts, approve the annual budget, address administrative and policy matters, and pass major resolutions (as determined by the EB), excluding bylaw revisions. For all matters:
  - a) All enrolled families will receive a link with YES or NO options or multiple choice options to cast their ballots for all matters that involve management of the school.
  - b) For Executive Board votes all members will receive a link with YES or NO options or multiple choice options to cast their ballots for all matters that involve management of the school.
  - c) A majority of the PTO membership must vote to procure a valid vote.
  - d) No teacher PTO member (with the exception of the Director(s)) shall vote on staff contract renewals and new hires.
- 5) The EB shall meet once a month or as needed determined by the Chair.
- 6) A majority of the EB shall constitute a quorum for the purpose of conducting business.

### Section 3.4 Authority and Duties of Officers and Representatives

- 1) The officers of the EB and the representatives of the PTO shall be elected in the spring for a term of one year and may assume their positions on June 16, unless otherwise specified. Incoming officers and representatives may serve an apprenticeship from April 1st– June 15th with outgoing officers and representatives. Officers and representatives may not serve more than two consecutive terms in one office or position.
- 2) The Treasurer shall serve a term to coincide with the School's fiscal year, which is currently from August 1 to July 31.
- 3) Each person holding a position described in this Article shall prepare or revise a year-end report, copies of which shall be submitted to the Nominating Trustee, provide training to the incoming officer or representative during the apprenticeship period and fulfill all other duties incumbent on the office or position.
- 4) The outgoing and incoming EB officers and PTO representatives shall have at least one joint meeting in May or June.
- 5) Each EB officer and PTO position set forth below may be split between two or more persons, if the Nominating Committee, in its discretion, determines that the office or position should be split as such:
  - a) A Chair to be elected, who shall:
    - i) Lead the Executive Board
    - ii) Lead the Bylaws and Handbook Revision Committee
    - iii) Sit on all other committees

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- iv) Appoint the chair of any committee authorized by the PTO and be an ex-officio member of all standing committees
- v) Ensure the following:
  - (1) The School provides exceptional service to families
  - (2) The School provides a forum in which teachers can do their best work
  - (3) The School continuously improves upon its relevance and reputation in our community
  - (4) Work closely with Director(s) and Head Teacher to ensure smooth operation of the school
  - (5) Prepare and post an agenda (one week prior to meetings) for and preside at all PTO and EB meetings
  - (6) Participate in the preparation of the budget and teacher evaluations.
  - (7) During the summer, prepare the Chair's letter to be included in the summer mailing.
  - (8) Oversee miscellaneous budget surplus expenditures.
  - (9) Have the power to fill any vacancies in any position that may occur, with the approval of the EB
  - (10) Have the power to fill any vacancies in any position that may occur, with the approval of the EB
  - (11) Together with the Director(s), have the power to recommend to the EB the removal of any officer of the EB or representative of the PTO who has failed to fulfill his or her duties. The EB may act on such a recommendation. The Chair and Director(s) are further empowered to call for an audit if deemed necessary.
  - (12) Be available during the summer.
  - (13) Provide Director(s) with information to be included in the weekly newsletter.
- b) A Vice Chair, to be elected, who shall:
  - i) Sit on the Executive Board
  - ii) Lead the Nominating Committee
  - iii) Sit on Finance and Personnel Committees
  - iv) Assist the Chair in the discharge of his or her duties
  - v) Provide support on any committee if the need arises
  - vi) Attend EB meetings, record minutes of EB and PTO meetings (or delegate recording of minutes)
  - vii) Create and distribute annual survey in January
  - viii) Assume responsibility of the Chair if the Chair is unable to fulfill the responsibilities of the office.
  - ix) Lead school communication strategy between board/teachers & school community by maintaining communications plan document, coordinating with other chairs/teachers about upcoming school events, general updates, etc.
- c) A Treasurer, to be elected, who shall:
  - i) Sit on the Executive Board
  - ii) Lead the Finance Committee
  - iii) Sit on the Personnel and Rent Negotiation Committee
  - iv) Prepare monthly budget reports to track actual vs. budget results.
  - v) Present the budget reports at some EB and PTO meetings as determined by the Chair. Distribute copies of the report prior to all meetings.
  - vi) Provide monthly reports to all committee chairs and Director(s) detailing relevant income or expenses.

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- vii) Supervise the preparation of the budget for the following year, and with the assistance of the Controller, present and submit the budget to the EB for approval.
  - viii) Pay all ordinary expenses associated with the operation of the School, including all expense reimbursements to staff and parents, as well as other expenditures that may be authorized by the EB or PTO during the year.
  - ix) Provide the Treasurer with all expense information needed to generate the monthly budget reports and. Supervise all banking transactions and maintain all banking and financial records relating to the School. Reconcile all bank investment accounts with monthly statements. Use commercially available financial software to track all school accounts.
  - x) Provide all information required by the school accountant to prepare the annual income tax return. Review the return and ensure its timely filing.
  - xi) Assist the Treasurer with other matters as necessary. Become familiar with all aspects of the position of Treasurer and assume the responsibilities of the Treasurer he/she is unable to fulfill responsibilities of the office.
- d) A Fundraising Chair, to be elected, who shall:
- i) Sit on the Executive Board
  - ii) Lead the Fundraising Committee and delegate responsibilities to
  - iii) Fundraising Committee members
- e) A Publicity Chair, to be elected, who shall:
- i) Sit on the Executive Board
  - ii) Lead the Publicity Committee and delegate responsibilities to
  - iii) Publicity Committee members
- f) A School Community Chair, to be elected, who shall:
- i) Sit on the Executive Board
  - ii) Lead the School Community Committee and delegate responsibilities to School Community Committee members
  - iii) Sit on the Nominating and Personnel Committees
  - iv) Oversee Room Parents
- g) A Facilities Improvement Chair, to be elected, who shall:
- i) Sit on the Executive Board
  - ii) Lead the Facilities Improvement Committee and delegate responsibilities to Facilities Improvement Committee
- h) Room Parents, to be elected, who shall:
- i) Be members of the School Community and Nominating Committees
  - ii) Prepare a cooperative schedule and distribute in late summer. iii.
  - iii) Coordinate refreshments in class for special occasions, such as Thanksgiving, Valentine's Day, and end of the year parties.
  - iv) Arrange for teacher gifts when appropriate.
  - v) Assist Teachers when needed.
- i) An Office Support Person, to be elected, who shall:
- i) Assist Director(s)(s) in administrative work as needed
- 6) The Chair of any standing committee formed by the PTO shall serve on the PTO until the committee is dissolved.

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- 7) Efforts shall be made to fill each office or position. However, if an office or position cannot be filled, that office or position will not count for purposes of determining a quorum.
- 8) All EB Officers and PTO Representatives shall keep past records for three years.

### Section 3.5 Standing Committees

- 1) Nominating Committee:
  - a) The Vice Chair shall chair the Nominating Committee. Its membership also includes the Chair, School Community Chair, Director(s), and Room Parents. The outgoing Chair shall serve as a non-voting advisor of the Nominating Committee.
  - b) The Nominating Committee shall convene in the spring.
  - c) Distribute memoranda to families about the nominating process including nominating forms and detailed job descriptions for available positions in which parents shall be asked to indicate any positions they might be interested in holding and to nominate other parents, hold an informational coffee, and finalize a slate of officers to be presented to the EB and PTO for approval. Every effort shall be made to match individuals with their stated interests, past professional experiences and other talents.
  - d) Oversee the passing on of EB and PTO role information from one year to the next
- 2) Finance Committee
  - a) The Treasurer shall chair the Finance Committee. Its membership also includes the Chair, Vice Chair, Director(s), and Head Teacher.
  - b) The Finance Committee shall assist the Treasurer in preparing the budget. c. The Director(s) and the committee chairs will advise the Finance Committee regarding the budget for individual income and expense categories. The Finance Committee shall prepare the budget detailing the assumptions and the reasons for any changes.
  - c) The budget shall be discussed and finalized by the EB prior to being presented to the PTO for the final vote.
  - d) Determine any disbursement of financial aid funds based on application received on an annual basis.
- 3) Personnel Committee
  - a) The Director(s) shall chair the Personnel Committee. Its membership also includes Chair (who leads the committee when items pertain to Director(s)'s role), Vice Chair, School Community Chair, Head Teacher, and Treasurer.
  - b) The Personnel Committee shall work with the PTO to research, review, and advise the EB on salary review issues, state training requirements for staff, contract renewals, staff performance reviews, parent surveys, and staffing matters.
- 4) Rent Negotiation Committee
  - a) The Director(s) shall chair the Rent Negotiation Committee. Its membership also includes the Chair, Treasurer, Head Teacher and Attorney.
  - b) Duties of the Rent Negotiation Committee shall include preparing a competitive rent review and exploring alternative rental and/or permanent space for the School on an annual basis.
- 5) Fundraising Committee
  - a) The Fundraising Chair shall chair the Fundraising Committee. Its membership will also include the Chair and approximately 3-5 parents or more as needed.
  - b) Develop a fundraising program to raise the targeted level of funds in the budget.
  - c) Collect and compile parent fundraising preferences at the beginning of the school year.

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- d) Coordinate all fundraising events.
- e) Keep a record of fundraising work hours.

### 6) Publicity Committee

- a) The Publicity Chair shall chair the Publicity Committee. Its membership will also include the Chair and approximately 3-5 parents or more as needed.
- b) Post to social media
- c) Proactively recommend creative and low-cost ways of improving the school's reputation in the community
- d) Advertise in local papers and media
- e) Organize representation of the School at fairs and festivals
- f) Create, purchase, distribute print materials; store materials in Director(s)'s Office
- g) Communicate website changes to webmaster
- h) Oversee creation and editing of tour materials
- i) Arrange for tours of the School throughout the year and maintain tour materials
- j) Create and assemble tour packets; store tour packets in Director(s)'s office Give tours to prospective families
- k) Provide the Director(s) with information to be included in weekly newsletter j. Organize donation drives or community outreach visits for local charities involving the families of the School, working with the teachers and Director(s) to find meaningful and age appropriate projects.

### 7) School Community Committee:

- a) The School Community Chair shall chair the School Community Committee. Its membership will also include the Chair, Director(s), Head Teacher, Room Parents and approximately 5 additional parents or more as needed.
- b) Reach out to new families to welcome them to the School and assist in weaving them into the School's social network
- c) Organize a few casual park play dates and get-togethers throughout the year
- d) Share information on various events, programs and assemblies available to preschool children and families in the community
- e) Recognize the need and organize support for families when needed (illness, death in the family, personal tragedy, etc.)
- f) Organize School Fall and Spring Festivals, Halloween Trunk or Treat, Valentine's Day concert and brunch, including choosing activities, purchasing prizes, organizing food, setup, clean-up, and other necessary volunteer committees.
- g) Oversee production of the annual yearbook including periodically remind Room Parents, parents, and teachers to collect photographs of students at school and special occasions.
- h) Provide staff luncheon in the fall and early summer

### 8) Facilities Improvement Committee

- a) The Facilities Improvement Chair shall chair the Facilities Improvement Committee. Its membership will also include the Director(s), Chair and 3-5 parents or more as needed.
- b) Develop a long term plan for improving the School facility
- c) Propose and implement projects, both indoors and outdoors, including:
  - i) Obtain pricing and budget approval from the Treasurer
  - ii) Select materials, furniture and/or supplies
  - iii) Order, inspect and put items into use
  - iv) Work with Teachers to help implement improvements they would like to make to their classrooms



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- d) Work with Director(s) to complete facilities-related projects
  - e) Provide Director(s) with information to be included as needed in the newsletter
- 9) Educational Development Committee
- a) The Educational Development Committee will be chaired by the Head Teacher. Its membership shall also include 2-4 parents or more as needed.
  - b) Support the School in its pursuit to provide the highest quality, most nurturing education possible
  - c) Develop long term educational goals for the school
  - d) Recommend membership and/or participation in early childhood professional organizations
  - e) Research and recommend to the teachers progressive ideas to incorporate into the children's education; including indoor or outdoor, on- or off-site activities
  - f) Stay abreast of the latest research in early childhood education
  - g) Provide recommendations for training that is relevant to the goals of the Educational Development Committee and the School
  - h) Further develop Afternoon Enrichment programs
  - i) Share articles and other materials with parents and teachers about ideas pertaining to early childhood education
  - j) Organize at least one educational event per year for the PTO pertaining to early childhood; such events may include speakers, outings, or group activities
  - k) Provide Director(s) with information to be included in weekly newsletter
- 10) Bylaws and Handbook Revision Committee
- a) The Bylaws and Handbook Revision Committee shall be chaired by the
  - b) Chair. It's membership shall include members of the Executive Board.

### Article IV — Parent Participation

#### Section 4.1 Attendance

Parents of the children enrolled in the School have an obligation to attend the scheduled meeting of the PTO, typically the week before school begins.

#### Section 4.2 Co-op Obligations

- 1) Helping Parent: All parents are assigned days on which they will help the teachers or will be held responsible for arranging parent substitutes. On those days, they will be expected arrive fifteen minutes before School begins and remain until dismissed. At no time should siblings of students be in attendance on helping days. The number of helping parent days required for each family will be shared by the Teachers at the start of the school year.
- 2) PTO Role: Each family shall participate by serving on a committee by assisting committee chair(s) or fulfill two hours per semester per child by volunteering for events throughout the year. Accommodation will be made to involve each parent in a way that best suits their skills and availability.

#### Section 4.3 Guideline for Parent Concerns

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Parents are encouraged to discuss concerns relating to any aspect of the School program with the appropriate teacher. The Director(s) will sit in on any discussion at the request of either the parent or teacher. If the concern is not satisfactorily resolved with the teacher, the parent should discuss the concern with the Director(s). Either the Director(s) or the parent may contact the Chair if necessary.

### **ARTICLE V — SCHOOL STAFF**

#### **Section 5.1 Teaching Staff**

- 1) Each individual staff member who is in charge of a group of children should have credentials and experience that are in compliance with the State of New Jersey Licensing requirements for nursery school teachers. All staff members should receive First-Aid and CPR training regularly to assure that a trained individual is always present. The teachers shall be responsible for the classroom, the curriculum, and the children assigned to the teacher. All teachers will be accountable to the Head Teacher. Teachers' duties shall be to:
  - a) Develop a schedule and curriculum in coordination with the Head Teacher to fit the needs of the students.
  - b) Hold parent conferences and parent chats.
  - c) Maintain student developmental records.
  - d) Keep State mandated records.
  - e) Work in association with the rest of the staff.
  - f) Inform the Head Teacher and/or Director(s) about needed equipment, supplies, and repairs.
  - g) Use positive discipline techniques.
  - h) Attend staff meetings.
  - i) Complete state mandated hours of professional training.
  - j) Attend School-sponsored events such as open house, preschool fairs, and parent meetings.
  - k) Attend PTO meetings.

#### **Section 5.2 Director of Administration and Director of Family Engagement & Admissions**

- 1) **Director of Administration duties:**
  - a) Maintain State standards and ensure that all State and local licenses are obtained (playground, immunizations, building code inspections, personnel). Attend Understanding Licensing Training
  - b) Administer school related insurance matters.
  - c) Oversee and implement document retention policy
  - d) Supervise the preparation and mailing of orientation material, to be distributed by August 15
  - e) Collect all student medical forms, vaccination information, and allergy history. Supply to teachers as needed.
  - f) Ensure all copies are printed and filed in conjunction with licensing expectations (manage a PTO volunteer to carry out these duties)
  - g) Ensure that all applicants receive a contract and collect payment from each family in a timely manner
  - h) Prepare, distribute, and collect contracts and deposit application fees, tuition deposits, registration fees and facilities fees on a timely basis.

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- i) Create and deliver a series of trainings to all teachers and Director of Family Engagement and Admissions on key systems that will be utilized during the school year
- j) Ensure that there is appropriate integration of Brightwheel with other software as needed
- k) Implement Bright Wheel to the fullest extent of its capabilities. Train and roll out implementation of the program for the school community
- l) Create timelines and for distribution of contracts to returning families, timelines and systems for new families to register and enroll in CHNS; ensure that all deposits and tuition is received in a timely manner
- m) Provide reports and updates to Chair and Director of Administration of current status of enrollment
- n) Revise existing registration systems and work closely with Director of Family Engagement and Admissions to maintain current list of new applicants.
- o) Review and execute the processing and distribution of payroll and personnel benefits.
- p) Work with the Treasurer, Accountant and Board Chair to maintain all payroll tax records and ensure that all taxes are filed annually by the bookkeeper.
- q) Oversee and create programmatic and calendar inputs to have systematic and planned delivery of messages and other necessary communications (save for emergency or unforeseen situations)
- r) Create and support execution of back-end systems and operations as needed
- s) Work closely with Board Chair to review budgeting, payroll and miscellaneous surplus expenditures.
- t) Be present on site at CHNS to meet with teachers regularly to understand developing programmatic and systems needs
- u) Attend monthly Executive Board meetings and monthly staff meetings, and additional meetings as needed

### 2) Director of Family Engagement and Admissions duties:

- a) Consult with the Chair for advice on significant changes in matters operational and educational.
- b) Coordinate school pictures in the fall.
- c) Serve as contact person for any person leaving during the school year.
- d) Answer phone calls and monitor voicemail, arrange for someone else to check it if absent, respond to all communication by the next school day or relay details to the appropriate person.
- e) Serve as a point person for families and as the face of the school for individuals entering the school.
- f) Work with Director of Administration to manage the coordination of Enrichment Programs enrollments and send email about the program before each session and work with Director of Administration to arrange for sign ups
- g) Attend all EB and meetings.
- h) Keep EB officers and representatives apprised of carrying out duties
  - i) Keep and maintain all important records of the EB including Agendas, Minutes, Bylaws and the Handbook
- i) Act as liaison with the church
- j) Manage cleaning and maintenance services and supplies
- k) Ensure doors are locked during school and proper security measures are taken
- l) Handle issues with the facility as they arise
- m) Be responsible for securing substitute teachers and keeping a list of paid substitute parents and/or previously approved qualified adults.
- n) Act as a liaison between staff and parents as needed.
- o) Conduct random visits to all classes.

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- p) Manage two tour guides (parents) and provide appropriate training as needed
- q) Reach out to families who have completed a school interest form to arrange for tours of the school.
- r) Engage with all families as needed until the family decides to enroll, and then hand the relationship to the Director of Administration
- s) Attend monthly Executive Board meetings monthly staff meetings, and additional meetings as needed
- t) Attend school-wide events (Open House, Back to School Night, School Community events, )
- u) Attend Director Meetings/keep in contact with local Directors

### Section 5.4 Head Teacher

One of the teachers to be hired as the Head Teacher shall have the following duties:

- 1) Chair the Educational Development Committee, and sit on the Finance, Personnel, Rent Negotiation, Facilities Improvement and School Community Committees.
- 2) Be responsible for all educational matters affecting the school.
- 3) Oversee curriculum and staff development with the teachers throughout the year.
- 4) Be responsible for designing and implementing schools development and activities program ensuring age appropriateness.
- 5) Develop, budget, and implement an individualized program of teacher in-service sessions and/or external courses designed to meet state requirements and promote staff development.
- 6) Review, approve, and maintain records of continuing staff development.
- 7) Oversight for teaching staff handling parent problems and relations as well as classroom conduct.
- 8) Performance of classroom observations, training, and staff evaluations.
- 9) Oversight for age-appropriate class placement.
- 10) Preparation and organization of staff meetings.
- 11) Member of personnel and finance committees.
- 12) Opening and closing of school on a daily basis.
- 13) Attend all EB and PTO meetings.
- 14) Oversight of after school program development and execution
- 15) Keep abreast of and regularly incorporate new ideas in curriculum and solicit ideas from staff with regard to developing curriculum.

### Section 5.5 Membership on the PTO

The Director(s) and all classroom teachers employed by the School shall attend all meetings of the PTO except during times when personnel matters are under discussion. All are entitled to vote on motions brought before the PTO except in those instances in which a conflict of interest, as determined by the Chair, shall arise.

## ARTICLE VI. SCHOOL STANDARDS

The School shall be certified by the New Jersey Department of Education.

## ARTICLE VII — CHURCH RELATIONSHIP

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### Section 7.1 Contractual Agreements

Subject to the terms of the existing lease with the Church, the School shall have the right to terminate its landlord/tenant relationship with the Church by vote of the PTO.

## ARTICLE VIII — ENROLLMENT PROCEDURES

### Section 8.1 Nondiscriminatory Policy

The school does not discriminate on the basis of race, color, national or ethnic origin, sex, sexual orientation, or religious affiliation in administration of its educational policies, hiring policies, admission policies, scholarship programs and other School administered programs.

### Section 8.2 Admissions

- 1) A child must be two and a half years old before the parent is allowed to leave the premises during the school day. Age appropriateness for the 2x/week class will be decided in consultation with the teachers, Director(s), and Chair.
- 2) First preference will be given to siblings of current students and alumni, and children of current teachers.
- 3) Second preference will be given to children of alumni and children of former teachers.
- 4) New applicants will be accepted in the order in which contact was made with the Director(s) of Family Engagement and Admissions.
- 5) Children currently enrolled will automatically be offered a place in an age-appropriate class for the following year.
- 6) Contracts for the upcoming year will be issued in March. If a contract is not returned within two weeks, that student will be placed at the bottom of the waiting list. The Director(s) must approve any exception to the contract return date.

### Section 8.3 Registration Fee and Tuition

- 1) All contracts shall be accompanied by the registration fee and a document predetermined tuition deposit, neither of which is refundable.
- 2) Tuition is collected in timeline stated on the enrollment contract or by special arrangement with the Treasurer. If a child leaves during the School year, tuition will be expected in full unless a replacement can be found. If, however, a child is asked to leave the school as provided in the expulsion policy, the School will not refund tuition.

### Section 8.4 Special Needs

A child with special needs may enroll in the School based upon the determination by the Director(s) and the teachers that the staff and facility can meet the child's needs with reasonable accommodation. The process starts when the parent identifies any special needs on the application. If the Director(s) offer a contract for enrollment for the child, the Director(s) and Head Teacher will interview the child and may require the parent to submit (at the family's expense) a professional assessment of the child.

## ARTICLE IX — SCHEDULE

## Cherry Hill Nursery School By-Laws

The School shall be in session from September through June. It shall follow, as closely as possible, the calendar and inclement weather closings of the Princeton Public School District.

### ARTICLE X — AMENDMENT

#### Section 10.1 Periodic Revision

- 1) The bylaws shall be reviewed at least once every three years by the EB.
- 2) The EB shall approve a final document to be presented to the PTO.
- 3) A vote of two-thirds of the membership of the PTO shall be necessary to revise the bylaws.

#### Section 10.2 Interim Revision

- 1) A single bylaw revision may be brought before the PTO at anytime with the approval of the EB.
- 2) The ballot should include a brief explanation as necessary and a statement of the EB position.
- 3) A vote of two-thirds of the membership of the PTO shall be necessary to amend the bylaws
- 4) A special meeting of the PTO may be called to discuss any amendment if the Chair feels it is necessary.

#### Section 10.3 Adoption

- 1) These bylaws shall become effective immediately upon approval by the PTO.
- 2) Copies of these approved bylaws shall be available to all members of the PTO and the Administrator of the Church.

#### Section 10.4 Force and Effect of the Bylaws

These bylaws are subject to the provisions of the Act and the Certificate of Incorporation as they may be amended from time to time. If any provision by these bylaws is inconsistent with a provision of the Act or in the Certificate of Incorporation, the provision of the Act or Certificate of Incorporation shall govern to the extent of such inconsistency.

#### Section 10.5 Interpretation of these Bylaws

Any question regarding the authority of any person, or any authority delegated by these bylaws, or any interpretation of these bylaws will be determined by the EB.

### ARTICLE XI — MISCELLANEOUS

Whenever any words are used herein in the masculine, feminine, or neuter gender, they shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply.

### ARTICLE XII EMERGENCY FUNDS

## Cherry Hill Nursery School By-Laws

- 1) In situations of emergency, distribution of funds, and stewardship of policies are to be managed by the Executive Board.
- 2) Policy:
  - a) Death of a loved one (immediate family):
    - i) \$60/staff as a potted plant/ gift card/ card from CHNS to the staff person.
    - ii) All additional efforts facilitated by other CHNS staff, families and others at their own discretion
    - iii) If room parents or others wish to coordinate any additional gift collection, it is not sanctioned or requested by CHNS
  - b) Housing crisis/emergency/natural disaster:
    - i) \$75/family experiencing housing or other emergency situations as a potted plant/ gift card/ card from CHNS to the family
    - ii) All additional efforts facilitated by other CHNS staff, families and others at their own discretion
    - iii) If room parents others which to coordinate any additional gift collection, it is not sanctioned or requested by CHNS
  - c) Miscellaneous:
    - i) In situations where a CHNS staff member, or a CHNS parent/family wish to appeal to the CHNS Executive Board Emergency Fund to request funds for an emergency, they can write a memo to the Director(s) and Board Chair describing the situation and amount requested.
    - ii) The Executive Board will vote on the request at the next meeting, or an earlier convening as necessary.

Revised June 2023