



Summerville Nursery School

4845 St. Paul Blvd.
Rochester, NY 14617
(585) 338-3830

Operating Procedure

revised 3/20/06

A. Board Information

1. New board members shall attend the May meeting and take office during the June meeting. Each new board member should receive a copy of the SNS Board Policy upon taking office.
2. All board members are expected to support the work of committees and make every effort to attend parent meetings.
3. Board members are expected to attend all board meetings. If unable to attend, they shall send someone from their committee or an assistant in his/her place.
4. The Secretary shall make available minutes to all board members one week prior to board meetings.
5. Committee chairperson(s) shall be invited to board meetings as deemed necessary.
6. It is recommended that the Board Chairperson and/or Educational Director attend community meetings, which are in the interest of the nursery school.
7. Each current board member must meet with his/her successor for a brief oral orientation. Each board member is to receive a detailed description of what is involved for that position from counterpart in May.
8. It is recommended that board members visit each class during the year to acquaint him/her with the approach and operation of the various teachers.
9. Correspondence and minutes should be picked up regularly.

B. Meetings

1. All board meetings shall be conducted according to parliamentary procedures.
2. Regular Board Meetings shall be held on the first Tuesday of each month at 7:00 pm, in the Memorial Lounge of Summerville Presbyterian Church.
3. The June Board meeting shall be held after the close of school. July and December board meetings are to be held at the discretion of the current board.

C. Financial Procedures

1. Treasurer shall submit written monthly reports at each board meeting.
2. Receipts must be submitted to the treasurer for reimbursement.
3. A form from the banks shall be secured in June for transfer of signature.
4. Proposed budget should be presented to the board in April and May and voted upon by the new Board in June.

D. Tuition

Tuition shall be paid in three installments as follows:

- 40% due on July 1 Non-refundable except by Board action
- 30% due on Oct 1 Non-refundable except by Board action
- 30% due on Feb 1 Non-refundable except by Board action

Failure to meet payments within a two-week grace period means immediate expulsion. Should a problem occur where parents can not make one of the payments, it is their responsibility to contact the billing representative.

E. Staff Policy

1. **Educational Director:** The Educational Director shall be a member of the staff and shall be responsible for the supervision and coordination of educational aspects of the school, orienting new teachers and substitutes, act as an on-site consultant when requested, evaluate teachers on their curriculum on a yearly basis, participate in R.A.E.Y.C. and the educational system of the community, attending to the parent education program and attending all regular Board meetings, per job description;

2. **Administrative Assistant:** Responsible for coordinating the daily operations of the school, per job description;

3. **Teachers:** per job description;

4. **Paid Assistants:** per job description;

5. **Substitution:**

A. In the event of a teacher absence due to illness or personal reasons, the school will seek to secure the service on a substitute basis, of a qualified nursery school or elementary school teacher, or someone deemed qualified as a teacher.

B. Such person will be paid \$35 per session for services rendered.

C. The Administrative Assistant will maintain a list of qualified substitutes. Teacher will notify the Administrative Assistant upon need, who will obtain a substitute.

6. **Personal or Sick Leave:**

A. Personal or sick leave time shall be provided for in the teacher's individual contract.

B. When the teacher is absent in excess of their allotted time, the amount deducted from their pay shall be equivalent the amount paid the substitute teacher.

C. Personal days will be paid to teachers in lieu of teachers not taking them.

D. Sick days may be taken to attend to the needs of a household member. Anything else is considered a personal day. Extenuating circumstances may be brought to the Board's attention for approval.

7. **Compensation:** Teachers will be paid by the 10th of the month in ten (10) installments.

8. **Grievances** are to be submitted in writing to both the Board Chairperson and the Educational Director. They will review the problem and take the necessary steps to address the grievance. Once action has been taken, the Educational Director is to respond to the complainant in writing and describe the steps that are being taken to correct the grievance. Copies of both the grievance and the response are to be kept on file with the grievance policy.

9. **Child Abuse:** If a staff member, director, parent assistant or paid assistant suspects abuse to a child, they are to contact New York State Protective Services immediately. The reporter has no obligation to notify in advance any staff member or parent before reporting the suspected abuse. All staff and parents will cooperate with Child Protective Services in any investigation. A copy of this policy will be kept on file for referral.

F. School Hours

1. School shall start on the first Monday after Labor Day. School shall end the Thursday prior to Memorial Day.
2. A school calendar will be distributed with orientation materials, showing vacation days for the current school year.
3. The 1's and 2's classes will be held one day per week from 9:15am to 11:15. The 3's classes will be held two days per week from 9:00am to 11:30am. The 4's class will be held 3 days a week with one session from 9:00am to 11:30 and the other session from 12:00pm to 2:30pm.
4. School Cancellation: Summerville Nursery School will remain open if the West Irondequoit schools are open unless parents are otherwise notified. The Board Chairperson and Administrative Assistant would make the decision as to whether to close the school because of weather conditions. The class coordinator would communicate their decision to the parents. Listen to WHAM radio (1180 AM) and Channel 13 for cancellation information. There are times that WICSD does not close and SNS will. Parents should listen to the listed stations for information. For PM 4's, in the event that school is open for the morning session and weather conditions become worse, requiring a school closure, parents will be notified by 1) telephone and/or 2) television or radio if time allows. This decision will occur at approximately 10:30 - 11:00am.

G. Reports - Committee to Board

Reports must be submitted at the May Board Meeting for the new Chairperson and Committee Chairperson. Suggestions and updates should be included in these reports.

H. R.A.E.Y.C.

Summerville Nursery School shall be a member of the Rochester Association for the Education of Young Children.

I. Teacher Selection Committee

The Teacher Selection Committee must be made up of the current Chairperson, Vice Chair, if applicable one member of the Board and the Educational Director.

A. Chairperson: Coordinate all committee members and their responsibilities. Assist Educational Director in screening applications. Schedule interviews with committee members and qualified applicants. Meet with treasurer to discuss salary options. Compile information given to each applicant interviewed such as job description, extracurricular activities at school, newsletter and salary. Maintain file of entire process. Keep all parents informed of hiring status.

J. Scholarships

1. The board will determine the budgeted scholarship amount at May board meeting.
2. The scholarship applications will be returned to the Registrar to be held confidential.
3. The scholarship committee will consist of the Treasurer and Billing Representative.
4. The committee is responsible for evaluating applications and selecting scholarship recipients. The scholarship committee will be responsible to the Board for its method of operation but not its name selection of recipients.

K. Registration Policy

1. In school applications will be accepted from January 1 to January 31 for Summerville Nursery School families and alumnus.
2. All applications will be mailed to the Registrar.
3. In-school registration will be done by a lottery. First preference is given to families with more than one sibling in the school. At times it is necessary for families to have siblings in different classes on common days. Second preference is given to families with special circumstances or problems as noted on their registration form (i.e. medical reasons such as speech therapy). It is the decision of the registrar to prioritize these requests, meaning that some will be fulfilled and others will enter the final phase...the lottery. "Lottery" means that names will be "pulled" at random and in the order pulled added to the class list. The order in which applications are received in the mail is of no importance unless an "in-school" student applies after the closing date of in-school registration. At that time the in-school student will be considered with the "public" students.
4. Registrations will open to the public on the first week of February. At this point classes will be filled in the order which applications are received.
5. Registration fee is not refundable.
6. Families with children or parents who have previously attended Summerville Nursery School may register during in-school registration. Preference will be given to current families. Alumni will be given second priority.
7. The Registrar will maintain a waiting list for each class.
8. If a vacancy occurs in any class the Registrar will accept the first applicant on the appropriate list.

L. Miscellaneous

1. No child shall be enrolled in a class where an immediate family member is teaching unless by agreement of the Board.
2. Parents must meet obligations for work committee. Failure to do so will result in a letter from the Board Chairperson along with a copy of the signed Parent Agreement. Further actions will be pursued in accordance with the signed Parent Agreement.
3. Policies could change under certain circumstances.

M. Paid Assistants

1. Paid Assistants can not drive and/or attend field trips as an assigned paid assistant.
2. Paid Assistants should be invited to parent training sessions.
3. If the services of a paid assistant are required, the Administrative Assistant shall coordinate requests from registration materials and relay info to Assistant Class Coordinator.

N. Fundraising

Each family will be required to participate in fundraising activities according to the Fundraising Agreement.