

BY-LAWS OF THE PERRY HALL CHILDREN'S CENTER, INC.

Revised: March 2020

ARTICLE I-NAME

The name of the organization shall be The Perry Hall Children's Center, Incorporated. Hereby referred to as PHCC.

ARTICLE II-PURPOSE

The purpose of this non-profit organization shall be to provide activities for preschool children and their parents in cooperative learning experiences through group study, meetings, observation of activities and participation in guiding children.

ARTICLE III-MEMBERSHIP

A. Qualifications and Requirements

1. Membership will be open to the parents or legal guardians of children who will be 3 or 4 years of age by September 1st of the school year enrolled. Students turning 3 or 4 years old after September 1st will be admitted upon the discretion of the Director and Teacher.
2. Membership shall not be limited by race, color, national origin or creed.
3. To be eligible for membership, a parent or legal guardian of the child is expected to participate as a Classroom Helper to the Teacher and Teachers Aide. Additional requirements are performing an assigned job (as defined in the Job Descriptions), attending parent meetings and actively participating in fundraisers.
4. Each member shall enter into a written agreement to comply with all membership obligations of PHCC.

B. Procedures

1. Prospective members shall submit a Registration Form and Registration Fee to one of the Membership Coordinators.
2. Prospective members shall read and understand Duties of a Coop Parent to assure a general understanding of philosophies upon which the organization functions.
3. Registration shall be conducted in three (3) Phases to ensure priority to Current and Former Members of PHCC
 - i. PHASE I-Current Members of PHCC shall be given a seven (7) day registration priority over Former and New Members. Registration documents and fees must be completed by the given date to secure priority membership. A five (5) day priority is given for direct transfer ex. 3AM□4AM. On day five (5) all classes shall be open to indirect transfers ex. 3PM□4AM
 - ii. PHASE II-Former Members of PHCC shall be given a seven (7) day registration priority following Current Member Registration but prior to New

Member Registration. Registration documents and fees must be completed by the given date to secure priority membership.

- iii. PHASE III-New Members of PHCC will be permitted to register once priority registration for Current and Former Members has ended. This shall be referred to as Open Registration and all registrations will be honored on a first come first serve basis. Registration documents and fees must be completed to secure membership.
4. The Membership Committee shall fill vacancies as they occur by referring to the waiting list.
5. All registration fees are nonrefundable.

C. Probationary Period and Special Problems

1. The first six weeks of participation in the program shall be considered the probationary period. Any member who enrolls after January 1 of the current school year will have a three (3) week probationary period. If, at the end of this time, either parent or child has failed to make a satisfactory adjustment or if the parent has failed to fulfill the participation requirements, the teacher, the parent, or the director may request a conference. Likewise, if at any time during the year, a child's behavior becomes detrimental to the learning process or the welfare of the other students, a conference between the parent, teacher, and director shall be held. If any two of the three principles to the conference feel that the interests of all concerned would be best served by withdrawal from the group, membership shall be nullified via a signed letter of termination, to be retained by PHCC. All monies paid and registration fee are non-refundable.
2. At any time during the year if the teacher, after careful observation and evaluation of the child recommends further professional evaluation of a child, and parents of the child refuse to comply, their membership shall be nullified via a signed letter of termination, to be retained by PHCC.
3. In the event after the probationary period, that the parent has failed to fulfill the participation requirements, there shall be a Grievance Committee consisting of all Executive Board members. Said parent shall have an opportunity to meet with the Board and offer a defense of any actions in question. Should the Board decide that withdrawal from the program is in the best interest of all concerned, they must vote as a two-thirds majority to do so.
4. If the teacher has reason to believe that a pupil has been abused, he/she is required to make a report in the form and manner provided for the Family Law Article, Title 5, Sub-title 7, Section 5-704 and 5-705 of the Annotated Code of Maryland.
 - a. The Director shall keep a copy of this section and shall inform all teachers of its content.
 - b. In compliance with the code, the Director shall be responsible for filing this report.

Baltimore County
(410) 853-3000 (24 hours) (Option 1)
(410) 853-3698 (fax)
Drumcastle Government Center
6401 York Road
Baltimore, Maryland 21212

D. Progression of the Child through Play

The teacher of each class shall review each child's progress to determine the child's admission into a successive level. If after evaluation, the teacher finds a child is not developmentally ready to perform the skills needed for the successive level, the staff retains the right to accept students based on evaluated need rather than age. If a teacher has suspicions of a child's inability to progress to the next level, she shall evaluate in early January, prior to former member registration and confer with the parents as to whether the child should be retained at the same level. If it is determined that the child should repeat the level the child shall be accepted into the program during Current Member Registration.

ARTICLE IV - RIGHT TO PRIVACY

A. Pupil Records

Access to pupil records shall be limited to the director, teacher, and members of the Executive Board of The Perry Hall Children's Center, Inc. as deemed necessary. A parent may see the records of his/her child under the supervision of the child's teacher during appropriate hours designated by the teacher.

B. School Information

Any material published or distributed by PHCC is for the reference of its members only. Such material is not intended nor permitted for further publication, distribution or public use.

ARTICLE V - HEALTH

A. Examinations and Policies

1. Each child shall present to PHCC, upon initial enrollment in PHCC and prior to the commencement of the school year of initial enrollment, the report of a physical examination by a physician. The report must certify that the child is free of communicable diseases or conditions, and outline any health problems and physical restrictions which should be brought to the notice of PHCC, along with a certification that the child has received all appropriate immunizations and lead screening. PHCC, with the two-thirds majority consent of the Executive Board, shall have the right to

refuse admittance to any child whose physical condition, in their sole discretion, may present a problem with which PHCC is not set-up to cope. No child shall be admitted or permitted to continue in school during any time in which such child suffers from any communicable disease or condition.

2. If a child contracts a communicable disease or condition, other than a minor upper respiratory infection, such child shall be allowed to attend class only after the presentation of a physician's statement that the child is free of such disease or condition. However, where the disease is a minor, common, childhood illness, a parent's statement to the above effect is permissible, unless the Director, Teacher, or Executive Board, at their sole discretion, requests a physician's statement.
3. Parents should exercise good judgment and consideration of the other children before sending their child to school with an upper respiratory infection; child should be symptom-free and fever-free for at least 24-hours.
4. Each child shall be toilet trained prior to the beginning of the school year.
5. If a child is absent from school for any reason other than stated above, the parent is asked to submit a note to PHCC as to why their child was not present at school.

B. Reports and Records

1. The necessary medical records must be on file at PHCC by the first day of the school year or the child will not be allowed to enter the program.
2. Any parent or Guardian who will work in the classroom must submit a medical report. This report must be on file at the Center by the first day of the school year. This report, which must be signed by a doctor, states that the parent is free of any communicable diseases and is physically capable to work in the classroom with the children.
3. Any parent or guardian working in the classroom must be capable of ascending and descending two (2) flights of stairs, able to communicate with the children and help with their every need to include the ability to escape in an emergency, such as a fire.

ARTICLE VI - ATTENDANCE

A. Regular Hours

1. PHCC shall distribute an annual calendar that will generally adhere to the Baltimore County Public Schools (BCPS) Calendar. In the event that BCPS makes any changes to the school calendar after the school year has already commenced the Director, Teacher and President shall decide what action PHCC will take. The final decision will be communicated to the Executive Board and the members of PHCC as promptly as possible.
2. In the event that BCPS opens one (1) hour late, PHCC shall open at 10:00 A.M until 11:30 A.M. for the morning session. The afternoon session will meet at the regularly scheduled time.
3. In the event that BCPS open two (2) hours late, the morning session will be held from 11:00 A.M. to 1:00 P.M. and the afternoon session will be held from 1:00 P.M. to

3:00 P.M.

4. If BCPS announces a one (1) hour early closing, the afternoon session will be held from 12:30 P.M. until 2:00 P.M. If a two (2) hour or three (3) hour early closing is announced, the afternoon session will not be held.
5. Beginning with the fourth class (4th) session missed due to school closing, time must be made up by four-year-olds by adding classes to the year at a time established by the Executive Board.
6. Beginning with the third (3rd) class session missed due to school closing, time must be made up by three-year-olds by adding classes to the year at a time established by the Executive Board.

B. Attendance of Parent Helpers

1. The parent is required to assist as Classroom Helper on days designated by the Classroom Helper schedule. Each class will receive a monthly schedule which designates the Classroom Helpers and Substitutes for each day of the month. This schedule will be received two (2) weeks prior to the start of the month. Any parent with multiple children in the same class is required to work a standard shift per child.
2. If any designated Classroom Helper is unable to work on their scheduled day and has knowledge of this well in advance, it will be his/her responsibility to arrange for another parent to help in his/her place. If advance notice cannot be given (for example due to illness) and the scheduled Classroom Helper is unable to come in, it is his/her responsibility to contact the Classroom Helper scheduled as a substitute to take his/her place. Each Classroom Helper who is unable to work then owes a working day to the replacement, if the replacement so wishes. If scheduled as a substitute, the potential Classroom Helper must keep that day available in the event he/she is needed. If the substitute is ill, then the substitute must find the replacement. In the case that the substitute is unable to find an adequate substitute for the standard shift then the substitute will be fined fifty (50) dollars for the missed class.
 - a. As the scheduled Classroom Helper in the classroom it is/her responsibility to arrive at least fifteen (15) minutes prior to the start of class (8:45am for the morning class and 12:15pm for the afternoon class). A one (1) dollar per minute fine will be accrued for each minute after the aforementioned start time, the Classroom Helper is late.
 - b. Likewise, the parent or guardian who is responsible for picking up the child from PHCC at dismissal (11:30am for the morning class and 3:00pm for the afternoon class) is expected to arrive on time. PHCC will grant a five (5) minute grace period. A one (1) dollar per minute fine will be accrued for each minute after the aforementioned dismissal time, the responsible parent or guardian is late to pick up. A courtesy call to PHCC is expected any time a parent or guardian will be late.
3. Any family who is expecting during the year will be excused from assisting six (6) weeks after the birth. In the case of adoption, the family will be excused six (6) weeks after the arrival of the child.
4. No parent/guardian shall work at PHCC at any time if such parent is suffering from any

communicable diseases or conditions. Any person who is unable to work as a result of any medical problem, whether or not communicable, must submit a doctor's signed note to the Executive Board for review. The Executive Board may, at their discretion, excuse the parent from working and/or may require another parent or legal guardian to work in their place for a period of time determined by the Executive Board after a review of a doctor's note.

5. If a parent works as a substitute, at the request of the teacher, that day will be credited as a working day.
6. Per the State of Maryland, no additional children or siblings of a student can accompany the Classroom Helper while in the classroom.

ARTICLE VII - TRANSPORTATION

A. School Day

The Perry Hall Children's Center, Inc. is not responsible for transportation to and from PHCC.

B. Field Trips

1. Should transportation for a field trip be by bus or car, a parent or legal guardian must give written permission for a child to be allowed to attend. Such permission, with payment when required, must be turned in by the date stated on the permission slip
2. Since PHCC is committed to pay a certain fee once field trip reservations have been made, after members have signed-up, no refunds will or may be given.

ARTICLE VIII - FINANCES

A. Tuition

1. One half ($1/2$) of the total tuition is due on or before July 1st. The final half ($1/2$) of the total tuition is due on or before October 15th.
2. The first tuition payment is due on July 1st of the enrollment year. If the first tuition payment is not received by July 1st, notification will be given to the delinquent party. If the tuition is still not received by July 31st of the enrollment year, the child's enrollment will be forfeited and Membership will go to the next child on the waitlist. All open spaces will be offered to those on the waitlist no earlier than August 1st. Waitlist offers will be honored within three (3) business days of the offer. After three (3) business days, if the space has not been secured, said space will be offered to the next student on the waitlist.
2. If the second tuition payment is not received by October 15th of the enrollment year a form letter will be mailed by the Treasurer to the delinquent party on the following business day. If tuition is still not received by October 31st, a determination by the Executive Board could result in the child not being allowed to attend class until it is paid. Starting on November 1st, one (1) dollar a day charge will be imposed until tuition is paid.
3. One month's delinquency in paying tuition shall be considered cause for requesting withdrawal from the program.
4. If a child withdraws from school, any tuition monies paid will not be refunded.

5. Full tuition will be charged per child regardless of the number of children in any one family. Full tuition will be charged regardless of the number of days a child attend.
 - a. Due to the amount of time and responsibility necessary to do these jobs effectively, PHCC will remit the tuition of one child of the President. If the President has more than one child enrolled at the same time, the highest tuition will be remitted.
 - b. Due to the amount of time and responsibility necessary to do these jobs effectively, PHCC will refund the tuition of one child of the Treasurer. If the Treasurer has more than one child enrolled at the same time, the highest tuition will be refunded.
 - c. Due to the amount of time and responsibility necessary to do these jobs effectively, PHCC will consider refunding a portion of the Executive Board Members tuition, not to exceed \$100. At the final board meeting the Executive Board will evaluate the financial status of PHCC. The Board will vote on whether a tuition concession is practical, and at what value-at the discretion of the Treasurer, Director, and President.
7. If a member has outstanding fees or fines by May 1st, a letter will be sent to them of this fact and a copy kept on file with school records.
 - a. If said member is returning the next year, these fees and fines must be paid by July 1st, otherwise their place for the following year will be forfeited and filled from the waiting list.
 - b. If this member wishes to return to PHCC in the future, these fees or fines must be paid before they are permitted to register.
8. Anyone presenting a check to PHCC that is returned by the bank, shall be subject to pay all fines incurred. This fine will be in the total amount the bank charges PHCC.
9. Mid-year and prior to Current Member Registration, the President and Treasurer shall review the finances of the school and shall make a recommendation to the Director, incoming President and incoming Treasurer whether or not to increase tuition and if so, by how much.

B. Registration Fees

1. Registration fees are non-refundable.
2. A non-refundable fee shall be collected at registration, the amount being determined by the Executive Board. Effective Spring 2019, families residing under one household, with more than one child (i.e. twins, triplets, or siblings) enrolling in the program for the same school year, may pay one (1) registration fee per family.
3. Registration fees collected for the following school year must not be used by the present school year and will become the opening balance for the following year's budget. These fees will be used for operating expenses.
4. As set forth in the articles of Incorporation, The Perry Hall Children's Center, Inc. is a not-for-profit corporation. Any dues, fees, or receipts collected shall be expended in the ordinary course of business for the maintenance, operation, and betterment of the school. Any unexpended dues, fees, or receipts shall be retained by the corporation for general improvement, expansion, or betterment of PHCC, including the acquisition of a

permanent structure or other capital improvement.

5. Funds shall be expended with discretion. Care must be given to maintain a sufficient balance to meet expenses during the course of the school year.
6. In addition to registration fees collected, the existing Executive Board must attempt to pass on to their successors a sufficient balance to ensure the financial stability of the school. This amount should be no less than \$8,000.

B. Dissolution

In the event of dissolution, all available funds shall be donated to St. Michael's Lutheran Church, 9534 Belair Road, Baltimore, Maryland 21236, or as otherwise most recently stated in The Perry Hall Children's Center, Inc. Articles of Incorporation.

ARTICLE IX - MEETINGS

A. Attendance

1. There shall be a parent/legal guardian orientation meeting held in August. This meeting shall include the budget proposal for the new school year, rules and responsibilities of the members, By-laws, school structure, and curriculum. It is mandatory that all parents or guardians attend this meeting. If unable to attend, the member must notify the President prior to the meeting. It is the responsibility of the member to arrange to pick-up materials
2. Two (2) additional Parent Meetings may be held each school year as deemed necessary by The Executive Board. Attendance of these meetings may be deemed mandatory attendance by all members. If a meeting is mandatory members will be given three (3) weeks advanced notice.
3. Two (2) Housekeeping Meetings shall be held per school year. Both Housekeeping Meetings require mandatory attendance by all members. It is recommended that these meetings happen in January (Mid-Year) and May (End of Year), or in months deemed necessary by the Executive Board.
4. Any other important information regarding the calendars and upcoming events shall be sent home in the form of, but not limited to, a monthly newsletter, memo, or letter.
5. Any adult member living in the immediate household may represent the family at any meeting.

B. Meeting Absences

1. If no adult representing the family can attend a meeting, this will be considered an absence. In this event, the member must notify the President prior to the meeting.
2. After missing one (1) meeting, the member will be notified by the Treasurer.
3. A fine shall be imposed for each meeting missed after the first; the amount shall be fifty (50) dollars per meeting missed.

ARTICLE X - EVALUATION POLICIES

Evaluation of The Perry Hall Children's Center, Inc. and its students shall conform to the current rules of the State Board of Education, CODE OF MARYLAND REGULATIONS 13A.09.09.

A. Evaluation of The Perry Hall Children's Center, Inc.

1. Evaluation of The Perry Hall Children's Center, Inc. shall be done annually. A mid-year evaluation will be completed by current members in January.
3. An electronic or written form shall be used for the members to evaluate PHCC's program and administration.
4. Evaluation forms shall be collected and reviewed by the Director, Teachers, and President. Actions deemed necessary shall be considered by the Executive Board.

B. Evaluation of the Child's Development

1. Each child shall be evaluated on an on-going basis. Oral conferences shall be held mid-year and a written report given to his/her parent/legal guardian.

ARTICLE XI - ORGANIZATION

A. Staff

1. The staff shall consist of a Director, designated by the Executive Board, Teacher and Teachers Aide.
2. Teachers and Teacher Aide's shall adhere to the philosophy of PHCC and shall follow PHCC curriculum and guides.
3. Teachers and Teacher Aide's shall be responsible for complying with the rules of Baltimore County Fire Prevention regarding fire drills.
4. In the event of a prolonged absence of a teacher, a substitute teacher shall be employed by the Executive Board. The substitute teacher will be required to adhere to all policies and philosophies of the school. The substitute teacher will be paid Fifty (50) dollars per class taught.
5. The Director shall:
 - a. Supervise all educational programs and revise policies only upon request or with approval from Maryland State Department of Education.
 - b. Be responsible for educational policies and implementation of curriculum guide by all teachers.
 - c. Be responsible for administration of all areas of PHCC.
6. Teachers & Teacher's Aide:
 - a. Shall submit to a criminal background check in accordance with the Maryland Department of Public Safety Regulations.
 - b. The teachers' and aides' contracts shall be reviewed by the Executive Board at the last board meeting of the school year. The teachers' and aides' contracts for the following school year shall be presented before April 30th of

the current school year. The teachers' and aides' contract review shall include a decision, determined by the Executive Board with a two-thirds (2/3) majority vote, regarding teacher salary increase for the following school year. Salary increase should be determined based on Mid-Year Evaluations and PHCC's financial status. All members of the Executive Board are entitled to vote on the teachers' and aides' contract review.

B. Officers

1. The officers shall be President, a Vice-President for each class, Secretary, Treasurer, , Two Membership Coordinators, Multimedia Coordinator and Fundraiser Coordinator.
2. Officers shall be appointed by the Nominating Committee in May.
3. Executive Board meetings shall be held at least every other month beginning in June and ending in May of the following year.

C. Executive Board

1. The Executive Board shall be composed of the Officers, Teachers, and Director. These persons shall also be the officers of the corporation.
2. The current Executive Board shall contact the retiring Executive Board members as needed in an advisory capacity.
3. All current officers shall meet with the incoming officers to advise them of the current year duties, job description and hand over all paperwork, binders and disks with all appropriate files saved on them.

D. Duties of the Officers

1. The President shall reside at all meetings of PHCC and Executive Board meetings and shall organize and coordinate school affairs. The President shall appoint special committees and be informed by all committee chairmen of decisions and progress, attend any committee meetings he/she deems desirable, and in the event of the resignation of a committee chairman, shall appoint a new one. The President shall also prepare staff contracts for the upcoming school year, send out a monthly school newsletter, and complete the monthly To Do List in the President's Binder.
2. The Vice-presidents, one per class, shall act as an aide to the President, perform the duties of the President in his/her absence, and send weekly emails to parents to keep them updated on all PHCC happenings. The Vice Presidents shall also perform such other duties as assigned to him/her by the Executive Board. Example: Plan the programs and secure speakers for the year's parent meeting well in advance, send weekly emails to parents to keep them updated on all PHCC happenings, procure donations for the school, aide in organizing fundraisers, and one shall become President if the office shall become vacant.
3. The Secretary shall keep a record of all meetings of the organization and of the Executive Committee meetings, and shall share the minutes with the Executive Board. The Secretary shall also assist with school fundraisers and events.

4. The Treasurer shall collect, disburse, and record all monies, submit a monthly and yearly financial report, complete all tax, salary, insurance and official papers in a timely manner and submit the books for audit at the end of the year or at the discretion of the majority of the Executive Board. All funds are to be deposited at a reputable bank selected by the Treasurer and approved by the Executive Board. The Treasurer shall also obtain such insurance as deemed necessary by the Executive Board. The Treasurer shall file all necessary official forms with the State and Federal government. Keep a record of attendance at all parent meetings, send out notices of all meetings missed with fines to those parents who have missed more than one parent meeting, and collect fines.
5. Membership Coordinators shall create and update school rosters, handle all registration applications, contact members as to necessary medical and health forms, and notify the State Department of Health when health requirements for PHCC are completed. They shall attend Open Houses and actively work on filling the school with members at all times.
6. The Fundraiser Coordinator shall act as a bridge between the Executive Board and the cooperative members in helping to organize fundraisers, contacting businesses to request contributions, and soliciting volunteers to work on fundraising committees.
7. In the event of dereliction of duties of a member of the Executive Board, there shall be a Grievance Committee consisting of all Executive Board members minus the Officer in question. Said Officer shall have an opportunity to meet with the Board and offer a defense of any actions in question. Should the Board decide to replace any Officer, they must vote as a majority to do so, and agree as a majority on the replacement Officer.

E. Voting

When the Executive Board meets to cast a vote (examples: staff contracts, hiring, ect.) there must be half plus one members present to have a quorum and 2/3 (of those present)majority vote to pass.

ARTICLE XII - COMMITTEES

The following shall be the standing committees of PHCC: Nominating, By-laws, and Fundraising.

A. Standing Committees

1. Nominating - The Nominating committee shall:
 - a. Consist of the Director, President, Teachers and a Class Vice Presidents.
 - b. Fill the office of President with a returning member whenever possible.
 - c. Present the slate of officers to the Executive Board. The names of the new officers will be announced to the membership in May.
2. By-laws - The By-laws Committee shall:

- a. Consist of the Executive Board and anyone designated by them.
 - b. Maintain an accurate, corrected copy of the By-laws.
 - c. Submit to the membership such proposed amendments as are deemed necessary by the Executive Board and any other committee or any individual member.
 - d. Review the By-laws annually. Proposed amendments should be submitted to the Executive Board for review (time to be determined by the Executive Board).
3. BINGO - The Bingo Committee shall:
- a. Be chaired by the Fundraising Coordinator and assisted by the Bingo Representatives (1 per class) and voluntary members of the Executive Board.
 - b. Prepare sign-up sheets for all members of PHCC so that every member of PHCC will be able to contribute in some way to the fundraiser.
 - c. Review past BINGO events to assist in planning the BINGO.

B. Special Committees

The President and the Executive Board can appoint special committees as needed to serve a specific purpose. An Equipment Committee, for example, would enlist parents to help with the construction of new equipment, or repair, paint, move, or alter existing equipment.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

It is recommended that the rules contained in Roberts' "Rules of Order Revised" govern PHCC in all cases to which they are applicable and in which they are not inconsistent with the By-laws.

ARTICLE XIV - AMENDMENTS

These By-laws may be amended at any regular or special business meeting of PHCC by a vote of two-thirds ($\frac{2}{3}$) of the members present, provided that the proposed amendment has been submitted to the Executive Board and that written notice of proposed changes have been sent to each member and posted on the Parent Information Board at least ten (10) days prior to the meeting.

ARTICLE XV - HOLIDAY ACTIVITIES AND OBSERVATIONS

At the teachers' discretion, the children will have planned activities for holidays and be exposed to the historical background of them. These holidays may include, but are not limited to: Halloween, Thanksgiving, Christmas, Hanukkah, etc.