

Villa Cresta Tots Preschool Program

By-Laws

1: NAME AND LOCATION

- A. The name of this organization shall be Villa Cresta Tots Preschool Program, hereinafter referred to as “the Preschool.”
- B. It shall be located at 2600 Rader Avenue, Parkville, MD 21234

2: MISSION STATEMENT

- A. The Preschool’s mission states that it is dedicated to providing a structured, cooperative program designed to encourage the social, emotional, physical and mental development of 3 year old and 4 year old children through play.

3: GOALS

- A. The families and teachers who make up the Preschool community share goals which include:
 - a. Creating a safe, supportive, and stimulating environment that encourages the social, emotional, physical, and mental development of young children through creative play.
 - b. Nurturing each child’s sense of accomplishment and personal growth.
 - c. Encouraging families to share their unique talents, interests, and experiences in ways that enhance the preschool.
 - d. Fostering a sense of community, support and belonging for all those involved in the preschool.
- B. The Preschool program shall be flexible within the bounds of a daily routine, with consideration for both the welfare of the group, and the individual needs of each child at his/her stage of development.
- C. The children shall meet in a pleasant environment under the guidance of trained teachers, who shall create stimulating activities to provide a well-balanced educational program to help each child more easily make the transition from home to school.
- D. The Preschool shall prepare its students for Kindergarten, and shall evaluate their readiness for their next educational step.

4: PLAY-BASED CURRICULUM

- A. The Preschool’s curriculum is based on the philosophy that children learn through their play and it is with and through play that they learn, grow and develop. The cornerstone of the approach is ACTIVE LEARNING (PLAY). For an activity to be judged active, it must include 5 key ingredients:
 - a. MATERIALS-A variety of interesting materials readily available to the children.
 - b. MANIPULATION-Children are free to handle, explore, and work with materials.
 - c. CHOICE-Children have the opportunity to set their own goals and select materials and activities.
 - d. LANGUAGE FROM THE CHILDREN-Children talk about what they are doing and what they have done.

- e. SUPPORT FROM ADULTS-Adults encourage the children's efforts and help them intend or build upon their work by talking with them about what they are doing, joining their play, and helping them solve problems.
- B. The Preschool sets up the room to be a welcoming and inviting place for kids to explore. The Preschool provides the tools to experience and play with. Opportunities for choice are emphasized in this approach because children develop at different rates and their interests and experiences vary widely. When children are encouraged to make choices, they will initiate personally meaningful activities that are usually a better starting point for learning than a narrowly defined task imposed by an adult.
- C. Tools the Preschool provides but is not limited to:
 - a. Paint, brushes, glitter, glue, paper and scissors in the art area.
 - b. Sand, shovels, pitchers, cups, and playdough in the sensory area.
 - c. Puzzles, magnetic sticks, and building blocks in the table area.
 - d. Books in the reading area.
 - e. Music and auditory books in the music area.
 - f. Wooden blocks, cars, animals and trains in the wooden block area.
 - g. Make-believe and occupational clothes in the dress-up area.
 - h. Household items (kitchen items, baby doll toys) in the pretend play area.

5: THE BOARD OF DIRECTORS

- A. Membership and Terms
 - a. The Board of Directors will be comprised of 3 or more members to include but not limited to:
 - i. The Preschool Director and any teacher whose term is unending;
 - ii. The Committee Chairperson who will have an initial term of 2 to 5 years;
 - iii. At least one parent who will have 2 to 3 terms.
 - b. A term year will be August 1st through July 31.
- B. Responsibilities
 - a. The Board of Directors determines the policies of the Preschool and is responsible for ensuring that its program remains faithful to its mission. More specifically, the Board:
 - i. Periodically reviews the mission statement of the program;
 - ii. Manages resources effectively by approving and monitoring the annual budget;
 - iii. Ensures staff and budget are in alignment with current enrollment levels; Develops contingency plans for staff expansion and/or reduction as necessary;
 - iv. Ensures effective organizational planning by approving an annual organizational plan that includes concrete, measurable goals consistent with the Preschool's mission. Improves and strengthens the Preschool's programs and services by monitoring the goals;
 - v. Ensures adequate resources by approving fundraising targets and goals, and develops and oversees fundraising efforts;
 - vi. Enhances the Preschool's public standing and visibility by serving as its ambassadors, advocates and community representatives. Develops a public relations program to advertise the Preschool to prospective parents and their children.

- C. Officers of the Board
 - a. Chairperson: The Chairperson will be chosen by the Preschool Director and Board members for a term of 2 or more years and will call and preside over all meetings of the Board.
 - b. Vice-Chairperson: The Vice-Chairperson will be selected by the Board and will serve in the temporary absence or disability of the Chairperson. However, in the case of death, resignation, or permanent disability of the Chairperson, the Preschool Director and Board will name a new Chairperson.
 - c. Treasurer: The Treasurer will keep a full and complete record of all financial records and will provide the Board monthly statements of all accounts.
- D. Meetings
 - a. The Board will meet according to a schedule the Preschool Director and Chairperson develops; additional meetings may be called by the Preschool Director or Chairperson as needed. The time and places for the meetings will be determined by the Board. Notice of changes to meeting times and locations will be given to all Board members at least 3 days in advance, except in cases of inclement weather.
- E. Quorum
 - a. A simple majority of the total Board membership is necessary to constitute a quorum for the purpose of voting.
- F. Voting
 - a. Each Board member is entitled to one vote. Absentee votes will be accepted when given to the Chairperson before the vote. Any action that can be taken by the Board can be conducted without an actual meeting being held, provided that all members are contacted for their vote prior to any action being taken, and a majority approves conducting the vote by this matter.

6: THE PRESCHOOL DIRECTOR

- A. The Preschool Director is an employee of Baltimore County Parks and Recreation and is chosen by the Board of Directors of Villa Cresta Tots.

7: FINANCES

- A. The Preschool shall not be operated for a profit. All earnings of the program shall be invested in the program and pay salaries.
- B. The Treasurer will collect all tuition payments and develop a proposed budget for each new school year and submit to Parkville Parks and Recreation.
- C. The Treasurer will be responsible for ensuring that all banking and accounting procedures use standard business methods.
- D. The treasurer shall keep accurate, current financial records of the program and shall make them available for review at any time.

8: TUITION AND FEES

- A. Tuition and fees shall be proposed by the Preschool Director and approved by the Board of Directors so that sufficient income is available to make the Preschool self-supporting.
- B. Tuition shall be set in January.
- C. Tuition and fees may be reduced or eliminated for needy students, as a community service, on the recommendation of the Preschool Director and with the approval of the Board of Directors.

9: GRIEVANCE POLICY

- A. If there is a grievance with Villa Cresta Tots, it may be brought to the attention of the Villa Cresta Tots Board. The procedure shall allow for a prompt hearing before neutral finders of fact. The formal rules of evidence will not apply.
- B. In the event of an appealed decision of that program, a grievance or appeal may be presented to the Executive Board of Parkville Parks and Recreation. This can be done by requisition to the President of the board to place the item on the agenda of the next Executive Board meeting. If the program had an internal means to resolve grievances, the Executive Board is limited to only reviewing whether the hearing was done in an impartial method, and whether there was a rational basis for the decision. The Executive Board should not substitute its judgements for that of the finders of fact.

10: CLASSROOM PROCEDURES, HEALTH REQUIREMENTS, ENROLLMENT REQUIREMENTS, STATEMENT OF POLICIES

- A. All information regarding classroom procedures, health requirements, enrollment requirements, and the statement of policies can be found on the Preschool website: http://preparkvillerec.org/Programs_TOTS_VillaCresta
- B. The Preschool Director provides all information in verbal and handout form at parent orientation and the first week of school.

