



# Glenbrook

## Cooperative Nursery School

**HANDBOOK**  
Rev. November 2025

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Founded 1942 - Incorporated 1945

## **REVISION HISTORY**

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## 1. INTRODUCTION TO GLENBROOK

### 1.1. Introduction and Brief History

Welcome. In the spring of 1942, a group of mothers banded together to form Glenbrook Cooperative Nursery School. In the first years, an extensive amount of time and energy was expended on providing the minimum of housing, lights, heat, and equipment. Despite the problems of those early years, by 1945, Glenbrook was incorporated and, in 1950, the school settled into Ayr lawn Recreation Center for eight years. Housed in the Wildwood Baptist Church until 1961, the school subsequently moved to St. Luke's Episcopal Church. In 1968, the school moved to its present location at Bethesda United Church of Christ.

As a cooperative, Glenbrook's administrative duties and daily operation are dependent on the individuals who comprise its membership. The school's organization and policies reflect years of practical experience and the qualified staff that have helped provide the school with a well-developed philosophy.

With a continuum of dedicated and responsible parents and staff, Glenbrook has earned a reputation for continuity and stability in the community.

### 1.2. Philosophy

Being a part of a cooperative nursery school means growth and learning for everyone involved. At Glenbrook, children, parents, and teachers attend school together, each learning from the other.

Every child is innately individual and each of us wants our child to grow into adulthood confident, motivated, and responsible. We feel we must begin early during the formative years to give the nurturing necessary for him/her to start defining the individual he/she is. Through observation and discussion among parents and teachers we work together constantly -- seeking and evaluating ways to provide this nurturing. Glenbrook believes that the educational environment that most effectively promotes significant learning is the one in which:

1. The individuality and uniqueness of the child are valued, respected and trusted;
2. External threats to self, such as rejection, criticism, competitive evaluation, reward, or punishment are at a minimum; and
3. The child is free to explore the materials and resources that are available to him/her in light of his/her own interests, potentialities, and readiness, with regard for the rights of others.

Our yearly goals are realized through spontaneous play in a controlled and time- structured environment. We feel that a child can feel secure only when he/she understands and trusts a set of limits. The child's imagination, curiosity, and interests need room to wander, expand, and develop within these limits. Large amounts of time for free-play are given each day both inside and outside. We provide a child-size world in which we give children experiences with people, experiences with social customs that relate to care and maintenance of body and possessions, and experiences that extend children's understanding of the world and their place in time and space.

We believe that discipline is helping children develop self-control by setting age- appropriate limits for behavior. It is helping the child learn that there are consequences to actions. Discipline is encouraging

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children, guiding them, and teaching them how to think for themselves through age-appropriate problem solving. It is approached in a positive light rather than a punitive one. Knowing that a cause exists for all actions, it is the teacher's role, working in partnership with the parents, to determine the root of a persistent negative behavior and implement a plan for modifying such a behavior. This plan should reflect the individual needs of the child, with his/her best interest in mind.

The special nature of Glenbrook Cooperative Nursery School is the close working relationship between parents and teachers, a relationship that fosters understanding of child development, and parent/child relationships which parents can carry over into their home environment for the enrichment of their personal family life. The participation of parents in the classroom, whereby they actively work with the children and teacher; the parent meetings on topics of concern to the membership; and our contact with professional associations such as PACT enhance our philosophy of children, parents, and teachers working and learning together.

With this cooperative approach, Glenbrook offers a unique support system for parents as it builds a sense of community and togetherness for parents and children.

### **1.3. Yearly Goals**

The yearly goals of Glenbrook Cooperative Nursery School are to provide the kind of environment and varied experience that will allow children to:

1. Make a successful transition from home.
2. Demonstrate increased self-confidence and coping skills.
3. Develop an interest and joy in learning.
4. Accept frustration as part of learning.
5. Develop creativity.
6. Develop self-expression.
7. Develop self-control.
8. Develop responsibility.
9. Develop an awareness of consequences as appropriate to his/her development.
10. Develop skills that promote positive social interaction with peers.
11. Develop control of their bodies and kinesthetic awareness by using large and small muscles.
12. Develop to the best of their abilities at their own rate.
13. Develop their own interests.
14. Develop their ability to perceive through the five senses.
15. Develop their use of language to increasingly meet their needs and express their thoughts.
16. Use problem-solving skills appropriate to his/her development.
17. Develop their listening skills and attention span.
18. Develop their resting and relaxing skills.
19. Develop their understanding and acceptance of their own and others' feelings.
20. Develop some number concepts.
21. Begin developing an appreciation for science and scientific investigation, as well as knowledge about how our world works.

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22. Begin developing an appreciation for other cultures and customs.
23. Develop an interest in the printed word and in written language.

#### **1.4. Evaluation of Instructional Program**

The object of this evaluation is to be sure that Glenbrook meets the goals set out in its Philosophy and Objectives and to ensure the learning areas in its curriculum are being covered.

Each year the parents of Glenbrook will be asked to fill out an evaluation form. The questionnaire will be returned to the Executive Board upon completion.

The evaluation forms will be reviewed and processed by the Vice President and the Director. A follow-up conference will be held between the teaching staff and Board to discuss information and results obtained and to plan for any changes felt desirable or necessary. Then the information will be shared with the membership.

#### **1.5. Nursery**

The nursery program is a babysitting service provided and funded by the membership enrolled in the program. The children of co-oping parents older than six weeks are eligible for babysitting during the period parents are co-oping at school.

A Nursery Caregiver will be hired on a ratio of a maximum of four children to one adult, which would include no more than two infants under the age of six months per morning session. Parents of the general membership who are attending parent-education classes or church members attending a church function in the building may use the nursery if it is operating on that day, and pay the same fee per morning on a space available basis.

Parents with children in the nursery may not leave the church property due to insurance regulations. Parents should drop off and collect their child in the nursery room.

The Nursery Caregiver will:

1. Be required to take the Red Cross First Aid course.
2. Complete an FBI check and current tuberculin test.

The Nursery Caregiver will be paid for each day she/he is scheduled in the nursery (for morning sibling nursery and/or the Lunch Bunch program; this rate will be determined on an annual basis. She/he will not be paid on scheduled holidays, school vacation breaks, or failure on the babysitter's part to show up for work due to illness or other cause. Snow days will be paid if they are the babysitter's regular day to work.

A substitute Nursery Caregiver list will be made from the general membership. These substitutes will rotate on call as a backup and if called to babysit, be paid per morning, the same as the regular Nursery Caregiver.

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The members planning to use the program will be charged a non-refundable registration fee per child and the regular fee per morning will be determined on a yearly basis. Those parents participating in the nursery are responsible for payment for their originally agreed upon co-oping days whether they use it or not. A one-month notice must be given to withdraw from the nursery commitment. The need and success of the Nursery Program will be evaluated on a yearly basis to determine whether or not it should be continued.

## 2. MEMBER RESPONSIBILITIES

Member responsibilities in the Glenbrook Cooperative Nursery School include:

1. Fulfilling co-oping responsibilities
2. Attending general membership, classroom meetings, and classroom cleanup days
3. Holding and fulfilling the requirements of a job at Glenbrook
4. Participating in the emergency participation schedule

Failure to fulfill the participation requirements may jeopardize the member's good standing and could result in the payment of penalty fees or dismissal from school. See Section 2.5 for further details.

### 2.1. Co-oping

Members must fulfill the co-op obligation to maintain a good standing status. Either of the child's parents or guardians may fulfill the co-oping responsibility as long as they have completed the appropriate paperwork.

- At least one parent or guardian of each child enrolled in the school shall be designated as the "co-oping parent".
- The co-oping parent shall assist the teacher in the classroom.
- The co-oping parent must be sufficiently fluent in English in order to safely handle the needs of the classroom.
- Although not required, it is strongly recommended that the co-oping parent be certified in First Aid.

#### 2.1.1. Co-oping Frequency

The frequency of co-oping depends on the classroom in which the child is enrolled and the co-oping option chosen. The following co-op frequency estimates are based on full enrollment in each class and may increase when classes are not full.

CLASS	OPTION	ESTIMATE CO-OP FREQUENCY PER SCHOOL YEAR
<b>Busy Bees (1-day, 2-year olds)</b>	A	4-5 (every 7 weeks)
<b>Teddy Bears (2-day, 2-year olds)</b>	A	8-9 (every 4 weeks)
	B	4-5 (every 7 weeks)
<b>Curious Cats (3-day, 3-year olds)</b>	A	11-12 (every 3 weeks)
	B	6-7 (every 5 weeks)

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	C	4-6 (every 7 weeks)
<b>Superstars* (4-day, 3-year olds)</b>	A	14-15 (every 2-3 weeks)
	B	7-8 (every 4-5 weeks)
	C	4-6 (every 7 weeks)
<b>Fantastic Frogs (5-day, 4/5-year olds)</b>	A	34-36 (weekly)
	B	17-19 (every 2 weeks)
<b>Superstars* (5-day, 3-year olds)</b>	C	4-6 (every 7 weeks)

\*Superstars may be run as a 4-day or 5-day program depending on membership preferences and enrollment

### 2.1.2. Co-oping Schedule Changes

The room parent of each classroom coordinates the co-op schedule and any changes. Below are guidelines to follow when making co-op schedule changes:

1. In the event a parent is unable to co-op on her/his assigned day, they should make every effort to switch days with another parent in the class. Once a switch has been determined, the room parent and the teacher should be notified of the change.
2. If no suitable arrangements with other parents from the class can be made, the assigned person will notify the emergency scheduled "e-person" parent as soon as possible. The e-person should not be contacted until all parents in the class have been contacted first. See Section 2.2 for further information on the e-schedule.
3. A member needing vacation leave or maternity leave must contact the room parent to make arrangements to cover their co-op shifts.
4. A member who finds it necessary to take on unusually lengthy leave due to an emergency should contact the President, and make a request for an adjustment which will be considered by the Executive Board.
5. In the event that a member fails to perform the co-oping duties, the Executive Board may act to dismiss such a member.

### 2.1.3. Being a Co-oper

Responsibilities on your day of participation can generally be thought of in the following order:

1. Your responsibility for the well-being and safety of the group as a whole.
2. Your responsibility for the emotional well-being of your own child. He/she should be made to feel this is "his/her day" to the greatest degree possible consistent with (a) above.
3. Your responsibility to fulfill the duties it is your turn to assume, or that you are asked to assume.

Below are a few more guidelines and tips to keep in mind:

1. Come in rested, relaxed and on time.
2. Dress for play and cold weather in the winter.
3. The co-oping parent is expected to arrive in the classroom at 9:15 am, in order to help prep the classroom and go over the day's lesson.

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4. Co-oping parents should not use their cell phones during school time. Their focus needs to be on the children and the classroom.
5. The co-oping parent provides the snack for the class unless during a pandemic/state of emergency the board votes on parent supplied snacks. Snacks must comply with the Maryland Department of Health and Human Resource guidelines. Only store-bought, completely sealed, unopened snacks may be offered at school. Pre-washed, fresh fruits and vegetables are encouraged as snacks. See Section 3.6 for more about snacks and Appendix II regarding food allergy safety at Glenbrook.
6. Set an example of a happy, contributing person. Meet problems constructively and be helpful when needed.
7. Talk to all children whether they answer or not. Each child needs to get to know you and trust that you can meet their needs in class.
8. At Glenbrook, we believe in giving each child enough time, space, and stimulation to begin discovering and learning about the world and him/herself. We try to keep showing and telling to a minimum. In other words, be careful not to rush in when a child is on the verge of discovering or learning something on his/her own.
9. Don't worry if your child needs extra attention or is upset by needing to share you with the others in the class. A parent who feels guilty and tense about a child clinging to him/her cannot help the child relax enough to become part of the school. The toughest, most independent child likes to sit on the parent's lap when he/she is at school. Remember, all too soon we will be missing the days when they were small enough to fit in our laps.

Additional specific co-oping procedures and roles can be found in Section 3.

## **2.2. Emergency Schedule (E-Schedule)**

All members are responsible for participating in the Emergency Schedule (e-schedule). The e-schedule is an essential part of a cooperative school.

It prevents issues where it's impossible for a co-oping parent to attend on his/her assigned day, possibly due to a last-minute emergency, illness, etc. One e-person is assigned to each school day to fill-in for an assigned co-oper in such a case.

The e-schedule is coordinated by the e-scheduler job. Similar to the regular co-oping calendar, the e-scheduler takes into account parents' co-oping preferences and nursery requirements. Parents will only be put on the e-schedule on a day when their child is attending school. Although, it is possible that the e-person will be needed to co-op in a classroom other than their child's.

### **2.2.1. Being the E-Person**

- Members should treat their e-day similarly to a co-op day. They should plan for the scenario that they would be needed to co-op on that day and not make any other plans.
- The e-person should arrive on time at 9:15am
- The e-person must check with each classroom teacher to verify that the co-oping parent has arrived.

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- If a member is called to co-op when she/he is the e- person, the member will co-op in whichever classroom she/he is needed.
- If the e-person is not required in any classroom, they are responsible for inspecting and, in addition, a wipe down of the Glenbrook bathrooms. Cleaning supplies and gloves will be provided. Any concerns should be immediately reported to a teacher, the President or school director.

**2.2.2. Using the E-Person**

- The absent co-oper will need to ‘repay’ the e-person a co-op day.
- The exchange of co-op days is to be repaid at the convenience of the member to whom the debt is owed.
- It’s possible and likely that the repayment will occur in another classroom.
- If the member is to co-op in a class other than his/her child's, it must be made clear to the child that he will have to remain in his own room even though the parent is in the other room. (This is admittedly difficult, but made easier by a firm explanation in advance).

**2.3. Membership Meetings & Required Events**

The table below summarizes the various meetings and required events for parents of Glenbrook students. **Attendance at general membership and classroom meetings is mandatory.** If a member is unable to attend, he or she is expected to give advance notice to the recording secretary.

Because Glenbrook is a cooperative school, continual absence from membership or classroom meetings will be interpreted as a lack of commitment to the school and a failure to fulfill participation requirements.

Members may miss one meeting with no penalty. If a second meeting is missed, this will count towards the member’s penalties and result in a fine (See Section 2.5).

Meeting	# of Meetings	Required Attendees
General Membership	Up to 4	1 member/family
Classroom	2	1 member/family
New Member/Co-oper Guidelines	1	1 member/family
Clean-up Days	2	1 member/family

**2.3.1. General Membership Meetings**

The membership shall have up to four (4) regular meetings during the school year. The dates and times of the membership meetings shall be approved by the membership in April of the previous year. One member from each family must be present, attendance is kept on file by the recording secretary.

In order to facilitate open communication and to conduct orderly meetings, members who wish to include items on the agenda must submit them in writing to one of the Executive Board members prior to the next executive board or general membership meetings.

**2.3.2. Classroom Meetings**

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The teachers will conduct two (2) classroom meetings per year. One member from each family must be present, attendance is kept on file by the Recording Secretary.

### **2.3.3. New Member Guideline Meeting**

There is one (1) mandatory New Member guideline meeting for all new families in the fall of each school year. This meeting covers everything you need to know about Glenbrook. One member from each family must be present, attendance is kept on file by the Recording Secretary.

### **2.3.4. Clean-up Days**

There are two (2) cleanup days during the school year. Participation in these days is mandatory and attendance is taken and kept on file by the recording secretary. Clean-up days may occur during the school week or on a weekend as the membership dictates. Often times, some parents will host play dates for families within a class to accommodate for childcare, while the other parents clean the class rooms. Children are not allowed to come to cleanup days due to the use of cleaning products.

### **2.3.5. Attendance of Children at Meetings**

No children, other than infants, may be brought to the membership or classroom meetings.

## **2.4. Tuition & Fee Schedule**

All fees are determined by the Executive Board and approved by the membership. They are evaluated annually based on rent, salaries, and operating expenses.

In December, for returning students, a non-refundable \$65 registration fee along with a non-refundable \$500 tuition deposit per child will be due upon registration or re- registration for the next school year to reserve your spot. The \$500 deposit will be applied towards the annual tuition, which is broken down into three tuition payments. For new students enrolling at the Open House, a non-refundable \$65 registration fee along with a non-refundable \$500 tuition deposit per child will be due.

Application fees and tuition are non-refundable. In the event it becomes necessary for a member to withdraw his/her child from school, 30 days' notice is required in writing to the President and Membership Chair. Members must fulfill all financial obligations, including the payment of tuition. Once a request for withdrawal is received, additional payments of tuition will not be processed. Tuition and fees cannot be prorated without approval from the Executive Board. In the event that the student vacancy can be filled simultaneously with the student departure the Executive Board may vote to refund the family a prorated portion of the unused school year tuition.

Tuition for the year will be remitted in three installments: April 15, September 15, and November 15.

A late fee will be charged after the 10th day of the due date in the amount of \$25. Bounced checks incur a \$12.50 fee to be paid by the party whose check bounced. Failure to pay tuition and late fee by a month after initial due date are grounds for dismissal of such a member or suspension of the member's child from school.

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Infant-care participants pay a non-refundable fee to hold a spot in the nursery at the time school contracts are signed. Infant-care fees may be paid in three installments or one lump sum for the year. Nursery fees are based on the class and co-oping option of each participating family and are subject to change from year to year.

Extended day fees (Lunch Bunch and Stay and Play) are paid separately as stated in their contracts.

## **2.5. Scholarship**

Families may apply for scholarship funds to cover partial tuition, which can be for class tuition or sibling nursery expenses. Scholarship applications will be due during the registration period for the following year, but, as funds allow, applications may be considered by the committee outside of that timeframe as well. Scholarships will be awarded for one year, and a new scholarship application will need to be submitted if the family wishes to be considered for scholarship in future years. Scholarships solely apply to financial obligations, not co-oping commitments or family jobs. A family may simultaneously receive a tuition reduction because of their family job and a scholarship; family job assignments will not be made with knowledge of a family's scholarship status.

## **2.6. Suspension, Expulsion, Members in Poor Standing & Penalties**

### **2.6.1. Suspensions and Expulsions**

The School Director may suspend a child from school for up to and including five (5) days for any reason he or she deems appropriate. The School Director shall notify the child's parent or guardian of the reason for the prospective suspension. The parent(s) or guardian(s) may present any reasons for the child not to be suspended.

No student may be expelled, except in those cases where it is recommended by the Executive Board, and the membership votes to do so by secret ballot. Expulsions may be for any reason the membership feels to be reasonable. No child may be expelled without his or her parent(s) or guardian(s) being given an opportunity to be heard before the membership and to present evidence or reasons why the child should not be expelled.

### **2.6.2. Members in Poor Standing**

Failure to meet the Membership requirements as a parent jeopardizes your child's ability to continue to attend Glenbrook. The following are reasons members may be considered in poor standing:

1. Repeated cases of lateness on co-op or e-coop days
2. Failure to co-op in your child's classroom
3. Failure to co-op on your emergency co-op days ("e-coop")
4. Failure to attend meetings (membership/classroom/new member guidelines)
5. Failure to fulfill the job/role you were assigned (i.e. buyer, committee member, etc.)
6. Failure to pay tuition/late fees/missed meeting fees

### **2.6.3. Penalties**

See the table below for a summary and for exceptions to penalties levied.

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OFFENSE	PENALTY	ACTION TAKEN
First offense of Late Co-oping or Late E-cooping First offense of late pick up	\$0	Recording Secretary notified of offense by the teacher. Offense recorded and written-warning issued by recording secretary.
First offense of any of the following: - Missed co-op day - Missed e-coop day - Missed meeting** - Missed tuition payment - Late arrival on co-oping* - Late arrival on e-coop day*  Third offense of late pick up	\$25	Recording Secretary notified of offense by the teacher or through meeting attendance record. Offense recorded by Recording Secretary. Fee invoiced and collected by Asst. Treasurer.
Second offense of any of the following: - Missed co-op day - Missed e-coop day - Missed meeting** -Missed tuition payment - Late arrival on cooping* - Late arrival on e-coop day*  Fourth offense of late pick up	\$50	Recording Secretary notified of offense by the teacher or through meeting attendance record. Offense recorded by Recording Secretary. Fee invoiced and collected by Asst. Treasurer.
Third offense of any of the following: - Missed coop day - Missed e-coop day - Missed meeting** - Missed tuition payment - Late arrival on cooping* - Late arrival on e-coop day*  Fifth offense of late pick up	\$100	Recording Secretary notified of offense by the teacher or through meeting attendance record. Offense recorded by Recording Secretary. Fee invoiced and collected by Asst. Treasurer. Dismissal considered by President and Executive Board.

\* The first offense of lateness for co-oping will not be counted towards offenses that incur penalties.

\*\* The first missed meeting of any kind (general, classroom, new members) is allowed and will not be counted towards offenses that incur penalties.

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## 2.7. Problem Solving

In order to encourage open and clear communication by members of the Glenbrook community, the following policy has been adopted to resolve any problems or concerns of a member or group of members as soon as they arise.

When a member has a classroom problem that they want to address, then it is their responsibility to request a meeting with their child's teacher. If the matter is not resolved to the member's satisfaction, then the member may request a meeting with the teacher and the Director and/or Board President.

At this point, if the member is still unsatisfied then he/she may request a meeting with the Executive Board in a letter, which details the problem. Upon receipt of the letter, the Board will inform any affected individual(s) of the issue and schedule a hearing at the next Board meeting or at a special meeting as designated for in the "By-Laws" under Article III Section 5.

At the time of the meeting, the Board will first hear from the aggrieved member, secondly any affected individual(s), and finally the classroom teacher and/or the Director. After the Board is allowed a brief question and answer period, the meeting will continue without any of the affected individuals present. The Board will discuss and decide the issue, and will inform, in writing, all interested individuals of its final decision.

If a member believes they are in poor standing they should speak with the President and Executive Director to proactively work to address any issues that may cause them to be in poor standing.

## 3. MEMBER RESOURCES AND QUICK REFERENCE GUIDE

### 3.1. Glenbrook Screen Time Policy

Glenbrook Nursery School does not use nor have passive or interactive electronic based technology for our students during child care hours. However, there may be limited times during the school year in which passive or interactive electronic based technology may be used to assist in achieving an instructional goal. It is the recommendations of the executive board that Glenbrook members are familiar with the policy for Children's Media Use set forth by the American Academy of Pediatrics (<http://www.aap.org>).

### 3.2. Parents Role in the Nursery School Structure

#### Outdoor Play

1. Parents station themselves in different areas of the yard.
2. Insist on children following safety rules including waiting at the red step on the slide.
3. The role of the parent will be that of one who stays unobtrusively in the background. Resist the urge to step into a situation too quickly, thus depriving the child of an educational experience.
4. Follow rules for safe climbing as outlined by the teacher.
5. Children are not allowed to enter the shed. One parent should be stationed near the shed to assist in retrieving any requested toys.

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6. Parent assistance is needed in order to keep the shed orderly and clean. Please observe tags on shelves indicating where toys are placed and routinely sweep out any mulch or sand that accumulates on the shed floor. Broom and dustpan is available at the entrance to the shed.

#### **Bathroom Procedures**

1. Children may use the bathroom as needed, but must be accompanied by an adult.
2. Encourage them to go after they come in from play and to always wash hands after visiting the bathroom. Hands should always be washed prior to snack.
3. Children should be taught to clean up any mess that they make and to wash hands after cleaning up.

#### **Free Play Time**

1. During free time, each child chooses his/her activity.
2. If too many children are doing one activity, help some to find a different interest.
3. Wild and destructive play is stopped immediately - often by just having them talk about what they are doing - why - and is that what the object is used for? If running around ask, "Do you know why we can't let you run around?"
  - We don't want you to get hurt.
  - We don't want you to hurt someone by accidentally bumping or pushing.
  - Not enough room or whatever real reason.

#### **Toys, Blocks and Books**

1. Toys: Encourage children to return to the appropriate place.
2. Blocks: Should be grouped by size and shape.
3. Books: Children return books to the shelf or the book rack when through. Handle them carefully.

#### **Easel Painting**

1. Make sure there is plastic under the easel. Ask the child where his or her name should be written on the paper if the child is unable to do so.
2. Make sure the easel is covered with newspaper and brushes are there with paint.
3. In the morning, check the amount of paint (1/3 full) and consistency and place paint in the easel, adding if needed.
4. Children wear provided smocks when painting at easels.

#### **Going Home Time**

1. Instead of buttoning and zipping the child's jacket, show him/her how to start it or try talking the child through it as he/she attempts it. Cheerful encouragement and praise will produce amazing results, not the least being the child's satisfaction derived from doing it his/herself.
2. Check the room to make sure it is picked up and clean.
3. The co-oper should stay until dismissed by the teacher.

### **3.3. Arrival/Departure Guidelines**

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### **Arriving at School**

After parking your car, please escort your child to the classroom through the designated door. Be sure to make certain the teacher is aware that your child has arrived. You must sign your child (and any other child you have brought to school) into the classroom as well as note if he/she is going home with someone other than a parent/guardian. Parents supervise their child in washing their hands before entering the classroom.

### **Leaving School**

Pick up for the 3-year-old classes and 4-year-old class will be on the logs in the front of the school, except in the event of rain or extreme cold. Parents should park their vehicles and stand on the concrete (not the asphalt) until the teacher calls the child's name and releases the child to the parent. The 2-year-old classes are always released from the classroom.

Please respect the "No Parking 8-4" markings in the first two parking spaces immediately in front of the logs and the handicap signs adjacent to the logs. And, make sure you are using the proper entrance and exit to the parking lot. We want to continue to be respectful of the guidelines the church has laid out to accommodate the needs of all the individuals that use this facility.

If your child is invited after school to another child's house or someone else is picking up your child, be sure to notify the teacher either verbally or in writing (whatever procedure has been established in your child's room). The teacher will not release your child to another person without your specific instructions. If a court order prohibits a non-custodial parent from picking up your child you must notify the school at the beginning of the school year. A copy of the court order will be kept in the child's school file.

If, when driving out of the parking lot, you see children heading for their car, please wait until they are in their car before leaving. Little children can dart away for no apparent reason at any time.

## **3.4. Know Your Nursery School**

Take the time to observe, and inquire about, where all the essential items, equipment, and supplies are located so as to ensure that the daily operation of Glenbrook is smooth and consistent. See if you (maybe with the assistance of your child) are able to answer the following questions. Do you know where...

### **Safety**

- The first aid supplies and gloves are kept?
- The closest fire extinguisher box is located?

### **Child Care**

- The tissues are kept?
- The extra clothes are kept?
- The diapers and wet wipes are kept?

### **Housekeeping**

- The broom and dustpan are kept?
- The extra toilet paper and paper towels are kept?

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- The janitor's closet is located?

#### **Snack**

- The emergency crackers and juice are kept?
- The snack supplies and paper goods are kept?

#### **Room Equipment/Art Supplies**

- Do you know where all play equipment and art supplies are?

### **3.5. Ways to Make Starting School Easier For Your Child**

1. Express positive feelings about nursery school. You decided that your child was ready to go to nursery school, now be positive. Do not give your child the idea he/she has a choice.
2. In the first few weeks send your child to and from school by his/her regular route until a routine pattern is established.
3. Keep your commitment to co-op unless your child is ill.
4. Dress your child in play clothes keeping the weather in mind and knowing that your child may get messy. The children will go out to play unless it is raining. Please label all clothing with your child's name.
5. Before your child comes to school, try to keep the home atmosphere calm and not too engaging so he/she is ready to leave in the morning. After school, allow time for your child to think about what happened that day in school without competing distractions or pressuring questions. Let your child initiate conversation.

### **3.6. Snacks**

We strive to provide healthy snack options for our students. Over the years, parents have expressed concern over the sugar and salt levels of some of the snacks brought to school. Also, depending on the dietary restrictions in specific classes, a class may choose to eliminate some foods from the snack schedules entirely. In other instances, parents of children with multiple allergies will be asked to provide snacks for their own children, thereby keeping the options available for the remaining students. The following might be helpful if you are looking for ideas regarding the types of snacks. For food allergy safety guidelines, see Appendix II.

1. Water is the beverage served during snacks. Juice is allowed during special class events or parties. 64 ounces of water is suggested for the 2-year-old and both 3- year-old classes. As much as 128 ounces may be necessary for the 4-year-old class.
2. When you buy packaged food such as crackers, please read the labels and avoid artificial flavoring, artificial coloring, preservatives (BHT, BHA, Nitrates), and excessive sugar and salt content.
3. Pre-washed fruits may include apples, bananas, oranges, tangerines, figs, dates, pears, pineapples, etc. **Note:** Maryland Department of Health and Human Resources requires that fruit be peeled and cut on-site. Parents can consult with the teacher at the fall classroom meeting to determine whether knives and cutting boards need to be brought in or if they are available in the classroom. Slices may be served with peanut butter, cottage cheese, yogurt, cream cheese, and ricotta cheese.
4. Dried fruit snacks may include apricots, apples, pears, raisins, etc. Dried fruit may be eaten alone or with nuts or seeds or unsweetened coconut. Please see the food allergy safety guidelines in Appendix II regarding food allergens such as nuts.

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5. Raw, washed vegetables include celery, carrots, beans, peas, cauliflower, broccoli, green pepper, cucumber strips, and zucchini. Serve alone or with peanut butter, cottage cheese, cream cheese, ricotta, etc.
6. Cheese in bulk to be cut into cubes on-site, or pre-packaged cubes or slices.
7. Dry Cereals: Choose unsweetened varieties. For example: spoon-size shredded wheat, toasted oats, or granola. Serve plain or add dried fruit.
8. Flavored natural yogurt or plain yogurt and bring a flavoring.
9. Combinations such as cream cheese and celery, rice cakes and spread.
10. Mini-bagels with cream cheese.
11. Popcorn. Try using grated cheese instead of salt and butter.

### **3.7. Food Allergy Safety**

Food allergies are becoming more and more prevalent. While we cannot provide a completely allergen-free environment, we strive to create a safe and respectful atmosphere for all students. This protocol will be re-evaluated each year depending on the type and severity of student allergies.

#### **Classroom and Nursery Food Safety**

Our goal is to keep classrooms (and by extension the nursery) with students that have life-threatening food allergies free of these allergens. To that end, if a child is allergic to a specific food, the school will work with families to ensure that the food(s) of concern are not present in the child's classroom to prevent any life-threatening reactions. Allergies for this age group include milk, egg, peanut, tree nut, soy, wheat, seafood, and sesame. We ask all parents to cooperate with the following guidelines:

- All snack items should be store bought and must have a readable list of ingredients.
- Review the suggestions list for snack ideas on your co-op days. There is a separate peanuts/nut-free suggestions list.
- Children are not permitted to eat outside of snack time, other than when there are special activities, e.g. PJ day, taste tests, and school parties.
- Children are not allowed to share food.

#### **What to Do if Your Child has a Food Allergy/Family's Responsibility**

- Notify the school of the child's documented allergies and the possible severity of reactions, including any history of prior anaphylaxis, vomiting, etc.
- Work with the school to develop a plan to accommodate the child's needs throughout the school.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Educate the teacher and classroom parents (best time/place is at the first classroom meeting in September) which includes communicating the following:
  - Safe and unsafe foods
  - Symptoms of allergic reactions (NOTE: it may be helpful to briefly review your child's Food Allergy & Anaphylaxis Plan as completed by the child's physician).

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- Demonstrate how to use prescribed medications, such as an Epinephrine auto-injector or Benadryl. NOTE: Most Epinephrine prescriptions come with a trainer and it may help to demonstrate with the trainer.
- If it helps to send one brief reminder email to the teacher and all classroom parents before the start of the school year with corresponding visuals, that might be useful.
- Provide the teacher with your child's properly labeled medications and replace medications after use or upon expiration. Make sure to clearly label:
  - Medications with your child's name
  - Prescribed dosage
  - Expiration date.
- Work with the child's teacher and the Health and Safety Coordinator to prepare an "allergy instruction cheat sheet" which the teacher can tape in the classroom with quick points/reminders and emergency contact information. NOTE: a recent picture of your child may be helpful to attach to the cheat sheet so that he/she can be easily identified. This is particularly useful when there is an aide or substitute teacher in the classroom.
- Stay in communication with the designated school staff (child's teacher and Health and Safety Coordinator) throughout the school year about any allergy changes or any concerns about allergy management.

### **School's Responsibility**

Glenbrook teachers and Extended Day Program Leader(s) will work closely with the student's family to understand the food allergy safety plan and create a safe learning environment. Among other preventative actions, the school will:

- Review the health records and Food Allergy & Anaphylaxis Plan submitted by parents and physicians
- Make sure that personally-identifiable information about a student's food allergy are generally not disclosed without the prior written consent of the parent. Keep the name of the child confidential but inform all teachers and parents of the specific classroom that the child is in. The parent can choose to share the information school-wide or not.
- As classrooms are shared, if a particular allergen(s) is banned from one class, then all classes that share the room will need to ban the allergen(s) as well.
  - If there is a nut allergy, no food items are allowed with the disclaimers "may contain traces of nuts" or "manufactured on equipment that also processes peanuts and tree nuts".
  - If there is an egg allergy, eggs in their whole form will not be permitted while foods containing egg (mayonnaise, baked goods, etc.) will be permitted.
- If a child participates in an after-school program (Lunch Bunch, Stay and Play), then the allergens not permitted in the child's classroom extend to the after-school program as well.
- Assure that all staff who interact with the student on a regular basis understands the food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

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- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer an Epinephrine or Benadryl during the school day.
- Document response to food allergy emergency:
  - Time and location of the incident.
  - Food allergen that triggered the reaction (if known).
  - If Epinephrine or Benadryl was used and the time it was used.
  - Notification of parents and EMS.
  - Staff members who responded to the emergency.
- Make sure Epinephrine auto-injector or Benadryl are rapidly available to trained school staff to respond to a child's food allergy emergency. Prepare and set up an area (typically high level cabinets) to store the child's designated medications in a safe, secure area of the classroom. Included along with the child's medication will be a current signed Medication Administration Authorization Form.
- Continue to encourage children and parents to carefully wash their children's hands as well as wiping them when entering the classroom or nursery.
- Post a nut-free sign on the door of the specific classroom(s) where the child attends class.

### 3.8. When to Keep Your Child Home from School

Children of nursery school age are especially susceptible to various contagious illnesses. We prefer that sick children stay home until they have fully recovered. **It is imperative that your child has not had a fever, vomited, or had diarrhea for 24 hours prior to returning to school.** Otherwise, not only will they share their illness with their classmates, but also they will not feel well enough to enjoy their time at Glenbrook.

Little ones generally prefer their own bed and their own parents when not feeling up to par. It is sometimes inconvenient to have your child sick, but first things first. Resign yourself to the fact that at least three times between September and May you will have planned something vital to your personal well-being (physical and/or mental), and when that long-awaited morning arrives your child will wake up with (a) a fever of 104 degrees, (b) diarrhea and vomiting, (c) one eye unexplainably swollen shut, (d) rash all over his/her body, or (e) all of the above. "Mama said there'd be days like this...but she never said how many!"

When the Director reaches out to the State of Maryland or CDC for guidance, the family must keep their child home during the recommended time.

The following are the guidelines from the Montgomery County Department of Health and Human Services School Health Services:

#### **Important Signs of Illness?**

- A temperature of more than 100°orally
- Nausea or vomiting
- Stomach ache
- Diarrhea
- Pale or flushed face

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- Headache
- Persistent cough
- Earache
- Thick yellowish discharge from nose
- Sore throat
- Rash or infection of the skin
- Red or pink eyes
- Loss of energy or decrease in activity

**What Should I do if my Child had ANY of These Signs?**

If your child has any of these symptoms when it is time for school, it is best that he/she stay home. Most childhood illnesses are over soon and there is no cause for worry. But, if the symptoms are severe or persist for more than 24 hours, you should contact your private source of medical care.

Children sometimes use illness as an excuse to miss school. On the other hand, some children force themselves to go to school even though they are sick. There may be times that your child does not show signs of the above-noted symptoms but may be ill. It is up to you to be alert to your child's health and to decide when it is best to send him/her to school.

**When May my Child Return to School After an Illness?**

Generally, your child may return to school when he/she is free of signs of illness. It is imperative that your child has not had a fever, vomited, or had diarrhea for 24 hours prior to returning to school.

There may be times when it is necessary for your child to see your source of medical care before returning to school. Please call your school and/or your family physician if you have any questions regarding a specific condition.

**What Happens if My Child Becomes Ill at School?**

If your child complains of being sick or does not look well after he/she reaches school, we will contact you. Therefore, it is important that you provide the school with up-to-date information and phone numbers to call in case it is necessary to contact you.

**3.9. Lice Policy**

Protocol for Dealing with a Head Lice Outbreak:

**Communication:**

1. The entire school community (parent members, all staff) is to be contacted via email by the Director.
2. The email will contain which class(es) is(are) directly affected and current information from the CDC on how to treat head lice.

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3. The Director will contact the teacher, whose class is affected, the Classroom parent and the Health & Safety Person.
4. If it is the nursery that is the primary room affected, then instead of the teacher it is the Nursery Coordinator that the Director will contact.
5. The Classroom Parent. is to organize volunteers (2 or 3 parent members) to carry out the Remediation Plan and report completion to the Director, teacher, and Health Person.
6. The Director will send out a follow-up email notifying membership on what was done.

**Remediation Plan:**

1. Either wash or seal in a bag for 2-3 weeks any soft toys including dress-up items, pillows, stuffed animals.
2. Vacuum the carpets affected.
3. A child may return after they have received their first treatment and had a scalp inspection by the Director or the Director's designee.

**3.10. Field Trips**

The teachers and room parents may schedule field trips throughout the year. Field trips will be planned so that each child has his/her own car or booster seat (as required by Maryland law) and each adult has his/her own seatbelt. If there are not enough cars or booster seats for each child, the field trip will be canceled.

In order to drive during field trips at Glenbrook, parents/guardians are required to carry a minimum of \$100,000 liability insurance to cover an individual's claim and \$300,000 to cover total claims from all passengers. You are also required to have coverage for \$10,000 property damage, plus a minimum of \$2,500 medical payments coverage. A statement confirming this coverage can be obtained from your insurance agent, and must be turned in to the field trip chairperson and are held by the Health and Safety Coordinator.

**3.11. School Closings**

The President and the Health and Safety Coordinator shall make all decisions as to the closing of the school on account of weather or illness. Their decision shall be final. In the event any one of the above mentioned is not immediately available for consultation, the Vice President shall be consulted. Currently, as related to winter weather, Glenbrook follows the decisions of the Montgomery County Public Schools (MCPS). If MCPS is closed for the day, Glenbrook is closed. If MCPS delays the start of school, Glenbrook is closed.

The school year can be extended, up to 3 days, if a large number of days are missed due to school being closed.

**3.12. Holiday Traditions at Glenbrook**

On the last day prior to a holiday, classes may choose to celebrate. Teachers will inform parents of class plans as they pertain to holidays. Over the years, Glenbrook's teachers and parents have established certain traditions for observing holidays like Halloween and Valentine's with classroom parties.

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Glenbrook teachers do not accept presents. Instead, it has become a tradition to give a gift to the school. This gift can take the shape of a service (a toy might need sanding and repair) or it can be an object. You need not buy it alone. As appropriate, the Room Parent will coordinate to purchase something "big" together as a "class gift." If you choose a book or other toys, please check with the teacher first to be sure we don't have a copy in the school.

### **3.13. Birthdays**

Celebrating a birthday in school can be a meaningful experience for your child. The "Birthday Child" is singled out for recognition by his/her classmates. If a child's birthday doesn't fall within the school year, teachers will plan an alternate celebration date with the parents.

In the past, parents have brought in a special snack for their child's class on the celebration day. If you do decide to bring in something special, please let the snack person know beforehand so he/she can plan accordingly.

### **3.14. Library Information**

The Glenbrook Cooperative Nursery School Library is maintained for the children, teachers, and parents of the school. It consists of parenting books and children's books.

The checkout procedure is as follows:

1. Write your name on the book's card (usually located inside the back cover). The cards for the board books are located in the BOARD BOOK card file, arranged alphabetically by title.
2. Write the due-date on both the card and the pocket.\* For your convenience, due-date sheets are posted on the red cabinet and near the parenting books. All books are due in 2 weeks.\*\*
3. Put the card in the CHECKOUT box located near the parenting books. Please file it alphabetically, by author, as listed on the card. File board books by title.
4. When you return the book, please cross your name off the card. Return the card to the pocket and re-shelve the book alphabetically.

\*The board books do not have pockets. Complete the card as described above, and mark the due date on the red sticker usually located on the back of the book.

\*\*Teachers are encouraged to complete checkout cards to facilitate tracking of materials. However, no due-date is necessary.

### **3.15. Recycling**

Glenbrook generates very little recyclable trash on a weekly basis. However, to support the recycling program of Montgomery County and the State of Maryland, the parents agree that should they bring any products/containers that can be recycled, they will take those materials with them at the end of the school day and recycle with their household recyclables. We may also make use of the Church's recycling bins being mindful that they are separated by material.

### **3.16. Emergency Procedures**

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It is important that parents stay alert to local and national events, which could have an impact on the well-being of our children during school hours. If a warning or an event is broadcast via radio or television, please contact the school.

### **3.16.1. School Evacuation**

#### **Fire, bomb scare, suspicious mail package**

- Evacuation will take place according to practiced procedures and emergency exit diagrams which are posted at each classroom door. The Emergency Bag is stored in Classroom 1.
- All teachers, parents, and children will assemble at the farmer's market area at the end of the church parking lot.
- It will then be determined whether to proceed to the shelter located at the McGee residence (9900 Harrogate Rd).
- If it is deemed necessary to leave the local area entirely everyone will leave together and shelter at the YMCA Ellicott City located at 4331 Montgomery Road, Ellicott City, MD 21043.
- The phone number of the YMCA Ellicott City facility is 410-465-4334.

#### **Emergency Shelter**

- In situations when it is necessary to leave the school premises entirely, children will be escorted by teachers and co-oping parents to the McGee family's home (9900 Harrogate Rd)
- Everyone from Glenbrook will be grouped together.
- Teachers will maintain an accurate account of all children, and contact will be made with parents/caregivers for pickup instructions.

#### **Terrorism**

- Depending upon the situation, whether the event is local or not, Glenbrook will follow the Montgomery County Public School System's decision to remain open or to close.
- If schools remain open and parents elect to pick up children during school hours, it is important to remain calm so that the children do not become alarmed.
- Teachers will initiate proper HVAC (heating ventilation, and AC system) shutdown.
- Maintain an accurate account of all children.
- Stay tuned to local radio broadcasts (FM 103.5) for instructions regarding the emergency. The local stations will give the most accurate information from responsible governmental and medical authorities on what happened and what actions to take. Parents/caregivers will be contacted if phone lines can be accessed.
- Emergency food and water may be accessed depending on the duration of the lockdown.

### **3.16.2. School Lockdown**

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In the event of a reported chemical or biological threat, all children, teachers, and co-oping parents will remain inside the school building; Glenbrook will become our shelter. The following procedures must be executed:

- Close and lock all windows and exterior doors. In the event that the staff decides it would be best to find interior rooms the Super Stars (4- or 5-day 3-year- olds) would relocate to Room 1 while the Fantastic Frogs (5-day 4 and 5- year olds) would relocate to the Nursery.
- If possible, seal all cracks around doors and vents into rooms and close shades/blinds.
- Teachers will initiate proper HVAC (heating ventilation, and AC system) shutdown.
- Maintain an accurate account of all children.
- Stay tuned to local radio broadcasts (FM 103.5) for instructions regarding the emergency. The local stations will give the most accurate information from responsible governmental and medical authorities on what happened and what actions to take. Local officials may request for an evacuation of specific areas at greatest risk. Parents/caregivers will be contacted if phone lines can be accessed.
- Emergency food and water may be accessed depending on the duration of the lockdown

### **3.16.3. Emergency Situations at School**

The following items must be kept on school premises in case of emergency:

- Cell Phone - which needs an electrical outlet, only for charging. A cell phone should also be available on the playground or blacktop (teacher's or parent's personal cell phones may be used).
- Back-up Prescription Medications - for children and adults who require them. A waiver signed by a parent or legal guardian must be on file in order for prescription medications to be administered in an emergency situation.
- Radio and Batteries - test and refresh batteries beginning each school year
- Water - approximately 1 gallon per person per day. (Rotate 6 months)
- Food - crackers salt-free (rotate 6 months); ready-to-eat cereals (rotate 1 year); powdered milk (rotate 6 months)
- Flashlights and Batteries - test and refresh batteries beginning each school year
- Blankets and Pillows
- Diapers

When contacting 911, remain calm and give the following information:

- Caller's name (your name)
- Name and address of the school
- Name of the Director
- Details of the incident: descriptions, time of incident, persons involved
- Number of injured, and nature of injuries

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- Area where public safety personnel should report (main church office, front parking lot, etc.)

**In the event of a local or national emergency: As emergency services will likely be overwhelmed, only call 911 in the event of life-threatening emergencies.**

### 3.16.4. Emergency Contact Information

#### Radio Stations

The following stations provide emergency information in our area.

WTOP 1500 AM	WMZQ 98.7 FM
WTOP 103.5; 103.9; 107.7 FM	WNEW 99.1 FM
WASH 97.1 FM	WWRC 1260 AM
WAMU 88.5 FM	WTNT 570 AM

#### Phone Numbers

Although communications may be disrupted depending on the nature of the emergency, the following numbers could be of benefit:

American Red Cross (local office)	301-588-2515
Montgomery County Information Line	240-777-4200
Centers for Disease Control (CDC)	770-488-7100
Montgomery County Crisis Center (24- hour hotline)	240-777-4000
Montgomery County Emergency Management and Homeland Security	240-777-2300
Montgomery County Health Department	240-777-1755

#### Web Sites

For information regarding chemical, biological, or radiological hazards protection, the following web sites may be helpful:

Centers for Disease Control and Prevention	<a href="http://www.bt.cdc.gov">www.bt.cdc.gov</a>
U.S. Department of Energy	<a href="http://www.energy.gov">www.energy.gov</a>
U.S. Department of Health and Human Services	<a href="http://www.hhs.gov">www.hhs.gov</a>
Federal Emergency Management Agency	<a href="http://www.fema.gov">http://www.fema.gov</a>
Environmental Protection Agency	<a href="http://www.epa.gov/emergencies">www.epa.gov/emergencies</a>

## 4. ADMINISTRATIVE GUIDELINES

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#### **4.1. Admissions**

The school does not discriminate against any person on the basis of race, color, creed, disability, or national origin. The child need not be toilet trained. Glenbrook reserves the right to balance classes by gender.

##### **Age Requirements**

As required by the Maryland State Board of Education, a child must be 2 years old to attend school. Therefore, Glenbrook Cooperative Nursery School will not accept a child who has not turned two years old by September 1 of the school year.

Glenbrook requires that children entering the

- 2-year-old class be 2 by September 1
- 3-year-old classes be 3 by September 1
- 4-year-old class be 4 by September 1

The only exception is for the three-day 3-year-old class. With approval from the school director, children who are still 2 years old on September 1st, but who will turn 3 on or before November 30, can enter this class. Those children may enter the three-day 3-year-old class, progress to the four-day 3-year-old class, and then enter the five-day 4/5-year-old class. This allows these children to be in a developmentally appropriate classroom setting at Glenbrook and prepares them to enter kindergarten in a timely fashion.

##### **Priority Groups**

Admissions are given to the following five priority groups and remaining spots are filled from the registration list kept by the Membership Chair.

- First priority is given to returning students of members in good standing
- Second priority is given to siblings of currently enrolled students
- Third priority is given to alumni of Glenbrook
- Fourth priority is given to members of Bethesda United Church of Christ, the school's current facility
- Fifth priority is for individuals that were paid registrants on the previous year's waitlist but were unable to enter the school because there was not space availability.

##### **Enrollment Process for Returning Families**

Membership will determine, and give adequate notice, of the deadline for which returning students have priority to re-enroll. After this date, admission opens to the other priority groups to fill remaining spots.

Application for enrollment is made to the Membership Chairperson. Applicants shall pay a nonrefundable registration and tuition deposit established by the Executive Board and approved by the members. A fee will

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be paid for each child to be registered for the next school year. In order to receive priority consideration, the Membership Chair must receive registration forms from prospective members of these groups before the Winter Break.

### **Enrollment Process for New Families**

The Membership committee conducts Open Houses and tours by appointment regularly throughout the school. After touring the school, families who wish to enroll will complete the registration form and submit it to the Membership Chair with the registration fee (\$75).

Once the registration period for priority groups has passed, new applicants will be offered a spot or placed on the waitlist according to the date their registrations are received. However, placement into a class in the order of registrations received is not guaranteed in cases where gender balancing is required. Efforts will be made to ensure that there is no more than 65% of one gender in each class.

Once placed in a class, a tuition deposit of \$500 is due. When enrollment is full, a waiting list is maintained for each class.

### **Students with Disabilities**

The school will accept students with disabilities, provided that they do not need specialized care or intensive individualized attention. The application for a child with a disability must contain an assessment of the disabling condition and a recommendation from a specialist for mainstreaming. The application will then be reviewed by the Director and the classroom teacher and they will meet with the child to complete the application process. The Director and teacher will then make a recommendation to a three-member committee consisting of the President, Membership Chairperson, and one other Board member. This committee will assess whether the school can meet the child's needs.

## **4.2. Progress of Pupils**

A child progresses to the appropriate age level class according to the Admissions Policy as described above. Any need for a change of class level for a particular child is usually evident within one month. Teachers have the prerogative to review the individual child and to confer with parents as to a more comfortable placement.

## **4.3. Advancement to the Fours Class**

Advancement from the 3-day three-year-old class to the four-year-old class is given priority by age. The oldest six students in the 3-day three-year-old class will be automatically eligible for a spot in the four-year-old class. The youngest three will be eligible if the four-year-old class is not full from the incoming 4-day three-year-old class and the oldest six in the 3-day three-year-old class. The youngest from the 3-day class would be eligible for spots in the 4-day three-year-old class, if there is no space available in the four-year-old class.

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It has been a rare occurrence when Glenbrook has not been able to accommodate all three-year-olds, who desired to return in the four-year-old class. This alternative plan allows each student the opportunity to continue at Glenbrook.

#### **4.4. Student Records**

The following records and forms will be kept at the nursery school in a locked file. Records for each child will be kept for a period of two years after the child leaves Glenbrook.

1. Student Observation/Planning Form: to be completed twice a year by the teacher.
2. Completed contract agreements.
3. Health Forms: includes all health forms required by state law, which are completed by physician and submitted to the Health and Safety Coordinator.
4. Photo Consent forms shall be kept by the Communications Chair during the year and then left in the Student Records file at school for two years after the student has left Glenbrook.

##### **4.4.1. Confidentiality**

Like all nursery schools, our policy statement concerning "The Right of Privacy and Access to Records" reads as follows:

Records on individual students at the school are considered to be confidential and the privacy of their records will be maintained. Parents and guardians will be given access to their own child's records by asking the administrative head to see them. The school will maintain a log stating the name of each person reviewing those records and the date of the review.

Glenbrook maintains a log for records, which is signed by any individual accessing school records.

##### **4.4.2. Issuing Transcripts**

A copy of the student observation/planning form on an individual child will be released to another school upon the written request of the other school and the parent of the child to the director. Such a request will be acted upon with the payment of current postage and copy rates. The request for the release of evaluation forms will be kept in the file for the period expiring one year after the child leaves Glenbrook.

#### **4.5. Communicable Diseases and Infections**

For the well-being of our children, co-oping parents and employees at Glenbrook, we require that parents and teachers inform the school of any known communicable disease or infections and keep such persons out of school until the illness is resolved.

##### **4.5.1. Pandemic/Epidemic Emergency Response**

*Pandemic: (of a disease) prevalent over a whole country or world, an outbreak of a pandemic disease*

*Epidemic: a widespread occurrence of an infectious disease in a community at a particular time*

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The school will implement the Pandemic Section of the Crisis Management Plan under the guidance and direction of the CDC, federal and local governments, and the Maryland Department of Health, the Maryland Office of Child Care, and Montgomery County Public Schools.

To ensure the safety of children, families and staff the center will monitor the situation and take into account the guidance and suggestions from the authorities on the situation. Decisions made by the school will consider the safety of children, families and staff. Decisions may include:

- Closure of the school
  - Length of closure to be determined by center, CDC, federal and local governments, the Maryland Office of Child Care.
- Adjusted hours of service
- Daily health checks of children and staff
- Limited entry into the building
- Limited access to the property
- Changes to cleaning and other building maintenance procedures
- Limitations on what toys may be available inside the center such as
  - Blankets
  - Stuffed animals
  - Pillows

The school will communicate these plans through a variety of methods such as mass emails, WhatsApp and social media.

#### **4.5.2. AIDS**

The following policy regarding students, co-oping parents, and employees infected with Human Immunodeficiency Virus (HIV), symptomatic and asymptomatic, was developed after reviewing the Center for Disease Control's (CDC) guidelines, Montgomery County's guidelines, and the presentation by P.A.C.T. (Potomac Association of Cooperative Teachers) in February 1988.

All HIV-infected individuals or parents of HIV-infected individuals should notify the President of the school of their HIV-infected status so that the school can take necessary action.

A student, co-oping parent, or employee known to be infected with HIV will be evaluated on a case-by-case basis as to whether he/she will be allowed to remain at Glenbrook Nursery School. This evaluation will be done by a panel of individuals, which will include the HIV-infected individual's physician, an outside physician appointed by the school's Board, the President, the Vice President, and the Health and Safety Coordinator. The panel will have the responsibility of evaluating whether the individual poses a potential risk to others and whether he/she will receive optimal care in the setting under consideration. The panel will use as a resource the current CDC's guidelines and Montgomery County's guidelines on HIV-infected individuals to make their decision. If the panel decides to allow the HIV-infected person to remain at Glenbrook, reevaluation by the same panel of individuals will be done at least every 3 months or more if warranted.

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Due to the cooperative nature of Glenbrook, the decision to allow an HIV-infected person at the school will be made known to the membership, although the individual's name may be withheld at the discretion of the evaluation panel.

As a precautionary measure, whether or not an HIV-infected individual is at Glenbrook, all first-aid measures involving blood will be handled by persons using disposable plastic gloves. These will be in all the classrooms and in the shed.

#### **4.6. Child Abuse**

Each teacher and employee shall report any case of suspected abuse to the proper authorities. The teacher shall also notify the President and the Educational Director of any suspected child abuse. If the Educational Director is suspected of abuse, then only the President needs to be notified. The school maintains a form stating the name, address, and phone number of the proper authorities to contact and each teacher will sign a form at the time of his or her employment acknowledging the responsibilities stated herein. FBI clearance is required on all teachers and infant care sitters hired after October 1, 1986.

#### **4.7. Custody of Glenbrook Documents**

All financial papers that require safe keeping shall be kept by the Treasurer and shall be available for inspection by any active member of the school or member of the Board of Trustees or Director.

The Vice President shall keep the lease agreement and insurance papers.

#### **4.8. Dissemination of Policies**

Each member of this corporation, each employee, and each volunteer shall be given a copy of the corporation's by-laws and the policy statements when he/she commences his/her association with the school.

#### **4.9. Notice of Meetings**

The Administrative Secretary shall give ten (10) days advance written notice of any meeting of the members of the corporation. This requirement may be fulfilled by posting such notice at the school or by sending copies of the notice home with the children. Notice of general membership and classroom meetings shall be listed on the yearly calendar.

##### **4.9.1. Notice of Board of Trustees Meetings**

The Board of Trustees shall be notified at least three (3) days prior to the meeting date.

#### **4.10. Email Policy**

Each member of this corporation, each employee, and each volunteer shall be given a copy of the corporation's by-laws and the policy statements when he/she commences his/her association with the school.

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Glenbrook e-mail accounts are available to certain Board member and committee positions for use in school communications and operations. These email accounts are not for personal use. E-mails regarding the member's enrolled student(s) are to be sent to the member's personal email address.

## 2. Ownership

Glenbrook Cooperative Nursery School owns the e-mail accounts associated with the @glenbrookschool.org handle as well as a specific set of Glenbrook Gmail accounts. Approval to set up a new email address must go through the President to ensure need and to avoid redundancy. The President and Vice President retain all email account login information and should be notified via e-mail of any changes to the login information made by a Board or Committee member.

Anything sent or received via e-mail and anything created or stored in the associated Google Drive is property of Glenbrook Cooperative Nursery School and considered part of the school's records.

Professional discretion should be used to ensure emails that are important for historical or reference purposes for the school are retained. Any board or committee member with a Glenbrook email account is responsible for transferring all account login information including any Glenbrook job-related emails sent to personal accounts to his/her successor during the transition period.

## 3. School Representative

As the successful operation of a cooperative school depends on mutual good faith, anyone assigned use of a Glenbrook email account is expected to act in a professional manner in representing the school, both in emails sent internally and externally.

## 4. E-mail Review

All emails are subject to the right of Glenbrook Cooperative Nursery School for monitoring, accessing and use without prior notice.

# 5. OPERATIONAL ORGANIZATION AND STRUCTURE

## 5.1. Operation of Class Schedules

School is in session from mid-September through the first week(s) of June. Glenbrook classes begin at 9:30 a.m. For the 2-year-old class, it ends at 12:00 pm. All other classes are from 9:30 a.m. until 12:30 p.m. Our School calendar generally follows the Montgomery County Public School calendar. **If Montgomery County Schools open two hours late, Glenbrook is closed.**

Glenbrook typically offers five different classes depending on enrollment and interest:

1. Busy Bees - A 2-year-old program consisting of 8 children that meets one morning a week (Friday). This program occurs as needed when there is a demand.

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2. Teddy Bears - A 2-year-old program consisting of 8 children that meets two mornings a week (Tuesday and Thursday).
3. Curious Cats - A 3-year-old program consisting of 9 children that meets three mornings a week (Monday, Wednesday and Friday) (3-day 3s).
4. Superstars - A 3-year-old program consisting of 10 children that meets four mornings a week (Monday through Thursday) (4-day or 5-day 3s depending on membership preference).
5. Fantastic Frogs - A 4-year-old program consisting of 16 children that meets five mornings a week (Monday through Friday).

The 2-year-old class and 3-year-old classes have one certified teacher each and at least one parent helping in the class each day. The 4-year-old class has one certified teacher, generally two parents helping in the class each day depending on enrollment.

At the discretion of the Executive Board, Glenbrook shall organize the Busy Bees class as a child care enrichment class rather than as a preschool class. In such a case, the Busy Bees shall operate under Glenbrook's child care license rather than under its preschool license. The Busy Bees teacher must meet or exceed state requirements for child care professionals as well have any other qualifications and accomplishments deemed necessary by the Executive Board and the Educational Director.

## **5.2. Operational Organization**

The school is operated by the Membership through the Executive Board, Committee Chairs, and Coordinators. The school's success is based on the involvement of the parents. Members are expected to hold one job for each child they have attended at the school. Families with multiple children at Glenbrook will be expected to hold multiple jobs.

## **5.3. Professional Staff**

### **5.3.1. Director**

1. Be the professional head of the school.
2. Consult with and advise the established committees, Executive Board members, and other coordinators.
3. Represent the school professionally in the community.
4. Make written yearly evaluations of teaching staff and report back to the Executive Board.
5. Act as liaison among teachers and between teachers and membership, assisting teachers with parent conferences, as needed.
6. Assist teachers with planning, organizing, and implementing curriculum.
7. Responsible for school licensing.
8. Deliver OCC Release of Information forms.
9. Ensure that, along with teacher's contracts, teachers sign a form, which specifies their obligations in the event of suspected child abuse.
10. Maintain and coordinate the school's emergency preparedness plan.
11. Serve on the Scholarship Committee.

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### **5.3.2. Teaching Staff**

1. Plan the general program of the school and, with the participating parents, carry out the program.
2. Hold regular meetings and conferences with individual parents and/or groups of parents, as needed.
3. Attend regularly scheduled board, general membership, and staff meetings.
4. Contribute to the school newsletter.

### **5.3.3. Employment of Professional Staff**

Any adjustment or change in salary of any employee of the Corporation shall be approved by the Executive Board.

Each member of the professional staff of the corporation shall be required to attend all or part of each Executive Board meeting without vote.

Staff credentials shall be made available to all members by the Membership Chairperson and the Membership Committee.

### **5.3.4. Staff Meetings**

Due to Glenbrook's size and complexity, the Executive Board requests that the Educational Director arrange and conduct a minimum of five (5) staff meetings per year. These meetings should be used to encourage optimum communication and the exchange of constructive ideas and concerns among the teachers.

The Director will communicate the content of these meetings to the Board if deemed necessary by the staff. If the Director and/or teachers wish to have any or all Board members present at a staff meeting, notice should be given at least one week in advance.

## **5.4. Executive Board**

### **5.4.1. Executive Board Meetings**

The Executive Board shall meet regularly throughout the school year. Traditionally the Executive Board meetings fall on the same days as the Membership Meetings and occur immediately before the Membership Meetings. The Executive Board will meet at least four (4) times a year and possibly more as needed.

Attendance at Executive Board meetings is open to the general membership. The board may determine that some executive board positions may be filled by paid contractors as the budget allows. The majority of board positions must remain Glenbrook parents, and the President must be a current Glenbrook parent.

### **5.4.2. President**

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1. Be responsible for all administrative affairs of the school; to supervise all officers, agents, and employees; and to see that their duties are properly performed.
2. Preside over all meetings of the members, Board of Trustees, and of the Executive Board. The President shall assume responsibility as President of the Board. The President is also an ex-officio member of committees.
3. Call the Executive Board together whenever it is deemed necessary; direct, subject to the advice of the Board, the affairs of the school; and generally discharge such duties as may be required by the By-Laws.
4. Represent the school in the community, except where a delegate has been elected by the membership.
5. Prepare and submit before the April Executive Board meeting, an annual report concerning the status of the school to the Board of Trustees.
6. Notify, in writing, any member who is to be dismissed from the school when the Executive Board and membership votes to take such action.
7. Take on Admin role for Jovial; oversee all users for Jovial
8. Serve on the Scholarship Committee, unless the President seeks a scholarship for their own family.

#### **5.4.3. Vice President**

1. Assist the President in the discharge of the President's duties, and to perform the duties of the President in the absence or disability of that officer, becoming president if that office falls vacant.
2. Provide liaison between the school and its landlord, including responsibility for negotiating an updated lease including dates of after hour meetings.
3. Present all employee contracts.
4. Maintain teachers' contracts and evaluations. Replenish and maintain emergency supplies in case of a lockdown.
5. Coordinate liability insurance and maintain all policies including commercial general liability, property insurance, directors & officers liability, and workers compensation.
6. Assist the Director in researching enrichment opportunities for students such as in-class field trips and presentations. Maintain a record of enrichment activities for future planning.

#### **5.4.4. Administrative Secretary**

1. Assist the President in the administrative affairs of the school.
2. Coordinate, with the President and the Director, the school calendar with that of the public schools of Montgomery County, advising membership thereof, and maintain a posted school calendar.
3. Organize selection of a yearly nominating committee.
4. Receive completed forms from the membership and distribute them to the appropriate Coordinator. The Administrative Secretary will be responsible for consistently checking mail throughout the summer in order to collect forms and will be responsible for collecting new member's forms throughout the year as needed.

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5. Administrative Secretary will be responsible to compile, maintain and distribute (to Scheduling Coordinator, Room Parent(s) and Assistant Treasurer) a list of members who intend to use the nursery. Administrative Secretary will be required to provide those families with Nursery Contracts and keep records in the school cabinet.
6. Invite the members of the Board of Trustees to the April membership meeting.
7. Notify all Trustees of any Board of Trustees meeting three (3) days prior to said meeting.
8. Ensures that all members have access to the master calendars.
9. Organize and distribute year-end survey to the membership and coordinate with the Director and President the sharing of results with the Board and membership.
10. Collect paperwork for co-oping parents, fingerprint receipts, proof of Covid class, proof of basic health & safety, Release of information
11. Update Jovial that all above materials have been collected(check off those requirements)

#### **5.4.5. Recording Secretary**

1. Keep correct typewritten minutes of all membership, Board of Trustees, and Executive Board meetings.
2. Maintains all attendance records of Glenbrook events (each membership meeting and/or Executive Board meeting as well as cleanup days).
3. Responsible for maintaining the school bulletin board.
4. Notifies members of missed meetings and fees and cc's Assistant Treasurer and Treasurer.
5. Retain possession of an up-to-date copy of the Articles of Incorporation and the by-laws of the school, having such copies available at any meetings of the membership, Board of Trustees, and/or Executive Board
6. Be responsible for seeing that the Executive Board, Trustees, and current membership have a written copy of all amendments to the by-laws.
7. Discharge such other duties as may be prescribed by the Executive Board.
8. Appoint any such assistants as may be necessary to fulfill the office of the Recording Secretary.
9. Update Jovial attendance after Meetings. Check off to indicate families have fulfilled membership meetings, classroom clean up days, and classroom meetings and notify the family if a warning is necessary.

#### **5.4.6. Treasurer**

1. Account for all receipts, disbursements, and balance on hand.
2. Prepare an annual budget for discussion and approval by the Executive Board and Membership.
3. Pay the salaries of all employees and pay substitutes.
4. Make a report to the Executive Board at each membership meeting on recent spending.
5. Make a report at the final membership meeting, stating the amount of any surplus funds and prepare recommendations in consultation with the Executive Board as to the disposition of such funds.
6. Be responsible for any special funds maintained by the school.

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7. Be responsible for any state and federal forms.
8. Maintain all school papers, which require safekeeping.
9. Track all Grant funds and track the spending for mandatory audits
10. Serve as an alternate of the Scholarship Committee if necessary to obtain a quorum.

#### **5.4.7. Assistant Treasurer**

1. Collect and record all receipts on a monthly basis including (but not limited to) tuition, registrations, late charges, missed meeting fees, fundraising proceeds, and nursery and extended day fees.
2. Make all bank deposits to Glenbrook's checking account.
3. Maintain individual student records itemizing all receipts.
4. Notify members of any past due amounts and assess late fees, when appropriate.
5. Collect missed meetings, missed e-coop days and late co-oping penalty fees when appropriate.
6. Input Tuition, Lunch Bunch, Stay and Play and Summer camp amounts in Jovial
7. Update Jovial
8. Purchase Materials such as paper towels, toilet paper, napkins, etc. when requested by Director
9. Serve on the Scholarship Committee, unless the Assistant Treasurer seeks a scholarship for their own family.

#### **5.4.8. Membership Chairperson**

1. Be responsible for maintaining maximum enrollment.
2. Check the school's telephone messages during the school year and summer vacation in order to accept applications for membership.
3. Send information sheets and registration forms to prospective members and arrange for school visits.
4. Respond to all inquiries concerning the school to determine:
  - a. Age and gender of the child and appropriate class placement;
  - b. Applicants fully understand that they are required to attend all membership meetings, classroom meetings, an orientation/new member meeting, and hold a job at the school;
  - c. Parents understand Glenbrook's policy on admitting students with disabilities; and
  - d. Applicants speak proficient English.
5. Make available to an applicant, upon request, a copy of the Glenbrook Cooperative Nursery School Handbook before signing a contract and ensure that each applicant is aware, prior to signing a contract, of Glenbrook's refund and participation policies.
6. Ensure that each applicant has visited the school, signed a contract, and paid a deposit. Also, in conjunction with the Health and Safety Coordinator, ensure new members have submitted all appropriate health forms.
7. Perform the following duties when a new member is admitted to the school:
  - a. Notify the Teacher, Room Parent, President, Treasurer, Assistant Treasurer, and Administrative Secretary (plus notification if the new member will be using the nursery); and,
  - b. Provide a copy of the new member's registration form to the Teacher.

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8. Maintain the following:
  - a. Current Membership list
  - b. Application Request list
  - c. Waiting list
  - d. Withdrawal list
  - e. When possible, a current Alumni list.
9. Ensure all members are aware of the availability of emergency tuition assistance.
10. Delegate membership responsibilities to the Membership Committee.
11. Discharge such duties as pertain to the office of Membership Chairperson or as requested by the Executive Board.
12. Update requirements for incoming members on Jovial
13. Use Jovial as the main input for members. Update registration form yearly and send the link to new and returning members.
14. Serve on the Scholarship Committee, unless the Membership Chair seeks a scholarship for their own family.

#### **5.4.9. Communications Chairperson**

1. Responsible for internal and external communications, including print, advertising, email and web.
2. Develop an annual Communications Plan/Calendar in consultation with the Membership and Fundraising Chairs that spells out actions and timelines.
3. Maintain a file of photo consent forms for all students to ensure photos of children are used in communications materials only with express permission of their guardians.
4. External – Works with the Membership and Fundraising Chair on pamphlets, documents, signs, and other items to promote and increase awareness of Glenbrook Cooperative Nursery School.
5. Delegate communication responsibilities to the Communications Committee including Photographer and Webmaster as needed.
6. Plan and develop marketing strategies to use on the website, social media, and to promote all open houses and openings for the school.

#### **5.4.10. Fundraising Chairperson**

1. Raise a specified amount of money as stated in the budget for that year to offset the costs of running the school.
2. Generate fundraising ideas as needed to meet the aforementioned goal. In the past, this has included a yard sale, raffles, silent auction, T-shirt sales, Boo Bash, and pizza nights at a local restaurant, among others. New ideas are welcome but will need to be reviewed and approved by the Board.
3. Organize and execute these fundraising events, with the assistance of the Fundraising Committee.
4. Report back to the membership the results of these events and make recommendations to next year's fundraising committee.

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#### **5.4.11 Social Events Chair**

1. Chairperson will coordinate refreshments for Glenbrook functions including general membership meetings, parent events, and other activities, as requested by the Executive Board. Chairperson will coordinate with the Buyer or other committee members, as needed, to bring food/beverages to such events. Any items purchased by the chairperson and the committee, as requested by the Executive Board, are reimbursable to the provider by submitting receipts to the Treasurer.
2. Aim to organize 5-6 social events during the school year. Ideas include movie night, family fun night, cookie exchange, book discussion, first day of school coffee, and parents night out. This may involve creating an event invitation, purchasing supplies (reimbursed by Glenbrook), organizing the sign-up list for members to bring food/beverage items, and organizing cleanup.
3. Organize the end of the year school picnic. This involves posting a sign-up list for each class to bring certain food items, obtaining a key for the bathroom (if deemed necessary by the Director and/or the Executive Board) at the park where it is held, and organizing cleanup.
4. Send greeting cards and/or gifts to members as requested by the Executive Board.
5. Delegate tasks/responsibilities to the social events committee as needed.

#### **5.5. Officer Compensation**

In order to support and express appreciation to members who accept the responsibilities of the President, Treasurer, Assistant Treasurer, and Membership Chairperson, the following compensation will be given:

- 1/2 tuition credit to the President
- 1/4 tuition credit to the Treasurer
- 1/4 tuition credit to the Assistant Treasurer
- 1/4 tuition credit to the Membership Chairperson.

This credit will be calculated up to, and not to exceed, the tuition of the five (5) day program, non-limited co-oping. In the event an officer that is eligible for compensation has more than one child enrolled in the school, the Officer will be given for the child with the higher tuition, up to, and not to exceed, the tuition of the five (5) day, non- limited co-oping program.

If there is no Assistant Treasurer, the Treasurer shall get 1/2 tuition credit rather than 1/4 tuition credit.

#### **5.6. Scholarship Committee**

Scholarship applications shall be reviewed and scholarships awarded by a Scholarship Committee. The committee will be made up of the President, Membership Chair, Assistant Treasurer, and Educational Director. If a member of the committee would like to be considered for scholarship funds, they will not participate in the committee. The committee will require a minimum of 3 members, and the Treasurer will serve as an alternate. In the event that a quorum still cannot be reached, the President and Educational Director may select another member of the Executive Board to fill the committee. All committee members will keep any information learned from the contents of applications confidential, as well as the names of scholarship recipients.

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## 5.7. Coordinators and Committee Chairs

The following are other positions that members of the school hold and their job descriptions.

### 5.7.1. Building and Grounds/Equipment Chairperson

1. Be in charge of all indoor and outdoor equipment.
2. Ensure that all equipment, play structures, and fencing are in proper repair throughout the school year, and at the end of the school year.
3. Keep a complete inventory of all school equipment.
4. Purchase and organize spreading shredded mulch and filling sandpit at the beginning of the school year and in late February/early March, as well as whenever necessary throughout the school year.
5. Maintain the playground by keeping it clear of debris and other materials that may be hazardous (i.e., poison ivy).
6. Maintain the order and cleanliness of the outdoor shed.
7. Do periodic cleaning of the hallways and cubbies around the Glenbrook classrooms.
8. Delegate buildings and grounds responsibilities to the buildings and ground committee.

### 5.7.2. Buyer

1. Purchase all cups, napkins, paper towels, and tissues with Glenbrook funds.
2. Stock the kitchen on a weekly basis.
3. Cleaning products, paper products, coffee, and other items as needed or requested by the Director or Social Events chair.

### 5.7.3. Scheduling Coordinator

1. Work closely with the Administrative Secretary and Room Parents to create a master co-op schedule for all classes at the beginning of the year and again at the halfway point of the year.
2. Scheduler will organize 2 yearly meetings with the “scheduling team” (Admin Secretary, Room Parents, Education Director, and President as necessary).
3. Scheduler will receive co-oping preference forms from the Administrative Secretary throughout the summer and beginning of the year. Scheduler will input information into a shared document. Mid-way through the year, Scheduler will share the document with the Room Parents for additions and changes prior to making the schedule for the second half of the year.
4. Prepare and maintain an emergency co-oping schedule that coordinates with the regular co-oping schedule. Scheduler will populate the e-schedule into Google Calendar and will post in each classroom, main bulletin board and on the dry-erase board.
5. Prepare and maintain a nursery schedule based on the nursery needs of the membership.

### 5.7.4. Special Programs Coordinator

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Each year it is decided by the membership whether or not the Extended Day (Lunch Bunch, Stay and Play) and Summer Camp programs will be held, depending on the interest, workability, and success of the program the previous year.

#### **Responsibilities for the Lunch Bunch Program**

1. Determine the interest in the program within the membership as to how many children will attend.
2. Make the co-op schedule for Lunch Bunch.
3. Monitor the program regularly and make changes as needed.
4. Execute and distribute contracts to participating families.
5. Coordinate with the Vice President to execute the teacher contract.

#### **Responsibilities for the Summer Camp Program**

1. Determine whether the membership is interested in a Summer Camp Program.
2. Coordinate with the Vice President to execute a contract to hire a teacher.
3. Coordinate registration of campers with full camp tuition due upon registration and deliver receipts to the Assistant Treasurer.
4. Meet with the camp teacher to discuss use of the facility, planning of the camp day, general procedures, budget for supplies, water safety, and rules and regulations.
5. Make the co-op schedule for participating families.
6. Submit a final camp yearly report to the President stating the number of children participating, the activities involved, and any "lessons learned" for future camps.
7. Make sure rooms are left in good condition.

#### **Responsibilities for the Stay and Play Program**

1. Determine the interest in the program within the membership as to how many children will attend.
2. Monitor the program regularly and make changes as needed.
3. Create and execute bi-weekly sign-up sheets for the program.
4. Provide teachers with an attendance list the day of.

#### **5.7.5. Health and Safety Coordinator**

1. Obtain and file all health records of enrolled students and ascertain that each of these records has a signed report of a recent physical examination by the child's physician in addition to a current immunization record.
2. Ascertain that each incoming co-opping parent has had a TB check. A first aid course is strongly recommended, although not required.
3. Ascertain quarantine periods for communicable disease, according to the requirements for the Maryland State Department of Health; inform parents when a case develops in the nursery school; and determine isolation periods for exposed children.
4. Provide appropriate insurance claim blanks on all injuries and accidents occurring at the school.

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5. Keep up-to-date emergency information on all current students enrolled in the school.
6. Keep records of automobile insurance for parents driving students on field trips.
7. Monitor Center for Disease Control (CDC) website and keep board apprised of any relevant health risks as they may pertain to Glenbrook.
8. Work closely with the Administrative Secretary to receive all necessary forms from the membership.
9. Replenish the first aid boxes in all rooms
10. Required to attend the September Board Meeting and new member meeting in June
  
11. Check off completed forms on JOVIAL

#### **5.7.6. Library Coordinator**

1. Keep all books cataloged correctly as stated in the library guidelines.
2. Work with the Director and Teachers regarding the acquisition of new titles and, subsequently, to process and catalog them.
3. Repair books as necessary.
4. Present to the membership the procedures for borrowing and returning library materials at the membership meeting in the fall.

#### **5.7.7. Room Parent**

1. Act as liaison between teacher and co-oping parents
2. Room parents will work closely with the Scheduling Coordinator. Once a master schedule has been created (by the SC), the Room Parent will populate the schedule into Google Calendar, ensuring the schedule has fairly and equitably distributed co-oping responsibilities between all families and checking that parent preferences have been represented accurately.
3. Mid-year, Room Parent will communicate with parents to determine co-oping preference changes and/or nursery need changes and will provide that information to the Schedule Coordinator/Admin Secretary via a shared document (as created by the Scheduling Coordinator).
4. Room Parent is responsible for maintaining and documenting co-op switches, new family additions and any scheduling changes made throughout the year, while maintaining records of number of shifts for each family.
5. Solicit parents to drive and chaperone on field trips (as needed).
6. Work with the Membership Chairperson to keep an updated membership list of the class.
7. Organize classroom cleanup days with the parents and teachers at the beginning of each semester. Room parents will help assist in the planning of play-dates for those in need of day care on days Clean Up Days have been planned.
8. Coordinate with the parents on teacher appreciation class gifts, as appropriate, and Silent Auction class contributions.
9. **Create and communicate with parents and teachers via whatsapp or other mass group communication chain**

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### **5.7.8. School Photographer and Pictures Coordinator**

1. Set up an agreement with a photographer and arrange fall dates for school pictures to be taken.
2. Notify and plan picture-taking days with teachers and be present to supervise this activity on those days.
3. Distribute to the membership the finished pictures and be responsible for accepting payments for them.
4. Arrange with the Treasurer all money to be paid to the photographer.
5. Take pictures of students during various events throughout the year and, when appropriate, provide copies of the photos to the Communications Chairperson.

### **5.7.9. Webmaster**

1. Post updates, as directed by members of the Executive Board to ensure the school's website is kept up to date ([www.glenbrookschool.org](http://www.glenbrookschool.org)).
2. Suggest to the Executive Board changes/updates/upgrades that should be considered for the site, as needed.
3. Coordinate with graphic artists/IT professionals, as needed, to maintain the site in consultation with the Communications Chair.
4. Oversee web-based calendar information and make updates.
5. This position reports to the Communications Chairperson.

### **5.7.10. Parent Educator**

1. Responsible for providing informational sessions and resources around parenting which fulfills our ethos as a cooperative to learn and grow together. Pulling from various online and print resources that are current and of interest to Glenbrook parents and community.
2. Work with the Communications Chair to publish news articles, blog posts, videos, current studies, expert tips or reports, etc. in the school's quarterly/seasonal e-newsletter and Glenbrook's social media accounts (Facebook page, etc.)
3. Coordinate in-person learning sessions (once or twice per year) on parenting topics.
4. This position reports to the Director.

## **5.8. Standing Committees**

The following are the current Standing Committees and their functions at Glenbrook Nursery School.

### **5.8.1. Building and Grounds Committee - Interior**

1. Schedule carpet and bathroom cleaning prior to the start of school, and again in January as needed.
2. Keep a complete inventory of all interior school equipment.
3. Do periodic cleaning of the hallways, bathrooms, and cubbies around the Glenbrook classrooms.
4. Assist the Buildings and Grounds Committee Members as needed.
5. Attend playground beautification day (mulch day) at the beginning of the school year.

### **5.8.2. Building and Grounds Committee – Exterior Grounds**

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1. Purchase and organize spreading shredded mulch and filling sandpit at the beginning of the school year and in late February/early March, as well as whenever necessary throughout the school year.
2. Maintain the playground by keeping it clear of debris and other materials that may be hazardous (i.e., poison ivy, weeds).
3. Keep a complete inventory of all exterior grounds school equipment.
4. Assist the Buildings and Grounds Committee Members as needed.

#### **5.8.3. Building and Grounds Committee – Exterior Structures**

1. Ensure that all equipment, play structures, fencing and the Glenbrook sign are in proper repair throughout the school.
2. Maintain the order and cleanliness of the outdoor sheds.
3. Keep a complete inventory of all exterior structure school equipment.
4. Assist the Buildings and Grounds Committee Members as needed.
5. Attend playground beautification day (mulch day) at the beginning of the school year.

#### **5.8.4. Fundraising Committee**

1. Assist the Fundraising Chairperson, as needed.
2. Assist in the planning and execution of all fundraising events.

#### **5.8.5. Social Events Committee**

1. Set up and clean up refreshments at the membership meetings, year-end picnic, parent socials, and other events scheduled by the Executive Board that require hospitality services.
2. Assist the Social Events Chairperson, as needed.

#### **5.8.6. Materials Prep Committee**

1. Assist the teachers with materials preparation for arts and crafts in the classroom.
2. Check regularly with teachers about upcoming projects.

#### **5.8.7. Membership Committee**

1. Assist the Membership Chairperson, as needed. (e.g. put up Glenbrook signs in nearby areas, prepare new member folders, etc.)
2. Staff and assist in the planning and execution of Open Houses.
3. Meet and provide tours for prospective members.

#### **5.8.8. Communications Committee**

1. Assist the Communications Chairperson, as needed.
2. Support the publication of communications materials by getting quotes, reviewing documents, and providing to Membership Committee or others as needed.
3. Write, edit, and/or publish the Glenbrook Newsletter as needed.
4. Work with other committees in advertising events.

#### **5.8.9. Nursery Coordinator**

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1. Coordinate nursery schedule
2. Communicate nursery fees and rules to families using the nursery
3. Restock nursery supplies as needed, to be reimbursed by the Treasurer (e.g. wipes)
4. Make sure nursery care providers understand the nursery policies/rules.
5. Coordinate cleaning of the nursery on clean up days.
6. Ensure nursery equipment (swing, bouncer, etc.) is in good condition and safe for use. Work with the President and Director to replace equipment as needed (purchases items or solicit donations of gently used equipment).

## 6. BY-LAWS OF GLENBROOK NURSERY SCHOOL, INCORPORATED AS ADOPTED BY MEMBERSHIP, SEPTEMBER 1996

### ARTICLE I – PURPOSES

The purpose of the corporation is to operate a non-profit cooperative nursery for its members' benefit. The corporation in the conduct of its activities shall not discriminate against any person due to race, color, creed or national origin.

### ARTICLE II – NAME

The name of the corporation is "Glenbrook Nursery School, Incorporated". It may be commonly referred to as Glenbrook Cooperative Nursery School.

### ARTICLE III – MEMBERSHIP

#### Section 1. Members

The corporation's membership shall consist of the parent(s) or guardian(s) of children who are enrolled in the school and who have a valid enrollment contract with the school.

#### Section 2. Enrollment

The Executive Board or the membership chairperson, if so designated by the Executive Board, shall act on all enrollment applications. If a child is accepted, his or her parents or guardians will become members of the corporation when they execute an enrollment contract.

#### Section 3. Voting

The parent(s) or guardian(s) of each child in the school shall have one vote per child so enrolled on all matters requiring action by the membership of the corporation.

#### Section 4. Annual Meeting

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The members of the corporation will meet in April of each year; at that meeting they shall elect officers and trustees. At least ten days before that meeting the nominating committee shall distribute or post a proposed slate of new officers, trustees, and committee chairpersons to the membership.

### **Section 5. Special Meeting**

Special meetings of the members may be called upon the request of the President, a majority of the Executive Board, or at the request of any six members to the Administrative Secretary. All members must be notified of the reason for the meeting, and the only business to be transacted during any special meeting will be that contained in the membership notice.

### **Section 6. Quorum**

A majority of the membership shall constitute a necessary quorum for the transaction of business pertaining to election of officers, annual budget, by-laws, relocation of the school or closure of the school, and all actions concerning the above must be made by a majority of the membership.

### **Section 7. Necessary Vote**

Action by the membership at any meeting at which a quorum is not present shall be by a majority of those present and voting.

### **Section 8. Expulsion and Suspension**

Any child enrolled may be suspended or expelled. If the child is expelled, his or her parent(s) or guardian(s) enrollment contract shall terminate as of the date of the expulsion.

## **ARTICLE IV - TUITION AND FEES**

The membership will establish the school tuition and any fees, such as application fees, late tuition fees, equipment fees and similar or related fees from time to time as it deems necessary.

## **ARTICLE V - BOARD OF TRUSTEES**

### **Section 1. Responsibility**

The affairs of the corporation not herein specifically subject to action by the membership shall be managed by the Board of Trustees.

### **Section 2. Trustees**

The Trustees of the corporation shall consist of the current officers of the corporation and from three (3) to six (6) other persons as determined from time to time by the members of the corporation. Trustees, other than the officers of the corporation, shall be elected to three (3) year terms, which shall be staggered so that one-third of such Trustees shall be elected in any year. Each Trustee shall hold office for the term to which he or she shall have been elected and until his or her successor is elected and qualified. Trustees, other than officers of the corporation, need be neither members of the corporation nor residents of the State of Maryland.

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### **Section 3. Regular Meetings**

The Board of Trustees shall hold a regular meeting immediately upon conclusion of the annual membership meeting each year.

### **Section 4. Special Meetings**

The Board of Trustees shall hold a special meeting upon the call of the President, the Secretary or any two (2) Trustees.

### **Section 5. Quorum**

A majority of the total Trustees shall constitute a quorum of the Board of Trustees.

### **Section 6. Manner of Acting**

The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees unless the act of a greater number is required by law or herein.

### **Section 7. Vacancies**

Any vacancy occurring in the Board of Trustees, other than officers, may be filled by the affirmative vote of a majority of the then present Trustees at a meeting of the Board of Trustees.

### **Section 8. Executive Board**

The corporation officers shall constitute the executive committee of the Board of Trustees. It shall have the full powers of the Board of Trustees to act between meetings of the Board on all matters other than those that may materially affect the operation of the school.

The Executive Board shall have the following Standing Committees: Health and Safety, Social Events, Buyer, Infant Care, Parent Education, Library, Building & Grounds, and Room Parents. The chairperson of each of these committees shall regularly report the committee's action to the Executive Board. Any member may attend any part of the executive committee or standing committee meetings, without vote. For matters of voting that do not involve the budget or staff remuneration, the Director shall vote with the Executive Board.

### **Section 9. Duties Should School Close**

- a. In the event that in any year the school should not open, all the real property, equipment, cash on hand and other assets of the school will be held in trust by the Board of Trustees, to be made available during any or all of the five (5) years next succeeding to any group of parents, approved by the Board of Trustees, which may reconvene the school within Montgomery County. If no such group of parents should be approved by the Board of Trustees, then the equipment may be lent by such Board of Trustees to any other cooperative nursery school or schools in Montgomery County.
- b. Membership on the Board of Trustees shall continue, notwithstanding the terms provided herein, for a period of five (5) years after the failure of the school to open, or until the April following the re-establishment of the school. The remaining member or members of the Board of Trustees, during any

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time when the school has failed to open and has not been reestablished, shall fill any vacancy occurring on such Board.

- c. If the school is not reestablished within five (5) years, the Board of Trustees will dispose of the assets to any cooperative nursery school or schools of the Board's choice in Montgomery County.
- d. Neither the Board of Trustees nor any member thereof shall be accountable for any debts or liabilities of the school, nor for any action or decision they may take under the powers granted them by this Article.

## **ARTICLE VI - OFFICERS**

### **Section 1. Officers, Eligibility and Term**

The officers of the corporation shall be a President, Administrative Secretary, Vice President, Recording Secretary, Treasurer, Assistant Treasurer, Communications Chairperson, Membership Chairperson, Social Events Chairperson and Fundraising Chair. The majority of officers shall have a student enrolled in Glenbrook for the ensuing year. The President must always have a student enrolled in Glenbrook for the ensuing year. The term of office for each officer, except the treasurer, shall be one (1) year commencing June 1st following the annual membership meeting. The term of office of the treasurer shall be one (1) year commencing July 1 of each year.

### **Section 2. Nominations**

At the regular meeting of members prior to the annual meeting, a nominating committee consisting of three (3) or more persons shall be elected. The members of the committee shall consist of persons who are not eligible for election to office and shall be elected by paper ballot from a list of all eligible members. At least ten (10) days prior to the annual meeting, the nominating committee shall present a slate of Officers, Trustees, Committee Chairpersons and a senior representative to the Council of Cooperative Nursery Schools for election by the membership at the annual meeting.

### **Section 3. Election**

Nominations may be made from the floor for any office to be filled by election, in addition to the slate presented by the nominating committee. In the event of one or more nominations from the floor, the vote for election of office shall be by secret ballot.

### **Section 4. Vacancy**

In case the office of president shall become vacant, replacement shall be determined by the Executive Board. In the event of any vacancy in any other office of the corporation, such vacancy shall be filled by election pursuant to nominations from the floor at the next meeting of members, regular or special. In case of any vacancy in a committee chair, the same shall be filled by appointment by the president.

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## **ARTICLE VII - PERSONNEL**

The Executive Board shall designate one employee to be the Director, to be responsible for the coordination and supervision of the educational program.

Each employee shall be subject to the direction and control of the Executive Board. All employees may be terminated at will during the term of the contract. No professionally trained teacher under contract may be involuntarily terminated unless a majority of both the Board of Trustees and a majority of the members of the corporation vote for such termination.

## **ARTICLE VIII - STATEMENT OF PRACTICE**

The school shall abide by all federal, state and local laws, rules and regulations. It will abide by the by-laws of the Maryland State Board of Education, Code of Maryland regulations 13a.16.1-19, as it is amended from time to time, and the Child Care Center Licensing requirements of the Maryland State Department of Human Resources, as stipulated in the Code of Maryland Regulations 07.04.02.

The school shall not practice discrimination based upon race, color, national origin or sex (except to the extent that an effort will be made to have a balance of male and female students in admission of pupils).

In addition to these by-laws, the school maintains a set of policies that shall be made available to all employees and members before their signing of a contract.

## **ARTICLE IX - MISCELLANEOUS**

### **Section 1. Amendments to By-Laws**

Amendments to these by-laws may be initiated upon recommendation of the Executive Board or on petition of ten (10) members of the school. The amendment shall be presented at the next regular membership meeting at which a quorum is present. It is required that the amendment shall be in writing and attached to all copies of the by-laws.

### **Section 2. Maintenance Expenses**

All expenses of maintaining the school, including, among other things, rent, salaries, taxes, and insurance shall be met insofar as possible from registration and tuition fees. Should any unused money remain in the treasury at the end of the school year, the disposition of such money shall be allocated to the Reserve Fund. The Reserve Fund is to be maintained by the school for emergency use during a lean year when enrollment may be low, or when tuition and fees do not meet fixed and necessary expenses.

Any other unused funds may be used at the end of the year at the discretion of the Executive Board for the benefit of the school. The Executive Board shall recommend any change in tuition or special assessments to carry out any of the purposes heretofore set forth. Recommendations of such change or assessment shall be given at the annual meeting and a vote taken thereon.

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