



Pleasant Valley Cooperative Nursery School Cooperative Member Guide

DEFINITION & BENEFITS

A cooperative is an organization jointly owned or managed by those who use its facilities or services. In the case of our Cooperative Nursery School the organization is owned and managed by the parents of the students.

For most children, starting school is their first interaction with a larger group of non-family members. Being part of a cooperative allows parents to be involved with the teachers and children that influence your child's development during this early stage of their life.

HOW DO COOPERATIVE PARENTS OWN/MANAGE THE SCHOOL

This is simple - active participation in the organization! This includes but is not limited to:

- Paying tuition (and doing so on time)
- Attending general meetings
- Voting on policy and initiatives
- Participation in school activities both in the classroom and outside
- Sending snacks as assigned
- Fundraising
- Providing ideas and feedback

COOPERATIVE OBLIGATIONS

The high parental involvement of the Cooperative model should offset some of the costs associated with a traditional nursery school. In order to keep tuition costs low each family in the School must commit to a specific level of involvement. The Pleasant Valley Cooperative Nursery School requires the following Family commitments:

1. Attendance at 4 General Meetings each year. August, December, March & June.
2. Volunteer at least 6 hours of time to the classroom or other PVCNS events throughout the year
3. Participation in all fundraising efforts. Each fundraiser will have a minimum family contribution assigned to it families can fundraise to this goal or may choose to buy in by donating the minimum contribution.

Additionally Cooperative Families are eligible to take Executive Board Positions or Parent Jobs for a 10-15% discount. A list of Executive Board and Parent Jobs can be found on the website.

COOPERATIVE EXPECTATIONS

GENERAL MEETINGS

Cooperative Families are required to attend 4 general meetings each year. If a parent cannot come they may send a proxy in their place. Meeting Attendees will sign in at the beginning of the meeting. It is the responsibility of each attendee to ensure that their attendance is recorded on the sign in sheet.

Should there be unusual extenuating circumstances that prevent a member or a proxy from attending the meeting the member is expected to contact the president or member-at-large PRIOR to the start of the general meeting. Failure to attend general meetings may lead to a family being placed in poor standing.

VOLUNTEER OPPORTUNITIES

Each Cooperative Family is required to donate 6 hours of volunteer time throughout the course of the year. Families are provided with a list of PVCNS events early on in the year and are encouraged to review this list of events for possible volunteer opportunities. Plan ahead - the year goes fast – don't find your family short hours at the end of the school year. Volunteer hours are counted as follows:

TASK	HOURS ASSIGNED
Cooking/Baking /Purchasing food or drink for a fundraiser or community or fundraising event	.5 hours per item donated (e.g. dozen cupcakes)
Donation Solicitations for community or fundraising events	.5 hours per donation received .5 hours for documented* solicitation of donations (regardless of outcomes – donation solicitations will be previously agreed upon by event chair)
Classroom Volunteers	Hours will be assigned by teacher based on classroom need
Working community and/or fundraising events	Each community or fundraising event will have a sign-up sheet posted with volunteer opportunities and times specified. (e.g. work the kitchen at the Monster Mash for 2 hours)
Setting up and Breaking down community and/or fundraising events	Each community or fundraising event will have a volunteer sign-up sheet posted with a start/meeting time. Upon arrival Volunteers will sign in and out. Hours are based on time spent and rounded to the nearest ½ hour.
Pre-event preparation	Some events will have pre-planning volunteer opportunities attached. Dependent on the task volunteers will either have a pre-agreed upon hour value assigned or Volunteers will sign in and out. Hours are based on time spent and rounded to the nearest ½ hour.
Specialty Opportunities	Throughout the year occasions may arise where a member who has identified themselves to have a talent or expertise may be called upon to assist the CoOp. (Members will have previously identified themselves as having a talent/expertise on the talent/interest survey done at the beginning of the year). Hour values will be agreed upon prior to start of task.

(**Note** for families who have an Executive Board Position or Parent Job the terms of their appointment do not count for volunteer hours).

FUNDRAISING

There are three kinds of fund raising opportunities:

1. Fundraising events (Monster Mash, Yard Sale, Fashion Show)
2. Book Fundraisers (Yankee Candle, Gertrude Hawk, Schwan’s)
3. Other (Capital Campaigns, Raffles, Donation Solicitations)

All Cooperative Families are expected to participate in these fundraising opportunities. Fundraising expectations are as follows:

Monster Mash	<ul style="list-style-type: none">• Minimum purchase/sale of two tickets• One Food, Auction, Activity Donation
Fashion Show	<ul style="list-style-type: none">• Minimum purchase/sale of two tickets
Yankee Candle	<ul style="list-style-type: none">• \$120 in sales or a \$ 60 donation
Gertrude Hawk	<ul style="list-style-type: none">• \$120 in sales or a \$ 60 donation
Raffle	<ul style="list-style-type: none">• 30 tickets per family

Should a family have great concern about a fundraiser or the participation obligations they should contact the president or member-at-large to discuss their concerns and options.

COOPERATIVE UPDATES

Three times each year (at the December, March and June general meetings) families will receive an Cooperative Membership Update. This membership update will confirm the following:

- Status of tuition payments
- Number of Volunteer hours contributed and balance owed
- Fundraising Contribution
- Standing status

Questions or concerns regarding updates should be directed to the Member at Large or President.