

# Heritage Park



## Tot Lot

# 2018-2019 BY-LAWS

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**TABLE OF CONTENTS**

STATEMENT OF PURPOSE	4
DISCLAIMER	4
NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENT	4
ENROLLMENT REQUIREMENTS	4
MEMBERSHIP	5
FEE SCHEDULE	6
FUNDRAISERS	6
DAILY ACTIVITIES	6
EVERY DAY ASSIGNMENTS	7
ON YOUR WORK DAY	7
WORK ASSIGNMENTS	8
PLAYGROUND TIME	10
PLAYGROUND SAFETY RULES	11
ACCIDENT PROCEDURES	11
FIELD TRIPS	11
SUBSTITUTES	12
MATERNITY ABSENCE	13
GRIEVANCE	13
BEREAVEMENT	13
SCHOOL CANCELLED	13
TERMINATION	13
REINSTATEMENT	14
GENERAL MEETING	14
PENALTIES	14
COMMITTEES	15
BOARD	16
EXECUTIVE OFFICERS	16

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

BOARD MEMBERS' JOB REQUIREMENTS AND RESPONSIBILITIES	17
FINANCE	19
BY LAWS	19
ELECTIONS	20

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

HPTL By-Laws

Updated on 06/2018

Dear Parents,

Thank you for choosing Heritage Park Tot Lot. At all times the health, safety, welfare, and happiness of your child will be of the utmost importance to all of us. We will all work together in the coming year to provide for your child's education.

Our purpose is to provide a pleasant supervised learning experience for preschool aged children through parental participation and involvement. The program gives exposure to readiness skills through crafts, music, teacher-time, and playtime. These activities allow the children to learn about manners, sharing, and respecting each other's rights, while listening, watching, participating, and following directions. The practicing of these skills helps prepare the children for kindergarten.

Heritage Park Tot Lot is a parent co-op. It is your responsibility to participate in your child's educational development. Please show consideration for the other members by following these By-Laws. Accept responsibility for your actions and do not ask the board members to make exceptions for you. We all need to cooperate to make Tot Lot work for the children.

Heritage Park Tot Lot operates from 9:15 am to 12:30 pm, Monday through Friday. It observes the ABC School District Calendar.

We look forward to a fun and exciting school year!

Thank You,

The Board of Heritage Park Tot Lot

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**STATEMENT OF PURPOSE**

Heritage Park Tot Lot is a unique parent-cooperative preschool that offers an outstanding early educational program. The program's array of learning opportunities in the child's developmental, social, physical and academic areas is incomparable. We believe that parents have the highest calling and responsibility to train and educate their children. It is our belief that the parent's involvement in the child's early years of life is critical and essential for the child's developmental needs and further growth.

We are proud of the school's mission:

1. We educate the child in foundational learning principles to prepare him/her for kindergarten.
2. We prepare the child's awareness in his/her social and learning environment.
3. We build a strong community of parents that actively participates and cares for their preschool child's early education.

**DISCLAIMER**

In any question of discrepancy or clarity within the By-Laws, the latest decision approved by the Board will prevail and supersede any previous ones.

Members release the City of Cerritos, Heritage Park Tot Lot Board Members and participating members from any liability in case of an accident or grievance (See Grievance).

We are not responsible for typographical errors.

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENT**

Heritage Park Tot Lot does not discriminate against any race, color, nationality or ethnicity. All of the children are given the same rights and privileges. It does not discriminate on the basis of race, color, national, and/or ethnic origin in administration policies and other school-administered programs.

**ENROLLMENT REQUIREMENTS**

1. Each enrolled child must be between the ages of 3 and 5 by December 1st of the year of enrollment.
2. Child must be completely toilet trained No Pull-ups allowed. We understand children will have accidents, however if your child soils the classroom rug a second time, a \$50 penalty will apply towards cleaning.
3. Copy of birth certificate must be provided.
4. Proof of child's up-to-date immunization record as per SB277 (children missing vaccinations will not be accepted) and a negative TB (Mantoux) skin test must be shown at the time of registration. TB (Mantoux) skin test must be current within 12 months of enrollment at Tot Lot for new students. If the TB (Mantoux) is positive, then a yearly test and a physician's signed note are required. TB (Mantoux) skin test must be within three years of enrollment for returning students.
5. Each working member must also submit proof, at time of registration, of a negative TB (Mantoux) skin test taken within 12 months of enrollment for new members. TB (Mantoux) skin test must be within three years of enrollment for returning members.
6. Members must advise Vice-President (before school starts) if their child is prone to specific injury or illness.
7. Members will be provided a copy of the By-Laws at the 1<sup>st</sup> General Meeting. Members must read the By-Laws, sign the Membership Contract, and submit the Contract to the Vice President by the Orientation. **If Orientation**

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

precedes the 1st General meeting, the signed Membership Contract must be submitted on or before the 1st day of school.

8. Proof of residency in the form of, but not limited to, a valid California Driver's License or California Identification card and gas/electric bill (within last 60 days) must be submitted upon registration. The residence should be the child's parents or legal guardian.
9. Working member must be able to communicate with children and other working members in English (fluently) (see Substitutes.)
10. The first tuition installment must be paid on or before the first General Meeting in August (see Fee Schedule). A \$80.00 non-refundable registration fee, and a security deposit of \$90.00 (non-refundable if child withdraws after August 1<sup>st</sup>), due at the time of Registration.

***No child will be accepted for enrollment into Heritage Park Tot Lot unless all of the above requirements have been met. Exceptions may be made at the discretion of the Board.***

### **MEMBERSHIP**

1. Membership is limited to 45 children and a minimum of 35 working members to a maximum of 45 working members. Changes will be left to the discretion of the Board.
2. The high quality and low cost of our program comes from our member contributions. Each member works one day per week for each child enrolled; this person is referred to as a Working Member. If the Tot Lot child's parent is unable to work one day per week for each child enrolled, another adult may work in the parent's place as a Permanent Substitute (See Substitutes). This is not a requirement for Executive Officers. In addition, each member will work for additional special events, such as, but not limited to, Halloween, Christmas, One Hundredth Day, Easter, Mini Olympics, and Graduation. Please refer to the school calendar for these special events.
3. On their workdays, Working Members are not volunteering. It is each and every member's responsibility to deliver their professional services on their workdays as teachers.
4. No new members will be allowed to join after April 15<sup>th</sup> unless approved by the Board.
5. Members pay fees in accordance with Fee Schedules.
6. Working Members and/or Permanent Sub(s) (Permanent Substitutes from Tot Lot are exempt) must attend orientation prior to their first workday, and failure to attend Orientation will count as a missed monthly meeting.
7. A member is considered in good standing when all tuition, fees, and penalties are paid up-to-date, and has given 3 weeks notice when terminating membership.

### **Membership requirements set by the City of Cerritos:**

- A. The Tot Lot roster shall not fall below 51% resident children. Two Proof of residency are required: i.e., Driver's License or California Identification card and (1) utility bill, (2) rent receipt, tax bill, or escrow page, (3) credit card or bank statement, or (4) vehicle registration.
- B. Tot Lot shall maintain two waiting lists according to residency and replace all openings from the waiting lists in chronological order of sign up.  
Resident List: Anytime there is an opening, this list will be utilized first.  
Non-Resident List: When the Resident List has been exhausted, this list will be utilized.  
Current Cerritos residents/students and/or their siblings have priority for enrollment in the following year.
- C. No less than 52% of the Tot Lot Board shall be Cerritos residents. This requirement can be waived if either the President or Vice President is a Cerritos resident.
- D. Cerritos residents are subject to the audit of Cerritos Park and Recreation.
- E. Tot Lot shall not discriminate based on race, creed, religion, or sex.
- F. Tot Lot shall submit its membership roster to the City of Cerritos in September and January in compliance with their regulatory check of Tot Lot students and families.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**FEE SCHEDULE**

<u>Fee</u>	<u>Due</u>	<u>Amount</u>
Registration (non-refundable)	Upon registration	\$80.00
Security Deposit (refundable)	Upon registration	\$90.00
		(Resident / Non-Resident)
Tuition		
1 <sup>st</sup> Installment (for Sept, Oct)	Upon registration	\$170 / \$200
2 <sup>nd</sup> Installment (for Nov to Jan)	October General Meeting	\$170 / \$200
3 <sup>rd</sup> Installment (for Feb, Mar)	January General Meeting	\$170/ \$200
4 <sup>th</sup> Installment (for Apr to Jun)	March General Meeting	\$170 / \$200
Annual total tuition		\$680/ \$800

- All fees are non-refundable with the exception of the security deposit. The security deposit is refundable ONLY if the member is in good standing at the end of the year or terminated voluntarily (See Termination).
- Any member joining the Tot Lot after the start of the school year shall pay the full amount of the most recent tuition installment due prior to that date on which the member has joined. For example, a member joining in December will be responsible for the full payment of the Second Installment of tuition that was due at the October General Meeting.

**COPYING FEE (SCHOOL DOCUMENTATION)**

Once the request is approved by the Board, actual costs **plus** a processing fee of \$5.00 will be charged. Payment is due and shall be received by Tot Lot upon or before the release of the documents. At the discretion of the Board, member may be asked to submit a signed written request before processing.

**FUNDRAISERS**

Fundraisers can help provide the high quality program Tot Lot offers and yet keep the tuition low. At the Board's discretion, it may organize fundraiser event(s), **establish a goal and a minimum pledged fee (per child)** for the current school year. **Any member who does not participate in the event shall pay the minimum pledged fee. It is at the discretion of the Board to deduct the minimum pledged fee from the security deposit of any member who does not pay the minimum pledged fee.** No exemption will be granted to Board Members, MODs, and Members who use a Permanent Substitute.

**DAILY ACTIVITIES**

09:30 – 09:50	Teacher's opening
09:50 – 10:30	First rotation (Red- playground / Green-craft /Blue-classroom)
10:30 – 11:10	Second rotation (Red- craft / Green- classroom / Blue- playground)
11:10 – 11:40	Lunch break
11:40 – 12:20	Third rotation (Red- classroom /Green-playground / Blue-craft)
12:20 – 12:30	Teachers closing

If there is a change in schedule for parties and special events, MOD will post modified schedule.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**EVERY DAY**

1. Children are to arrive between 9:15 and 9:30 a.m. Working Members supervise your child until the teacher takes all of the children inside the classroom at approximately 9:30 a.m. A late fee of \$1/minute will be charged starting at **9:35 a.m.**, unless you choose to wait until transition time. Transition time is between the Teacher's Opening and First Rotation (**9:50 a.m.**).
2. Sign child in using clear penmanship. Make a note if another adult will be picking up your child. (At the time your child is picked up, an I.D. may be required.) **Keep your child at home with a temperature over 100°, contagious disease, or yellow or green discharge from the nose.** Do not send your child to Tot Lot in this condition. It is not fair to your child or anyone at Tot Lot. **This also includes the Working Members.**
3. If a member signs their child in at 9:15 a.m. or after but the child is not present in class at 9:30 a.m., that member must sign the child out.
4. If child is extremely disruptive, Tot Lot will allow 30 minutes before calling parents to pick their child up.
5. Make sure your child has on his/her "clean" vest. If you have forgotten your child's vest, tell the MOD and rent a school vest for \$1/ per day. Please be sure to return the vest to MOD at the end of day.
6. Dress children comfortably. No jewelry, open-toed and/or open-heeled shoes (Crocs), toys, gums or candies are allowed. If a child comes to school wearing open-toed and/or open-heeled shoes (Crocs), you will be called to bring appropriate footwear. Please be sure to put your child's name on all removable clothing (jackets, sweaters, pullovers). **Any items unclaimed will be donated or discarded after 30 days.**
7. Provide a nutritional lunch that does not require heating and/or refrigeration. After the lunch box has been inspected, please place it on the table in the classroom according to the color of your child's color group. **Please label your child's lunch box and containers, bottles, etc...**
8. Your child's bucket and a change of clothes should be placed on the designated benches outside according you the color of your child's color group. Check your child's bucket daily for informational flyers.
9. Pick up your child at 12:30 p.m. Pick up bucket and lunch box. A late fee of \$1/minute will be charged starting at **12:35 p.m.** Parents may not pick up their child's bucket until **12:20 p.m.**, when **all** of the children have returned to class for the Teacher's closing. **Failure to comply will result in a \$5 penalty for each occurrence.**
10. **If picking up another member's child, you are responsible for that child once you have signed that child out. Any penalties that might be incurred as a result of you signing the child out late will be the responsibility of that child's parent.**
11. If there is a last minute change in routine, you will be notified by your MOD by 8:45 a.m. on a non-working day.
12. The patio supervision member/MOD will dismiss your child from class promptly at 12:30 p.m. and after you sign your child out.
13. On your child's assigned Show & Tell day, the child should bring something educational to share during class that corresponds with the theme of the week. Put it in the Show & Tell box. Please do not allow your child to bring guns, swords or any type of weapons.
14. Any Tot Lot parent or guardian is welcome to stay and assist if he/she has prior permission from the MOD. Visitors can be asked to leave if disruptive to children or working parents. **Please remember that your presence means that you are working in professional capacity and not as a bystander.**

**ON YOUR WORK DAY**

1. Working members must arrive at **9:00 a.m.** and sign in yourself and your child. Late fee of \$1/minute will be charged for every minute starting at **9:05 a.m.** on your workday. MOD will post daily work assignment. Check the schedule for your assigned group. Only children enrolled at Tot Lot may accompany working members on workday (No siblings or guests). **There must be at least 7 workers to conduct class.**
2. Every morning, after setting up, each working member is assigned to a specific location (**cones reflect identified color group**) to monitor the kids. Working members must interact with, encourage, and supervise all children, not just your own. **If your child is in your assigned group on your scheduled workday, it is your responsibility to remain neutral to each child in that that group. There is no exception to MODs, Executive Board Members, or Permanent Substitutes.**



HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

3. Follow directions of MOD. Be alert. Don't let children talk to strangers, play with pets, or wander away from our area.
4. Notify MOD of any incident with a child, so that MOD can document the incident. **The MOD is required to document the incident on the sign-in sheet, accident report log, and to Heritage Park staff.**
5. Supervise children to wash their hands before lunch. Working members must wash their hands too. Assist children at lunchtime by opening juice boxes, unwrapping sandwiches, etc. **Working members are never to share their lunch with their children.**
6. Encourage children to eat and drink during lunchtime.
7. In the morning, execute your assigned duties quickly and assist in lining the children up in the patio. (Not Teacher's responsibility)
8. At the end of your workday, please assist in supervising children until **all** of them have been picked up.
9. Children should remain in the classroom until the MOD releases them to their parent.
10. Sign out yourself **and** your child.
11. The MOD will dismiss the working members after all the areas are cleaned up and Tot Lot concludes. **Please take care when handling the school's items and placing them in the shed. Everything fits when placed in its designated spot.**
12. No Working member may leave before **12:45 p.m.** **Unless prearranged with your MOD.**
13. If there is a last minute change in routine you will be notified by your MOD by 8:30 a.m. on a working day.
1. No socializing, no cell phones at any time (exceptions are for **emergency purposes** and **Yearbook Committee**) and no smoking. Set your cell phone to vibration mode during school hours so that the class will not be disrupted. We understand that emergencies occur. If you are contacted by phone and notified in regards to an emergency (something that requires your immediate attention), you are to contact your MOD via walkie talkie or cell phone (if the walkie talkie is unavailable) immediately. **You are not at any time to leave the other working member and/or children until the MOD has come to relieve you of your duty.** You will be given time to address the matter (not to exceed 5 minutes). This will give you time to assess whether the matter requires your dismissal for the remainder of your workday or if it can be addressed at the close of your workday. If this matter requires your dismissal, you will be assessed the penalty for your substitute (See Penalties). Due to the health and safety of our children, we encourage you to have any medical, educational, and/or other phone consultations scheduled around school hours whenever possible.
2. Please help where needed when asked. **Do not hesitate to help one another if all your own duties are complete.** *Let's all work as a team.*
3. Working members of the day must inform each other of their absence, if any, during duty hours; you must work closely with each other to ensure children's safety.
4. During playground time if one member needs to take a child to the restroom, notify the MOD via cell phone (if walkie talkie is unavailable) and ask the MOD to take the child to the restroom.
5. Between 12:30 and 12:35, one of the Green working members will read to the kids awaiting pick up.
6. If a child takes off his/her sweater during class time or lunch, give to MOD or set on counter in kitchen.

## WORK ASSIGNMENTS

### **COLOR GROUP MEMBER**

1. Each Working member accompanies, supervises and assists children in their assigned group during craft, playground activity, and teacher time.
2. Use "Time Out" rug for a disruptive child. Never use force or yell at a child. If the child is crying, **ask MOD for assistance and/or** take him/her outside.
3. Only female Working members will accompany children to the restroom, check stalls before letting child enter; lay down seat cover for all female students at all times and male students as needed, stand at the entrance and wait. **Working members please inquire if child needs further assistance, including but not limited to; assistance with clothing (i.e. buttons, belts, etc.) and possible wiping (if the child has had a bowel movement). If you are uncomfortable with the above-mentioned, please consult with your MOD.**

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

4. Ensure main restroom door is closed after use. **Because we share the restroom with the public, its location needs to be identifiable.**
5. The Green group members, just before lunch, are responsible for placing the lunch boxes on the tables. All members, regardless of the assigned group, must wash hands before lunch.
6. If returning from the playground for lunch or at the end of the day, bring in toys.

#### **CRAFT MEMBER**

1. The craft member creates craft idea from the theme, color, letter, number and/or shape for the week and assists each group. The craft should keep the children occupied for 40-45 minutes. Paint day will be rotated.
  - a. Show a sample of the craft to the Craft Committee MOD at least one week prior to your craft day. This is to control quality, age-appropriateness of the craft and to avoid repetition.
  - b. Look in craft file for craft ideas. If you need help with your craft, ask your MOD or Craft Committee MOD for suggestions.
  - c. Please use craft materials available in the cupboard. If you need to purchase supplies for your craft and wish to be reimbursed, you must get **prior approval** from the Craft Committee MOD. **Reimbursement amount may not exceed \$5.**
  - d. Make photocopies and keep receipt for reimbursements.
  - e. All pieces that need to be pre-cut must be done before your craft day.
  - f. Craft must be ready for children to complete prior to workday.
  - g. Do not use loose glitter; you may use a glue or paint-base glitter. As the craft member, you will be directing the children as to how to complete the craft. Think of the steps that will be taken beforehand so children can learn the process and not be overwhelmed by all the craft material and instructions. On your craft day sweep the area and set up craft tables with whatever is required to complete craft (i.e. construction paper, glue, scissor, paints, etc.) On paint days, put tablecloths on and line tables with **additional tablecloths designated for paint days.** Put paint vests on children.
  - h. Give a sample of the craft to the Teacher before class begins so that the Teacher can show it to the class, then have a green group working parent bring sample craft back to you.
  - i. Check the craft tables after each group finishes, to make sure they are ready for the next group.
2. Prepare material for one craft for each enrolled child. Children may complete additional craft, if there are leftover materials due to absences.
3. At the end of the day, clean (and wash if needed), organize, and put away all materials used to complete craft such as glue bottles, trays, etc. Replace marker caps. Sweep patio.
4. Help clean up after lunch.

#### **PATIO SUPERVISION / BLUE GROUP MEMBERS**

1. Responsible for supervision of children upon arrival from 9:15-9:30 and lunch break.
  - a. When you arrive, set out the extra vest, apron basket, sign-in log, announcement board and bulletin board. One member assists with setting up activity tables until 9:15 a.m., while the second member helps out in setting up the craft area.
  - b. One Blue Member stands by the stairs in front of the classroom entrance. Assists parents in signing in children, check the lunch boxes for peanut/nut content, and makes sure child is wearing a vest and has no open toed and/or open heeled shoes (Crocs). Verbally communicates reminders and open issues to parents.
  - c. The second Blue Member stands **on or near** the grass area **near the bbq pits.** Make sure no children leave the patio area.
2. Children must stay in patio area where they can be seen at all times.
3. Assist children with class lineup.
4. After lunch, Blue members assist Red group members (Red members help sweep lunch area) by escorting Red group outside to buckets to place lunch bags then back to class.
5. At closing time, one Blue member holds the sign out book near the steps and second Blue member stays with the students and assists in releasing sign-out students to MOD.
6. At 12:30 p.m., they are responsible for announcement board and aprons.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**PATIO SET UP AND TAKE DOWN / GREEN GROUP MEMBERS**

1. Responsible for the following morning tasks:
  - a. Set up activity tables and toys.
  - b. Sweep patio floor, steps, and walkways to remove leaves, sand and water puddles. Do not sweep into planted areas.
  - c. Set up 3 step stools inside the bathroom in front of the sink; and 1 step stool inside each stall. Put hand soap by each sink.
  - d. After the bell rings, assist the children in putting the toys back into containers and put containers in the shed. Each container MUST be placed according to the label on the shelves.
2. Feel free to engage children in group play (e.g. Ring around the Rosie, Red Light/Green Light, London Bridge, songs, finger plays, etc).
3. First Green member assists MOD with lunch boxes. Second Green member stays with the students and helps with washing their hands for lunchtime.
4. At closing time, stay with students and assist in releasing sign-out students to MOD.
5. At 12:30 p.m., first Green member is responsible for putting away bathroom stools, soap and door stop. Second Green member supervises and reads to students if parents are late for pick up.
6. At the end of the day, you are responsible for organizing the shed and putting bucket signs and information boards away.

**CLASSROOM / RED GROUP MEMBERS**

1. Responsible for setting up the classroom, sharpening pencils, and cleaning the tables at lunch break, and end of the day.
  - a. Bring in the carpets and vacuum them at the start of the day.
  - a. Put tablecloths on tables once chairs have been set up by Heritage Park staff.
2. Help teacher with any classroom duties she needs.
3. After morning set up is complete, first Red member will be stand on the upper patio near the bathroom. Second Red member will stand in the grass area adjacent to the "horse shoe" benches. This will allow coverage of the remaining patio area.
4. After lunch sweep floors.
5. At closing time, both Red members stay with the students and assist with releasing signed-out students.
6. Once all students have been dismissed, you are to put away the teaching aides, carpet, broom and dust pan.

**PLAYGROUND TIME**

1. We will start the playground time at the basketball court.
2. Each child has to hold on to the rope when walking to the playground. Line leader should count how many children there are before they start walking to make sure no one is missing. Working members can encourage children to sing while walking.
3. At the basketball court, the children will engage in activities including but not limited to, stretching, passing balls, jumping hoops, etc. These activities aid in hand/eye coordination, stability, etc. Free play at the playground will follow.
4. Encourage children to drink water at the END of playtime. Use hand sanitizer to clean children's hands prior to their water break.
5. Check with MOD to bring in kids in adverse conditions, e.g. too windy, started raining, playground mobbed with people, etc.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**PLAYGROUND SAFETY RULES**

1. SLIDE

- A member should be on duty by the slide when it is being used.
- A child should wait for the slide to be clear before going down in a seated position.
- Do not allow children to climb up the slide.
- Children are not allowed to play at the bottom of the slide where they might get hurt.

2. CLIMBING APPARATUS

- No child should take toys on apparatus.
- Member should supervise children when they are climbing.
- Children may not climb if they cannot get down by themselves.

3. Any child not obeying the rules must be taken from the equipment until he/she uses it properly.
4. Teach safety rules to all children.
5. Isolate the children who do not follow the rules for a few minutes by your side and away from the other children.
6. Beware of stray animals and persons not associated with Tot Lot.

**ACCIDENT PROCEDURES**

1. In the event of an accident, one member should determine the seriousness of the injury, while the other member continues to supervise the children.
2. If the injury is minor (cuts, abrasions, sprains) contact the MOD who will assess the minor and give first aid. The member can then return to assigned activity.
3. If the injury is severe, contact the MOD, who will notify Heritage Park staff and dial 911 immediately. The MOD will pull the child's registration sheet for emergency information. In the case of unconsciousness or head, neck, or back injury, do not move the child. The MOD takes over until qualified help arrives so the member can return to assigned activity.
4. If this is a working members child and the working member must leave with the injured child, leaving less than 6 workers, then the Teacher becomes a worker, unless or until a substitute arrives.
5. Member has to inform MOD so that MOD can record accident on the sign-in sheet/accident report sheet and to Heritage Park staff.
6. An accident form must be completed by MOD within 24 hours. MOD must notify Heritage Park staff as soon as possible, not to extend before the close of the school day.

**FIELD TRIPS**

1. An adult must accompany each Tot Lot child with a limit of two children per adult. The adult(s) must pay their own way, and provide their own means of transportation.
2. Members may bring visitors on field trips as capacity allows. When capacity is limited, such as on bus trips, first priority is given to Tot Lot child and accompanying adult. After field trip sign up has been posted for one full week, remaining space will be open to visitors (Immediate family members will be given priority).
3. Visitors must pay their own way, and provide their own means of transportation.
4. Tot Lot T-shirts are mandatory for all children on Tot Lot field trips. Tot Lot t-shirts are highly recommended for all other guests.
5. Supervise your children. Repeated disruption from your child may result in their exclusion from future trips.
6. Tot Lot members are responsible for the tickets according to the field trip sign-in sheet.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

7. If you cannot attend the field trip after you signed up, contact the Secretary as soon as possible. A \$20 penalty to Tot Lot may apply. You may still be responsible for the ticket(s), and all pre-paid fees can be forfeited (due to group ticket purchase requirement/policy).

**SUBSTITUTES**

**PERMANENT SUBSTITUTES**

1. If the Tot Lot child's parent is unable to work one day a week, another Tot Lot member or a relative may work as a permanent substitute.
2. The permanent substitute must be approved by the Board. Must read By-Laws and sign membership contract prior to first workday.
3. The permanent substitute may be a Tot Lot member.
4. The substitute must have proof of a current negative TB skin test within the last 3 years prior to 1<sup>st</sup> working day.
5. Parent and substitute must attend the General Meetings. (Permanent substitutes from Tot Lot list are exempt)
6. Pay arrangement is between parent and substitute.
7. The permanent substitute needs to be able to communicate in **fluent English** with children and working members.
8. Until all of the above conditions are met, the parent will pay \$30 per working day to the Vice President for a substitute. Payment must be received one week prior to working day.
9. Permanent substitutes release the City of Cerritos, Heritage Park Tot Lot Board members and participating members from any liability in case of an accident or grievance.
10. Failure to abide by all of the above rules will result in termination.
11. **Must be in good health and capable of physically caring for a maximum of 16 children.**
12. The permanent substitute is not responsible for providing the craft. If the substitute agrees to provide the craft, the parent will pay \$20 for each craft day (in addition to \$30 substitute fee).
13. If permanent substitute does not meet requirements as listed above or substitute is not conducting themselves in a professional manner (at the discretion of the board members) member will have to pay \$30 for coverage on work day until a replacement is provided. It is member's responsibility to find a replacement. Once replacement is provided he/she will need 2 days on-site training, which member will pay \$30 for each day of training.

**TEMPORARY SUBSTITUTE**

1. If you cannot work on your assigned day, you must get a temporary substitute who is either a Tot Lot member or a permanent substitute and inform your MOD by the night before your workday.
2. A temporary substitute must be a Tot Lot member or permanent substitute.
3. You can either trade days or pay the substitute \$30. **Arrangement is between parent and substitute.**
4. If you have a temporary sub working for you and it is your assigned craft day, you are still responsible to provide a craft for your sub.
5. New members can only request a sub after they have worked 4 assigned days and are comfortable with their duties.
6. If a member fails to provide a sub on their work day due to vacation, work, sickness, etc. member is to pay the substitute \$30 and pay Tot Lot a penalty fee of \$20.
7. In the event that an MOD cannot work her assigned day, a MOD substitute can be obtained off the Tot lot MOD substitute list for a fee of \$35 per day.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**MATERNITY ABSENCE**

1. Maternity absence is allowed for members who have been in good standing for a minimum of 6 weeks (including the previous school year) prior to leave.
2. The member must supply her own substitute. She may use a paid substitute, trade days before delivery (these arrangements are to be made by the member), or use a permanent substitute with prior approval from the Board.
3. Either parent must attend the General Meeting during maternity absence. If a permanent substitute is used, the permanent substitute must also attend the General Meeting (Permanent substitutes from Tot Lot list are exempt).
4. Pregnant members assume responsibility for their own activities and craft preparation.
5. Pregnant members shall be given one extra waiver from the General Meeting.
6. Pregnant members may only continue working as a daily member until 35<sup>th</sup> week of pregnancy.

**GRIEVANCE**

If a member has a grievance, it must first be discussed with his/her own MOD. If the issue is still unresolved, then the matter shall be discussed with an executive Board member. If still unresolved, then the matter will be resolved at the Board or General Meeting. If you have a problem with one of the workers or the MOD, please discuss it quietly, away from the children. If a worker receives any two citations for misuse of the By-Laws, the problem will be presented to the Board members. A vote will be taken to decide if the member should be terminated. Penalties still apply. (See Non-Voluntary Termination)

**BEREAVEMENT**

In the event of a death in the family, you shall be required to obtain a substitute for your workday. However, you will be granted a waiver should this event fall on or around the General Meeting.

**SCHOOL CANCELLED**

School may be cancelled due to but not limited to spread of virus and/or disease with short notice. Also, if any of the 7 working members required to conduct class are absent. An email will be sent by the Tot Lot Secretary as soon as possible with info, updates, etc.

**TERMINATION**

**VOLUNTARY**

1. A member must give 3 working weeks notice to the Vice President. At the end of 3 working weeks, the balance of the security deposit will be refunded.
2. A member who voluntarily terminates from Tot Lot must be a member in good standing (See Membership)
3. If unable to work the weeks before leaving, the member must supply a substitute, craft, and snack (if assigned) or the security deposit will not be refunded in order to pay for **the above-mentioned.**

**NON-VOLUNTARY**

1. All non-voluntary terminations will result in the member not being considered in good standing. Reasons for non-voluntary termination shall include, without being limited to:
  - Bringing children to the General Meeting.
  - Being loud and disruptive in the General Meeting.
  - Not paying tuitions, penalties, and other fees as stated by the By-Laws or accumulation of more than \$30 in penalties.
  - Not fulfilling the member responsibilities stated in the By-Laws.
  - Does not abide request of MOD and/or executive board members.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

2. A member that has received 2 citations because the parent, substitute or the child is disruptive to the group, or cannot consistently abide by these By-laws and cannot or will not adjust within 2 weeks of receiving a citation.

In the case of any of the above, membership may be terminated upon majority vote of the Board members at the Board meeting.

**REINSTATEMENT**

1. A member who terminates voluntarily from Tot Lot shall be added to the end of the waiting list if desired. At the time of reinstatement, the registration fee will be due again.
2. A member who terminates voluntarily for legitimate medical reasons may be reinstated at the first vacancy. At the time of reinstatement, the registration fee will be due again.

**GENERAL MEETING**

1. The General Meeting is held on the 4<sup>th</sup> Tuesday of every month (unless holiday or vacation) at Cerritos Park East. It starts PROMPTLY at 7:00 p.m. and ends no later than 9pm. Please be on time, bring your By-Laws, and stay until the end.
2. If you arrive to the General Meeting after 7:05 p.m., you will be assessed a penalty of \$1/per minute, not to exceed \$20
3. Attendance is mandatory. You are allowed one absence per year. If you cannot attend, you may send your spouse in your place. For subsequent missed meetings, a penalty of \$20 will be assessed.
4. No special General Meeting may be called by any member. Any decision must be made at next General Meeting.
5. Children may not attend the General Meeting. If you bring your child to the meeting, both you and your child will be asked to leave and you will be subject to a \$20 penalty.

**PENALTIES**

Penalty charges are to be paid to Treasurer within 2 weeks, using the issued penalty envelope.

1. \$1 per minute, regardless of reason, if you are:
  - a. Late on your assigned workday after 9:05 AM or leaving before 12:45 PM without prior permission from MOD.
  - b. Bringing your child after 9:35 a.m. on non-working days, unless you come during the transition time at 9:50 a.m..
  - c. Late to General Meeting after 7:05 p.m. and a maximum of \$20.
2. \$1 per minute after 12:35 p.m. if you are late picking up your child on non-working days. No maximum limit.
3. \$1 for not signing your child **IN** and \$1 for not signing your child **OUT** on sign-in sheet. \$1 for not printing sign-in/sign-out time neatly and legibly.
4. \$1 vest rental if you forget your child's vest.
5. \$20 for using cell phone (including, but not limited to voice, text, email, calendar, or any other applications on the phone) at any time during your workday unless it is an emergency **and** your MOD has been notified. Exception includes using cell phone to communicate with MOD in the event that the walkie talkies are not available at Playground time or you have prior approval from your MOD (as a member of the yearbook committee) to take pictures solely for the purpose of the yearbook.
6. \$20 penalty if member and substitute fails to attend the General Meeting. First absence is excused. Failure to attend Orientation will also count as a missed meeting. **\$20 fine for each subsequent missed meeting**
7. \$5 per day if annual tuition installments and penalties are not paid within 5 school days after General Meeting. Starting on the 6<sup>th</sup> day, **\$5 penalty will apply each late day.**



HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

8. \$30 for failure to obtain a substitute when unable to work on assigned workday.
9. \$30 per day if initial permanent substitute does not meet requirements until replacement is found.
10. \$30 per day for 2 days of on-site training of new permanent substitute.
11. \$20 for failure to prepare all craft materials and sample on assigned day (please refer to Working Assignments/Craft Duty for further detail). **\$15 penalty if craft sample is not shown to MOD at least one week prior to craft day.**
12. Members will be cited for not following regulations. The first warning is verbal. The second warning will be a citation of which 2 copies are given to member. 1 copy must be signed and returned to President within one week.
13. \$20 penalty for all bounced checks.
14. If you failed to attend the field trip, be aware that you will not be issued a refund for any monies paid out towards that field trip.
15. \$20 penalty if nuts are brought to school. This includes any food item with nuts in it.
16. We understand children will have accidents, however, if your child soils the classroom rug a second time, a \$50 penalty will apply towards cleaning.

### **COMMITTEES**

Each workday will be assigned a committee and be overseen by the MOD.  
Each MOD will take turns to wash the aprons, extra vests, and rope.

#### **SHED ORGANIZATION**

1. Keeps shed neat and organized, maintain toy inventory and condition.
2. Buys play dough as needed; washes play dough cutters/rollers and toys as needed.
3. Notifies Board if toys or any shed item needs to be replaced.
4. Creates weekly rotation schedule of warm-up activities and posts them on shed door weekly.

#### **SUNSHINE**

1. In charge of the monthly birthday parties
  - a. Collecting the \$20/student cash contribution at the first General Meeting.
  - b. Coordinating monthly birthday parties with parents
  - c. Distributes birthday books and crowns

#### **YEARBOOK AND PHOTOGRAPHERS**

1. Lead the Yearbook committee to create, edit, and publish HPTL Yearbook.
2. Provide training to committee members at the beginning of the school year.
3. Assign the pages of the Yearbook to its committee members and deadlines of the pages.
4. Takes pictures throughout the year, especially at parties and field trips.
5. Collects pictures from parents if additional photos are needed.

#### **CRAFT**

1. Maintains craft files, samples, and supplies. Notifies Board if materials are running low and/or buys materials at local supply store.
2. Adds ideas to craft files and/or samples.
3. Collect craft schedules from MODs one month in advance and publishes it.
4. Ensures craft samples are turned in one week in advance by craft members per craft schedule.
5. Helps guide members in preparing craft. Approves the craft ideas that the members will be doing.
6. Cleans the craft cupboards at least once a month and keeps it neat. Cleans and refills the glue bottles at least once a month.



HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**SUPPLY CUPBOARD ORGANIZATION**

1. Checks supplies weekly (first aid, office supplies, water, plates, cups, etc.).
2. Cleans out cupboards at least once a month and keeps them neat.
3. Sharpens pencils, restocks students' pencil boxes.
4. Stores extra supplies at home.

**BOARD**

1. The Board shall consist of Executive Officers and five MODs.
2. During March interested parties can submit their name for nomination for the following year. Voting by the governing body will take place in April. In May/June, introduction of the new Board to their job responsibilities.
3. At least one MOD must be included in the decisions made by the Board.
4. At the discretion of the Board, Board meetings will be held not less than once a month, preferably before the General Meeting.
5. Board members may have a substitute in cases of emergency, only with the approval of the President.
6. Any Board member may take an immediate and necessary action to cite or correct any member who neglects the health or safety of any other member and the decision shall be reviewed by all Board members in a timely manner.
7. If any Board member is not performing his/her duties, the matter will be reviewed in the Board meeting. He/she can be dismissed from the position and become a working parent.
8. Board members must attend orientation meetings in September. Failure to attend Orientation will count as a missed meeting.
9. All new board members who have no prior working experience at Tot Lot must work as a regular member for a minimum of 2 working days.

**EXECUTIVE OFFICERS**

1. The Executive Officers shall be President, Vice President, Treasurer, and Secretary.
2. Must continuously have been a full-time, active, working member for a minimum of half of school year unless approved by the Board. Workday is waived.
3. Attend meeting with Director of the City of Cerritos Parks and Recreation twice a year.
4. Oversees enforcement of By-Laws as they pertain to the position.
5. **Pay registration fee, security deposit, penalty fees, 1/4 of annual tuition, yearbook fee, and if applicable the non-resident fee. This only applies for the first child except for the President.**
6. If an executive officer has not worked as a working member in the past, they should work at Tot Lot to acquire a sense of a "Working Member's Day".
7. Provides and conducts orientation for the new members prior to first day of school.
8. Work as a regular member as needed, assigned by Vice President.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**BOARD MEMBERS' JOB REQUIREMENTS AND RESPONSIBILITIES**

The division of the job responsibilities is to be left to the discretion of the Board members.

**PRESIDENT**

1. Impartially conducts meetings.
2. Fills vacancies of the Executive Board with Board approval, with the exception of the Vice President and the Treasurer, which must be voted by simple majority of the general membership.
3. Appoints MOD's after requesting volunteers should a vacancy occur.
4. Approves substitute teachers.
5. Recommends/approves field trips.
6. Approves minutes for Board and General Meetings.
7. Organizes fundraisers and graduation ceremony
8. Organizes and executes Mother and Father's Day festivities and crafts.
9. Oversees performance of MOD's responsibilities.
10. Buys supplies for beginning of the school year and throughout the year when possible.
11. Oversees hiring of teachers.
12. Develops yearly and monthly calendar. Types and photocopies agendas for Board meeting and creates PowerPoints General Meetings.
13. Make reservations at Heritage Park and CPE for meetings, Christmas party and Graduation ceremony.
14. Tuition is free to President for one child and will need to pay ¼ of the tuition for the 2<sup>nd</sup> child. Workdays are waived for up to 2 children.
15. In the case there are Co-Presidents:
  - a. Job responsibilities will be shared and divided between both presidents. The presidents will determine how to divide the responsibilities among themselves.
  - b. Each President will pay 1/8 of the tuition.
  - c. Workdays are waived for both Presidents.

**VICE PRESIDENT**

1. Right after the election in April/May, updates enrollment application form and enrolls kids for the following year. Fills openings as they occur and updates all records.
2. Conducts meetings in the absence of the President.
3. Assumes the office of the President if it is vacated.
4. Handles inquiries regarding registration.
5. Maintains and distributes the membership roster, sign-in sheets, and other forms of schedules in a timely manner.
6. Takes roll of Board members at General Meeting. Collects roll sheets from MODs.
7. Informs Treasurer when there are any changes in membership and notifies MOD of the new member's workday, as soon as possible. Notifies teacher of a new student.
8. Maintains an accurate waiting list and provides a monthly written list at the Board Meeting.
9. Responsible for updating registration forms as needed.
10. Files all forms alphabetically on school premises for each enrolled student. File student information in emergency book.
11. Assures completion of TB test/vaccinations before child and parent attends school.
12. Verifies proof of residency to ensure adherence to proper registration procedure.
13. Provides a monthly summary to the treasurer of all outstanding penalties.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**TREASURER**

1. Collects and records tuition, registration, fundraising, and penalty fees.
2. Pays all bills weekly and files them for record.
3. Prepares annual budget for the approval of President or Vice President.
4. Oversees the budget to avoid over spending.
5. Provides the board with monthly financial report.
6. May give verbal monthly/quarterly financial report at General Meetings and posts typed reports on bulletin Board.
7. Reconciles monthly bank statements.
8. Reimburses members for approved expenses (crafts of max \$5 or committee) with receipts.
9. Orders school supplies, craft material, etc. from catalog or store with craft committee's MOD.
10. Reimburses members for the security deposit at the end of the school year.
11. Organizes, orders and distributes Cap & Gowns for Graduation
12. Provides the teacher with Form 1099.
13. Works with Vice president to collect penalties.
14. Fills out Form 990 and meets deadline dates.
15. Prepare and organize 100 pennies and bags at least one week prior to 100<sup>th</sup> day celebration.

**SECRETARY**

1. Records and types minutes of Board and General Meetings, once a month. Posts minutes of General Meetings after President's approval.
2. Updates and distributes By-Laws as needed.
3. Responsible for field trip, sign-ups and fee collections.
4. Maintains snacks and drinks for students who forgot their lunch. (if applicable)
5. Responsible for informing General Body of any changes or updates by memos, flyer, emails or phone calls. (Usually passes out flyers in buckets. For those who are absent more than a week, information is mailed to their home, or phone calls are made).
6. Sets up portrait dates, responsible for follow-up. Insures that portraits are distributed at school.
7. Conducts a survey twice a year. Post responses, suggestions, and criticisms from the general body.
8. Type/edit memos, flyers and white board for Board Members, as needed.
9. Buys and sends get-well cards to children and thank you cards to speakers, visitors, businesses related to donations and field trips, etc.

**MEMBER OF THE DAY COORDINATORS (MODs)**

1. Must have been a full time, active, working member for a minimum of two months.
2. Complete CPR/**FIRST AID** course at the beginning of school year (unless already certified).
3. Establish routines and help other members in teaching and supervising the children.
4. Act as chairpersons for their workdays during the General Meetings.
5. Is responsible for organizing and implementing at least two events/parties with the help of working parents.
6. For the five major parties (Halloween, Christmas, 100 Days, Easter, and Mini Olympic Day), lead the workday members and assigned extra members for the parties.
7. Introduce new working members to the routine and responsibilities prior to their first working day.
8. Publish Member Schedule in advance by using the "Member Schedule Template" and post the daily schedule by 9 a.m. on workday.
9. Provide members with craft schedule **at least one month in advance**. Make certain parents have the craft sample one week before the craft day and all materials ready before craft day.
10. May recommend a citation of a member who is disruptive or creates an unsafe situation for the children to President.
11. Take roll call for his/her day at the General Meeting.
12. Ensure workers are completing their committee assignments.
13. Will apply first aid in case of minor injuries; fill out accident report for insurance claims, and pull registration form for emergency information, if needed. MODs are responsible until qualified help arrives.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

14. Position is filled by eligible members who are elected by the general members by simple majority vote.
15. Pays registration fee, security deposit, penalty fees, half of annual tuition and if applicable, the non-resident fee.
16. If temporary or permanent substitute is needed and the executive officers are unavailable to work, the MOD has the first option to fill in as a paid substitute.

**PRESCHOOL TEACHERS**

1. Should have experience or training in teaching.
2. Works daily from 9:00 a.m. to 12:30 p.m. and will help out during lunch break and parties.
3. Attends all parties, field trips, and other special activities as necessary. Tot Lot pays for teacher's admission on field trips.
4. Plans the general learning themes for each week. Works on Christmas, Tree Lighting and Graduation programs.
5. Prints monthly calendar and provides 1 copy to park office and 1 copy in attendance binder.
6. Is paid an hourly sum to be determined by the board according to the person's experience.
7. Must attend all Board and General Meetings.
8. Recommends and purchases materials, supplies, and equipment for the learning program in accordance with the budget.
9. Will be evaluated by the President.
10. May enroll his/her Tot Lot-age child. The teacher must pay child's registration fee, security deposit and penalty fees, and if applicable, the non- resident fees.
11. Shall be approved by a majority of the Board.
12. New Board members should offer the teacher a new contract by the end of June or start accepting resumes.

**FINANCE**

1. Heritage Park Tot Lot fiscal year ends **June 30<sup>th</sup>** of each calendar year.
2. All expenses shall be submitted for approval by either President or Treasurer within 30 days of the purchases, and no later than **May 30<sup>th</sup>**.
3. All expense reimbursement checks shall be deposited within 30 days of issuance, and no later than June 30<sup>th</sup>.
4. All payment to Tot Lot such as field trips should be **by check, payable to Heritage Park Tot Lot**, except the Birthday party contribution collected by Sunshine Committee.
5. A minimum of **\$1,500** must be carried over to the next school year.

**BY-LAWS**

Executive Officers will meet to revise By-Laws, if needed. By-Laws should be completed by the end of August so they can be presented to the city before the start of the school year.  
The By-Laws may be revised at any Board or General Meeting by a 2/3-majority vote.  
Revised portion of the By-laws will be distributed to the members.

HERITAGE PARK TOT LOT BY-LAWS  
2018 - 2019

**ELECTIONS**

- Elections will be held annually. Eligible nominees will be accepted up to one week prior to the March Board meeting. Elections will be held in April and no later than May. New officers will take over after graduation. In the 1<sup>st</sup> week of May, the new Vice President should start contacting potential members for the following year.
- At the March or April General Meeting, all eligible nominees may be asked to make a brief speech and be interviewed by the Board members before answering any relevant questions from general members.
- If the office of the Vice President or Treasurer is vacated, a special election will be held to fill the vacancy.
- If the office of MOD or secretary is vacated during a non-election period, the Vice-President will seek volunteers and appoint a replacement.
- Nominees may run for as many offices as they wish but may be elected to only one office.
- Elimination-type ballots shall be used for elections.
- Voting shall be by secret ballot, except where a nominee is unopposed.
- Two volunteers not running for office must count the votes.
- Elected officers will be announced after each vote.
- Members must be present on election night to vote.