

Enon United Methodist Christian Nursery School Code of Operation

Enon United Methodist Christian Nursery School commonly known as Enon United Methodist Preschool opened September 1969 as an outreach project of Enon United Methodist Church. Enon United Methodist Preschool is nonprofit and operates under the tax exemption number of Enon United Methodist Church. The preschool operates as a separate program and maintains its own financial records and accounts. The preschool's financial records and accounts will undergo an audit each year (or as often as called for) by the church's Finance Committee.

These regulations constitute the code of rules adopted by Enon United Methodist Christian Nursery School and Enon United Methodist church for the regulation and management of its affairs. These regulations shall not be amended, modified or supplemented unless and until approved by the members. At all times, Enon United Methodist Preschool will meet the rules and regulations as set forth by Ohio Job and Family Services Child Care Licensing and the Book of Discipline of the United Methodist Church.

The primary goal of Enon United Methodist Christian Nursery School (here after listed as Enon United Methodist Preschool {EUMP}) is to provide the Enon Community with a developmentally appropriate preschool in a safe and secure environment. A preschool in which children ages 3 to 5 years old will have the opportunity to grow physically, mentally, emotionally, and socially under the guidance of trained and loving christian teachers. A preschool, which recognizes that each child, is unique and all children are respected for their differences.

The EUMP Advisory Board shall consist of the following persons:

- 1) The pastor of Enon United Methodist Church and/or his/her representative such as but not limited to a Youth Minister.
- 2) The current Preschool director.
- 3) A parent of a child currently enrolled in the preschool for a term of two years to begin in an even number year. The director will choose this parent member, from parents who agree to serve in this position by way of the registration form.
- 4) A member of Enon United Methodist Church at large for a term of two years to begin in an odd number year. The nominations committee of Enon United Methodist Church is responsible for nominating this member.
- 5) A member of the Enon United Methodist Church Board of Trustees for a term of no more than three years. The Trustees will name this member from its membership.

The purpose of the EUMP Advisory Board is to guide the director and staff in conducting an effective preschool. This committee must be sensitive to the needs and interests of not only the children enrolled, but also to the parents and Enon United Methodist Church. The EUMP advisory board will ensure that the EUMP does not operate in a fiscal irresponsible manner.

The Advisory Board shall choose a chairperson. One member of the Advisory Board will serve on the church's Administrative Council. The Advisory Board will meet at least twice a year or as called by one or more of its members. One meeting will be held in February to review the

budget and make recommendation for the following year's budget to be presented to the Administrative Council at its March meeting. The preschool director will make recommendations for salary adjustments and other needs of the preschool to be included in the budget. The Advisory Board will make recommendations for the director's salary. The budget review will set registration fees and tuition for the following school year. When a need exist the director with input from the Advisory Board and/or pastor will determine the appropriate use of scholarship funds.

Enon United Methodist Preschool is accountable to the Administrative Council of Enon United Methodist Church. No rent will be charged for use of space within the church. EUMP will budget and pay a sum of money to offset expenses incurred by the church each year. This sum will be the last item paid after salaries and other necessary expenses are paid each year. The EUMP financial year will be June 1 to May 31. No monies may be transferred to the EUMP saving account each year unless the budgeted expenses are paid in full. No part of the following year's registration fees will be used to pay the budgeted expenses if collected prior to May 31.

Tuition charged by the preschool will be calculated to cover staff salary and related fees such as taxes, consumable supplies not supplied by the parents, professional development expenses, licensing fees, and a lump sum payable to the church to offset expenses. Tuition will be adjusted each year as needed at the annual budget meeting in the spring with the goal of meeting all expenses of the preschool. Preschool parents may conduct an annual fund-raiser for additional funds for equipment, field trips, and scholarship.

When it becomes necessary to amend or adopt new policies concerning the preschool, the Advisory board must have a quorum present. A quorum is three of the five members.

The Advisory Board will be responsible for constructing the job description and qualifications (within state law) of the director to the preschool. This will correspond with personnel procedures and polices as listed in the staff handbook. Other staff job descriptions and qualifications will be described by the director and approved by the Advisory Board.

The Advisory Board will review applications and make recommendations to the pastor and Administrative Council when hiring a new director. The new director will be placed on a 90-day probation period. The Advisory Board will evaluate the work at the end of 90 days and if found effective, a one-year contract will be extended. A second review by the Advisory Board will be conducted at the end of the one year contract and if found effective a continuing contract will be offered. Should it become necessary, the Administrative Council following the termination policy in the staff handbook may relieve the director.

The preschool director will hire all teachers and assistant teachers with the approval of the Advisory Board. The Advisory Board will be made aware of the qualifications and duties of each employee.

The Advisory Board will make changes as recommended by the director or made necessary by state licensing to the parent and staff handbooks as required. They will review the handbooks every three year.

Enon United Methodist Preschool will have first priority on the use of classrooms 3, 4, and 5 from September to May from 8:00 a.m. until 4:00 p.m. weekdays. EUMP will schedule programs and special events requiring use of other rooms to insure their availability. EUMP may use any unscheduled room in the building as desired for school activities on any given day.

Should EUMP dissolve for any reason all furnishing, equipment, supplies and money shall be handled in the following fashion.

- 1) All staff members have the right to claim any equipment, supplies, resource materials, etc. that belong to them or was donated by them.
- 2) All bills and teachers salaries shall be paid first. Any remaining funds will be turned over to Enon United Methodist Church.
- 3) Enon United Methodist Church would become owner of all furnishing and other materials. If money is owed to a staff member and/or other creditors and no funds are available furniture, resource books, equipment or supplies will be sold to meet the financial obligation.
- 4) All equipment, supplies and resources not sold to meet financial obligations and not wanted by Enon United Methodist Church should be offered to other nonprofit groups.
- 5) Enon United Methodist Church will assume all debts in excess of liquidated assets.

The Advisory Board, the Administrative Council or the Financial Committee of Enon United Methodist Church upon request may inspect EUMP's books and records.

Adopted by Enon United Methodist Christian Nursery School and Enon United Methodist Church on

DEC. 6, 2004

Martha K Ventolo

Preschool director

Chris E. Kumer

Pastor

Herbert L. Clonch

Chairman of the Trustees

Ron Tault

Chairman of the Administrative Council