

# Bylaws – First United Methodist Church Preschool

## I. Name and Location

- A. The name of the school shall be First United Methodist Church Preschool, hereinafter referred to as “the Preschool.”
- B. It shall be located at First United Methodist Church, 127 North Fourth Street, Vandalia, Illinois 62471, hereinafter referred to as “the Church.”

## II. Purpose

- A. The purpose of the Preschool shall be to help each child develop mentally, socially, physically, and spiritually in a Christian environment. It shall strive to help each child build self-confidence and a positive attitude, while making the child feel good about learning and about his/her uniqueness. Christian values shall shape the philosophy of the Preschool. The Preschool program shall include Biblical stories and lessons, incorporating basic Christian values that are within the United Methodist Tradition.
- B. The Preschool program shall be flexible within the bounds of a daily routine, with consideration for both the welfare of the group, and the individual needs of each child at his/her stage of development.
- C. The children shall meet in a pleasant environment under the guidance of trained staff, who shall design stimulating activities to provide a well-balanced educational program to help each child more easily make the transition from home to school.
- D. The Preschool shall prepare its children for their next level of education, and shall evaluate their readiness for their next educational step.

## III. Relationship between the Church and the Preschool; First United Methodist Church Preschool Board

- A. The Preschool shall be an educational and outreach program of the Church and shall be operated under the control and supervision of the First United Methodist Church Preschool Board.
- B. The First United Methodist Church Preschool Board consists of nine (9) members which includes the Chairperson of Preschool Board. The Pastor is an Ex-Officio member of the Board.
- C. The First United Methodist Church Preschool Board shall, in consultations with the Trustees, ensure that adequate liability insurance covers all aspects of the Preschool operations and is in full force.
- D. The Director of the Preschool shall prepare and submit three (3) written reports to the Preschool Board Chair which will be presented at the next scheduled Church Council meeting:
  - i. End of school year (June)
  - ii. Tentative budget and plans for the upcoming school year (August)
  - iii. Final report and budget to be voted on by the Preschool Board (October)
- E. In the event of the dissolution of the Preschool, all of its funds and other assets shall continue to be the property of the Church.
- F. Notwithstanding any other provision herein, the First United Methodist Church Preschool Board and the Director of the Preschool are directly responsible to the Church Council.

## IV. Meetings

- A. The First United Methodist Church Preschool Board shall meet in August, October, January, April, June, and more often as needed as called by the Director of the Preschool or Preschool Board.
- B. A quorum, simple majority, of the Preschool Board is required to conduct business.
- C. The Director of the Preschool is expected to attend each scheduled Board meeting but does not have voting privileges.
- D. The Pastor is an Ex-Officio member of the Preschool Board with voting privileges.
- E. An agenda for each meeting shall be prepared by the Director of the Preschool and circulated to the members of the Board by the Chairman of the Preschool Board three (3) days before each meeting. In addition, the agenda must be submitted to the Pastor three days prior to the meeting. Minutes of the

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meetings shall be kept, and a copy shall be forwarded to the Pastor within one (1) week after each meeting.

### **V. Finances**

- A. The Preschool shall not be operated for profit. All earnings of the school shall be reinvested in the school.
- B. The Director of the Preschool will collect all tuition payments for the Preschool. The Director of the Preschool shall develop a proposed budget for each new school year and submit it for the Preschool Board's approval at its October meeting.
- C. The Director of the Preschool shall be responsible for maintaining accurate financial records.
- D. As part of the church's mission and outreach, the church will financially support the preschool, as needed.
- E. The financial statements of the Preschool shall be audited each year.

### **VI. Tuition and Fees**

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

### **VII. Preschool Staff**

- A. The **Preschool Staff Policy and Procedures Manual** shall contain the personnel policies of the Preschool.
- B. The Director of the Preschool shall review and update the **Preschool Staff Policy and Procedures Manual**, and the Director should present the Manual to the Board for approval at the August meeting.

### **VIII. Classroom Policies and Procedures**

- A. Health requirements, requirements for enrollment, and policy on parent participation shall be stated in the **Preschool Student Handbook**.
- B. The Director of the Preschool shall give a copy of Handbook to the Chairperson of the Preschool Board, for review and approval by the Preschool Board.
- C. The Preschool must follow the licensing standards for daycare centers as written and established by the Illinois Department of Children and Family Services.

### **IX. Amending the Preschool Bylaws**

- A. Every three years, the Church Council will review the Bylaws and determine whether or not any revisions are needed.
- B. In the event that the Preschool Bylaws need to be amended, a committee will be formed by the Church Council Chairperson and Pastor.
- C. To amend the Preschool Bylaws, a two-thirds majority of the Church Council is required.