SUNFLOWER PARENT COOPERATIVE DAYCARE

The membership of Sunflower Cooperative Daycare has developed this set of bylaws and policies to govern aspects of daycare operation. Changes and additions to the policy require a discussion and a vote of the membership. A simple majority of votes of the membership is required to approve any change in policy.

BYLAWS

MEMBERSHIP

Affiliation and need:
In order to be eligible for membership in Sunflower Cooperative Daycare, a family must be either:
(1) affiliated with Indiana University and must have a need for daycare as defined by University rules, or
(2) a family in the community and must have a need for daycare as defined by University rules.

An affiliation with the University exists if at least one parent is either a student or full or part-time employee of the University (priority is given to the students of Bloomington campus).

A maximum of two families in the community are eligible for membership with Sunflower Cooperative daycare (priority is given to those working in Bloomington community).

A need for daycare exists if neither parent is available at home.

If a family’s University affiliation ceases, then their child’s enrollment in the daycare will either become one of a community member so long as one is open or will terminate at the end of the current semester. Exceptions require approval of the membership.

Admission:
The current membership admits new children on case by case basis. Sunflower screens prospective member families with a review of their application and an interview arranged by the New Member Coordinator. If the daycare has no membership openings at the time of application, the New Member Coordinator must notify applicants and place them on the waiting list. Once a member family is voted off transition probation and receives full membership status, it is required to complete a minimum of one semester enrollment at Sunflower Daycare to be able to resign in ‘good standing’ (see should the need occur).

A family that terminates membership in good standing must reapply in order to be considered for readmission.

Sunflower reserves the right to terminate the membership of an enrolled family with one week’s notice and no return of the deposit.

Up to 9 children can simultaneously be enrolled at Sunflower. Sunflower maintains a 3:1 ratio of children to adults. It is possible to extend this ratio only on a temporary basis, after a vote by the member families, but 5:1 is the hard maximum which cannot be exceeded.

Age Limit:
For a child to be admitted to the daycare, the child must be at least one year old, walking and able to safely feed themselves (although it is recognized that children often need coaxing and assistance) and at most thirty months old. Upon membership approval, the admitted child may attend the daycare until the
child reaches three and a half years old, but it is strongly recommended that children transition to daycare at the age of three.

New Member Families:
Each new member family enter on a one month 'probation' (see Transition Probation, below)

Each new family is required to have a minimum transition period of 18 hours before being enrolled on probation. During the transition period, the child's parents must always be present while the child is on daycare premises. Transitioning families must be provided with the weekly schedule and should make a strong effort to spend at least one transition hour with a representative of each member family. All family members must work at least one third of the initial transition hours to be allowed to take shift responsibility at Sunflower. Should a family wish to add a family member to cover their shift work after transition is complete, this person must complete a transition period as well.

After the transition period, new member families are scheduled for regular shift work and weekend duties. New member families are required to attend the monthly membership meetings and are encouraged to participate in the discussion of daycare issues. While on probation, whenever possible, new member families will work alongside of current members with full status.

New member families are granted full status immediately upon receiving a simple majority vote, by secret ballot, of the current, full status membership. The secret ballot vote is held at the first meeting following 30 days of the new member family entering the daycare.

Transition Probation:
A simple majority vote by secret ballot of the current full status membership is required to grant full status to new members on probation.

A family on transition probation has the same responsibilities and obligations as a member family with full status except, they may not take part in voting. They are required to attend monthly meetings and are encouraged to take part in the discussion of daycare issues.

Unenrolled children of a member family:
An unenrolled child belonging to a member family may accompany his/her parent during shift work as long as the Sunflower child/worker ratio is not exceeded with this extra child. He/she may also accompany his/her parent at membership meetings. In all other situations, an unenrolled child may not attend daycare without the prior approval of the membership.

DAYS AND HOURS OF OPERATION

Sunflower Cooperative Daycare (Sunflower) is currently open between 8:00am and 5:00pm on each weekday that University classes are in session. Upon membership consent, the first work shift may begin as early as 7:45am or as late as 9:00am and the last work shift may extend to 5:15pm. A child may attend as much or as little as desired during these hours. Each parent must sign in and sign out his/her child every day the child attends the daycare.

If additional minutes of daycare are needed before scheduled opening or after closing time, the parent must make special arrangements with the on-duty parent shift worker in advance. If a parent has not arranged to be late and the child has not been picked up by 5:15pm the parent on shift work must stay at the daycare (or arrange for another Sunflower parent to stay) until the child is picked up by his/her own parent. A parent shift worker may only leave Sunflower with a child that is not his/her own with the permission of the child’s parents. A child must be transported in a properly installed car seat.

During a break in University schedule, the daycare is officially closed. However, families who wish to continue operating the daycare during the break may express interest to the Scheduler and make ad hoc arrangements to keep the daycare operational.
DEPOSITS AND DUES

Deposit:
Each new member family is required to deposit the equivalent of one month's dues (depending on the family's enrollment status i.e. fulltime or community member) with the Treasurer before an enrolled child begins attending the daycare. The deposit will be returned to the family if they resign their membership in 'good standing' (Refer to 'Resigning Membership' below).

Dues:
Monthly dues are currently:
* $ 150.00 per month for one child (Indiana University affiliated membership)
* $ 160.00 per month for one child (community family membership)

Dues for a given month are due on the 10th of that month.

A check or money order made payable to ‘Sunflower Daycare’ should be placed in an envelope with the family's name written on the outside and then placed in the Treasurer's mailbox or given in person to the Treasurer.

The Treasurer will provide a receipt for paid dues upon request.

Each bounced check will result in a $20 fee.

Delinquency:
There is $10 late fee if a family's dues have not been paid within 5 days of the due date. If a family is in arrears in excess of 5 days for the monthly dues, then an incident report must be filed and the family must arrange with the Treasurer a schedule of payments to pay off the debt.

A family with financial delinquency of two months or more, and with no arrangement made or a repayment plan honored, then upon membership approval, the family can be put on disciplinary probation.

Consequences of severe delinquency will be decided by the membership on a case by case basis. The Treasurer will inform the membership of all cases of delinquency at the monthly meetings.

Work party assessment:
Each member family may be assessed a small amount to help defray 'work party' expenses for example, lumber and paint if the Treasurer cannot cover them. Any such onetime assessment must be approved in advance by the membership.

Reimbursement:
A member family will be reimbursed for any purchases, by reduction of dues, which are given prior approval by the membership so long as a receipt is provided. Approved purchases include the purchase of snacks as a 'weekend duty'. Each family should submit a receipt with the family name on the envelope and receipt to the Treasurer along with the monthly dues.

SHIFT WORK
Shift Work obligation:
Parents of member families share the responsibility for the day-to-day operation of the daycare including supervision of the attending children. The time and energy used for this purpose is called 'shift work'. Each family is scheduled for a variable number of hours of shift work per week that depends on the number of enrolled children belonging to the family, the family's enrollment status and the number of hours which must be covered (minus that covered by work-study students). Each week, at the Scheduler’s request, each family will submit at least fifteen hours of availability, such that the Scheduler has the flexibility to insure that all time periods are covered. At least one parent must be on duty at all times and therefore each family is responsible for an equal portion of the weekly parent hours (variable depending upon work-study availability) for each child of theirs attending Sunflower.

Work Study Employees:
Sunflower daycare employs University students through the federal work study program. These student employees help parent shift workers with the daily operation of the daycare, but not limited to, the supervision of the attending children. They are to be considered assistants to the parent(s) on duty.

Work study employees should help change diapers and help the children with the toilet.

After interviewing a prospective work study employee, the membership votes on whether to hire the prospective employee.

Questions and or concerns pertaining to work study employees should be brought to the attention of the work study coordinator.

Any accident involving a work study employee must be documented with an accident report that is signed by all witnesses as well as the work study coordinator.

All pay raises for work study employees must be brought to a vote of the membership for approval.

Work study employees are required to read through and sign the work study policy agreement.

All work study employees are required to abide by the same medical documentation and guidelines as outlined in IU regulations and Sunflower bylaws, policies and procedures.

Scheduling:

Each parent and employee is responsible for informing the scheduler of his/her availability for shift work. If a parent's outside commitments change, then he/she is responsible for immediately notifying the scheduler.

Each parent and employee is also responsible for obtaining his/her schedule from the scheduler. The current schedule is posted on the bulletin board in the cubby room, and posted to the email listserv.

Shift Responsibility:

Each family is solely responsible for the fulfillment of their assigned shift work. A family may ask another parent or approved shift worker from another member family to act as their substitute with respect to a scheduled shift. Adults that have not been approved for shift work at the daycare cannot act as substitutes.

Missed Shifts:
When a member family/shift worker is late for their assigned shift by one hour or more, the shift is considered missed. Each instance of a missed shift should be documented by means of the incident report form. Two reported cases of missed shifts can result in disciplinary probation; three reported cases of missed shifts will result in a vote for expulsion from the daycare.

Tardiness:

When a family member/shift worker is late for the assigned shift by ten minutes or more, the shift worker is considered tardy. Each instance of tardiness should be documented by means of the incident report form. Three reported cases of tardiness can result in disciplinary probation; four reported cases of tardiness will result in a vote for expulsion from the daycare.

MEMBERSHIP OFFICES

Offices for the daycare are held by parent members. Offices are assigned by a vote of the membership. If no one volunteers for a particular office, then the membership will appoint a member to the post. Ideally, these offices should be spread evenly among the member families. The telephone list for the daycare should include information on who holds particular office. Detailed descriptions for each office are posted in the cubby room. Training is provided in the information packet for each office, by the resigning officer and sometimes through IU. Neglect of member office duties should be reported through the filing of an incident report form.

Membership Offices are as follows:

* Health and Safety Coordinator
* IU Liaison
* New Member Coordinator
* Purchaser
* Scheduler
* Secretary
* Treasurer
* Work Study Coordinator
* Curriculum Coordinator

ADDITIONAL OBLIGATIONS

Weekend duties:
In addition to shift work, each family is required to perform work for the daycare known as weekend duties. Weekend duties are necessary to maintain a safe and clean environment for enrolled children and are distributed/rotated equally among the member families regardless of their status. The schedule for weekend duties is posted on the door between kitchen and the cubby room.

All weekend duties need to be completed by opening (8:00am) Monday. Duties may be traded between families; members wishing to trade a weekend duty must individually arrange the trade. All trades must be noted on the schedule posted in the cubby room. Neglect of weekend duties should be reported through the filing the incident report form to the Monthly Coordinator. Note that although these jobs are referred to as ‘weekend duties’, many of these duties require work during the week.

Weekend Duties are as follows:
* Toy A: Puzzles/computer desk/piano
* Toy B: Large toys/cars/blocks
* Toy C: Small toy shelf/blackboard
* Outdoor Toys
* TV room
* Nap room/Bathroom
* Kitchen/Cubby

Work Party:
A 'work party' may be scheduled and organized with the approval of the membership. Typical purposes of a work party include: garage cleaning, painting, general repair and installing play equipment. Work parties are generally scheduled for a weekend day.

Participation in work parties is required of every family. Those who can not attend a work party must do similar work previously approved by the membership.

MEMBERSHIP MEETINGS

Monthly meetings:
One weekend every month (except January), the membership meets to discuss matters of policy and procedures and the day to day operations that have arisen during the past month. A monthly meeting may take place at either the daycare or at a member's home. All monthly meeting dates are scheduled at the beginning of each semester.

Prior to the meeting, an agenda is circulated via email by the secretary to all families. Any family can put an item on the agenda that they wish to discussed.

At each meeting, the parents discuss: the individual progress of each child in the child reports section and review the day-to-day and administrative operations in the office reports section. At these meetings, the conduct of each work-study worker is reviewed and any warranted actions voted upon. A monthly financial report is prepared and distributed by the Treasurer and all incident reports from the past month are presented by the secretary and reviewed by the membership. House Rules are to be changed, deleted or added at each monthly meeting.

One person from each member family is required to attend all monthly meetings. All parent shift workers are strongly required to attend monthly meetings. If a family misses more than one monthly meeting within a semester, then the family may be expelled from the daycare.

Emergency Meetings:
Emergency meetings are scheduled to discuss an issue that requires the immediate attention of the entire membership. Any member may call an emergency meeting, by contacting the families and relating the need for the meeting and any topics needing discussed.

The secretary is responsible for notifying each member of the emergency meeting. The secretary should also post a notice giving the topic, date, and time of the meeting. Emergency meetings are facilitated by the secretary.

One person from each member family is required to attend emergency meetings and all shift workers are strongly encouraged to attend emergency meetings. Absence automatically forfeits a member's vote(s) on the issue(s) at hand.

Voting:
Based on the agenda and discussion at each meeting, the Secretary puts to the membership each topic
to be voted upon. A quorum (at least half) of member families must be present to conduct a vote. A vote will be taken by secret ballot at the request of any member. Each member family casts two votes on any topic presented to the membership.

A family may not vote if:
* The member family is on transition or disciplinary probation
* The topic is whether to expel the member family
* The member family chooses to abstain

Secret ballot voting is required for:
* Granting 'full status' to a new member family
* Granting 'full status' to additional shift workers in a member family
* Placing a member family in 'disciplinary probation'
* Expulsion of a member family on disciplinary probation
* Determining whether a resigning family is leaving in 'good standing'

A simple majority of members present carries a vote, except for the following, which requires a unanimous decision (see Admission, page 1):
* Termination of the membership of a family in 'good standing'

The secret ballot voting box (located in the cubby room) may be used to vote in between meetings.

Voting will be limited to one topic at a time. All topics will include the date posted and a deadline for submitting votes. Topics must be clearly defined with descriptions of options in casting votes (i.e.: voting yes means ...; voting no means ...).

Secret ballot box voting can be used for the following defined topics:
* Admission of a family as a new member family.
* Hiring of work-study, intern, or other instructor to assist parents in shift work and/or education.
* Purchase of a nonfood item when its cost exceeds $100 or it is a piece of equipment never before used at Sunflower.

**RESIGNATION AND LEAVES**

Resigning Membership:
A member family resigns its membership in 'good standing' provided the family has:
* posted written notice (this includes email) of their leaving at least one month prior to resignation.
* fulfilled all financial obligations to the daycare.
* fulfilled all shift work obligations to the daycare.
* successfully fulfilled all weekend duty obligations.
* successfully fulfilled all member office responsibilities.
* returned all keys or other daycare equipment on the last day of attending the daycare.
* must have fulfilled the minimum of a semester enrollment at the daycare.
* must not be leaving due to expulsion.

Maternity/Paternity Leave:
A two week leave, free of shift and weekend duty obligations will be given to the family with a newborn baby. The enrolled child may attend daycare during this time.

Emergency Leave:
Emergency leave may be granted by the membership at any time. Individual circumstances will determine exactly which obligations are forgiven.

Protracted Leave:
A member family may ask to go on a protracted leave, or a leave of absence from the daycare for one to
four months. If the membership grants the leave, the family is relieved of all daycare obligations during the leave. The family on protracted leave must submit to the Treasurer a $15 holding fee for each month during the leave and submit an additional deposit of one month's regular dues (as established for the family). The additional deposit will be used to pay the dues for the first month after the family returns to Sunflower.

Vacation:
A member family may take a vacation form the daycare with 2 weeks written notice. The children of a family on vacation do not attend daycare and the parents are excused from shift obligations. However, the family continues to pay full dues.

CONSEQUENCES OF IRRESPONSIBLE BEHAVIOR

In order to protect all member families, shift workers, employees, volunteers of Sunflower from the irresponsible behavior of another member family, shift worker, employee, or volunteer, Sunflower has established penalties for neglect in shift work, weekend duties, membership meetings, member offices, medical documentation, and financial delinquency. One may be exempt from the penalties described below given one can demonstrate to the membership’s satisfaction that a circumstance beyond one’s control prevented one from fulfilling one’s obligation(s). In such a case, one may be required to make up the obligation in a manner to be decided upon by the membership.

Incident Reports:
In order to record and review any instances of irresponsible behavior, an 'Incident Report' form must be completed and submitted to the Monthly Coordinator. Incident Reports should be completed by anyone (shift worker, employee, volunteer, member, etc.) who witnesses the irresponsible behavior of a member family or other shift worker, volunteer, or employee.
Under the following circumstances, an Incident Report form should be completed:
* Missed Shift If a member of shift worker is late to their shift by one hour or more, the shift is considered missed.
* Tardiness If a member or shift worker is late to their shift by 10 minutes or more, the shift worker or member is considered tardy.
* Missed membership meeting If a member family is unable or neglects to attend a monthly or emergency meeting, then the member family is considered absent.
* Neglect of weekend duties If a weekend duty is not completed in full by the opening time on Monday morning (or first day of the week the daycare is open following a vacation or holiday), then the weekend duty is considered neglected.
* Neglect of member offices If a member family neglects the completion of responsibilities of their office, then the member family is considered neglectful to their office.
* Financial delinquency After the 15th of each month, all member families failing to pay their dues will be considered financially delinquent.
* Neglect of medical documentation If a shift worker has not submitted all medical documentation requirements within one month of starting shift work (as outlined in IU regulations), then the shift worker is considered neglectful in completing medical documentation.
* Inappropriate behavior If a shift worker is using inappropriate behavior as defined in Sunflower Policies, Procedures and Rules, then the shift worker is considered to be using inappropriate behavior during Sunflower shift work.

Incident Reports are reviewed each monthly meeting during the secretary’s report. Each instance reported is discussed and a followup plan decided upon.

Disciplinary Probation:
If a member family or shift worker continually neglects its responsibilities, the membership will vote on the implementation of ‘disciplinary probation’. A member family on disciplinary probation has the same
rights and responsibilities as members with ‘full status’, except that they cannot vote.

Under the following circumstances, implementation of disciplinary probation may be necessary:
* 2 reported cases of missed shifts per semester
* 3 reported cases of tardiness per semester
* 1 reported case of a missed membership meeting per semester
* 2 reported cases of neglect of weekend duties per semester
* 3 reported cases of neglect of member offices per year
* financial delinquency after 2 months
* lack of medical documentation after 2 months
* 2 reported cases of inappropriate behavior during shift work per semester

After one month of disciplinary probation, a review of the neglectful member family is required. If the neglectful family has shown adequate progress, the membership can vote by secret ballot to terminate the disciplinary probation.

Expulsion:
When other avenues of warnings, probation, and discipline have been exhausted, a member family can be expelled from Sunflower daycare. When a family has been placed on disciplinary probation for two separate instances in one semester without improvement, then the membership should vote on whether to expel the family from the coop.

A discussion ensues at a monthly or emergency meeting; all member families can participate in discussion including the member family in question. A vote is taken; a majority vote of the member families is necessary to expel a member family. If a majority vote to expel is received, the member family being expelled must promptly return the Sunflower key to the Treasurer, collect all personal belongings, and leave the premises of the daycare.

Families leaving the daycare due to expulsion are considered to not be in ‘good standing’ and therefore refuse the right to receive back their membership deposit.

February 1, 2007