



Rules and Regulations

Revised May 2019

TABLE OF CONTENTS

I. Enrollment Requirements	3
II. Medical Policies and Procedures	5
III. Tuition	6
IV. Holiday Observances	7
V. Staff and Other Paid Positions	8
VI. Financial Practices	11
VII. Emergency Policies and Procedures	11
VIII. Parent Participation in Cooperative	12
IX. Emergency Evacuation Procedure	13
X. Emergency Procedures	13
XI. After School Enrichment	15
XII. Miscellany	15

I. Enrollment Requirements

1. Tri-Village Nursery School (TVN) follows Bethlehem Central School District guidelines to determine whether children are old enough to enroll in classes. These guidelines require children to reach the appropriate age for the class they are in by December 1 of the school year. For example at TVN, children in our three-year-old classes must turn three (3) by December 1 of the school year. However, a waiver of this requirement may be available for children who reach the appropriate age by December 31 and are developmentally ready to begin preschool. Any family seeking a waiver will be asked to meet with the Education Director to discuss their children's preparedness and to plan an appropriate three-year preschool program. Priority will be given to students who meet the December 1 cutoff, but families that seek a December Birthday Waiver during our open enrollment period (which typically runs from from January until June each year) will be notified of their enrollment status by early June. Families that seek a December Birthday Waiver after June 1 may enroll in an appropriate class if space is available.
2. Children are expected to be toilet trained upon entering school. The child needs to be able to identify the need to use the restroom without intervention. It is expected that the child does not regularly have accidents in the classroom. If a child has a bowel movement outside of the toilet parents will be called to change the child. It is expected that general hygiene is observed. We understand a three year old entering preschool may require time to transition to the above expectations or they may regress. Therefore, a child may use a pull up in that time and a discussion about the child's readiness for school will need to take place. If at the beginning of the school year your child is unable to meet these requirements, please contact the Senior Parent Co-Chair and a discussion about the child's readiness for school will need to take place. If your child is not potty trained, and you have a discussion with the Senior Parent Co-Chair, your child's enrollment in class may be held for a determined amount of time for you to continue working on potty training. If at the end of that period, your child is still not potty trained, your child may just not be ready to attend at this time. This will be determined by the parents, Senior Parent Co-Chair, Education Director and the Lead Teacher.
3. Children of parents who are, or have been, members of the corporation shall be given first preference for enrollment in September classes prior to the beginning of open enrollment in January of the preceding academic year. Other applications will be accepted in the order of receipt.
4. Registration fees shall be non-refundable. Fees will also be non-transferable to the next school year. Students who pay a registration fee to be placed on the waitlist will be refunded the fee ONLY if a space does not become available prior to the first day of school. If a space becomes available and the family chooses not to enroll, the registration fee will not be refunded.
5. Upon notification of acceptance, or by due date of registration forms, a non-refundable deposit fee of \$100.00 applicable toward the first quarter tuition shall be required.

6. TVN will hold a position for a child who will not be attending immediately for two weeks as long as the \$50 non-refundable registration fee and the \$100 non-refundable deposit have been paid. After two weeks, tuition shall be charged if a parent wants the position held for a longer period of time.
7. During class time, only participating parents and special educators (as approved by the Board of Trustees) may be allowed in the classrooms. Prospective parents and students are encouraged to set up a tour through the Parent Co-Chairs and observe class activities through the windows in the hallway.
8. Parents will need to provide a Health Form, completed by the child's physician, and a copy of their child's birth certificate prior to the start of school in September.
 - A. All parents/guardians will receive a copy of the Parent Handbook. They are required to turn in a signed copy of the Parent Agreement Form stating that they have read, understand, and agree with the contents of the handbook prior to the start of the school year. The handbook includes a behavior management policy, which provides guidelines for families of children who need additional support acclimating to a classroom environment.
 - B. Open house is to occur at the beginning of January, typically the first weekend. Open registration is for three weeks following the open house and ends with a lottery, if necessary, to place all registrants received in that period. Alumni Registration is open for three weeks preceding the open house and in-house registration is open for three weeks preceding alumni registration. At the end of both in-house and alumni registration, a lottery will be held if needed. Applications received beyond their deadline will be placed in the following group. For example, alumni registrations that are received after the alumni lottery date will be grouped with the open registration applicants placed in that lottery.
 - C. Registration notification should go out to in-house families via mailbox mail with a follow up email one week prior to the lottery. Alumni registration information and forms should be sent via email to the preceding four years of alumni with a reminder email a week prior to lottery.
 - D. Lotteries will be performed by the Jr. Co-Chair in the presence of another board member.
 - E. If twins are part of a lottery drawing, their names will be entered into the drawing as one name (i.e. The Smith's). Should their name be drawn they will be placed into two positions. Should the twins' name be drawn when only one spot remains, the family should be given the option to have one twin placed on the class roster and one placed in the first wait list spot, or for both to be placed in another class (if available).

II. Medical Policies and Procedures

1. **Emergencies:** Tri-Village Nursery School should have on record the following information for each child:

- The phone numbers of both home and places of employment for each parent.
- The names and phone numbers of three people to be called in an emergency situation if the parent cannot be reached.
- The name and phone number of the family physician and dentist.

Should the child become injured or ill at school, the teacher **will first call the parent(s)**. If no response can be obtained, the emergency designee or the family physician will then be called as conditions warrant. Written records are to be kept of all accidents on a TVN Accident Report form. If an accident requires the services of a nurse or physician, a report shall be made to the insurance company on the proper forms.

2. **Health Information:** New York State Public Health Law requires the following immunizations prior to the entering of school:

- 4 DPT or DT (Diptheria-Pertussis-Tetnus) Vaccine
- 3 TOPV (Trivalent Oral Polio) Vaccine
- 1 Measles, Mumps, Rubella Vaccine (MMR)
- 1 Chicken Pox
- 3 Hepatitis B
- 1-4 Hib- Haemophilus influenza type b conjugate vaccine
- 1-4 PCV- Pneumococcal conjugate vaccine

The new requirements from 2014 also require that the doses are given at appropriate intervals as per the schedule recommended by the Advisory Committee on Immunization Practices. The chart put out by the NYS Department of health includes this information in the footnotes.

<http://www.health.ny.gov/publications/2370.pdf>

Both our staff and DOH staff can assist parents in determining whether or not a dose meets the requirements.

Evidence of these immunizations, along with a physical examination must be provided on the TVN Health Form, with a physician's signature, 30 days prior to the first day of school.

3. **Medication Policy:** State guidelines note that the administration of medication is the primary responsibility of the parent, and not the staff members.

- Students will not be allowed to administer their own medications.
- Teachers are not legally allowed to administer medication to students.

- By law, parents are allowed to administer medication to their children at school. We ask that this be only in rare and infrequent instances so your child's day is not disrupted. Often we can work together to eliminate the need for medication during the school day.

Administration of emergency epinephrine or glucagon– for emergency situations ONLY

- Conferences with the parents should take place prior to the student entering school to assure the teachers' and parents' understanding of the specific medical situation.
- Parents will be required to sign a statement outlining their child's emergency care with priority steps to be followed.
- Copies of the written plan for the administration of emergency ephinephrine or glucagon – as well as the injectable devices themselves – must be present in the classroom prior to the student entering school.
- When an emergency situation occurs requiring injectable medication, an ambulance will be called in addition to the child's parents.

4. **Allergy Policy:** Tri-Village Nursery School makes every effort to provide a safe environment for children with allergies. We are a peanut-free and tree nut-free school and all of our teachers are provided with EpiPen training each year. Families that are concerned about allergies and allergy protocol at the school should meet with the Education Director prior to the start of school to make sure an emergency care plan is in place and to confirm that the school will be able to make appropriate accommodations to fit their family's needs.

III. Tuition

1. The non-refundable registration fee per child must be paid before any child is officially registered.
2. Tuition shall be paid quarterly unless special arrangements are worked out in writing with the Treasurer.
3. The first tuition bill will be distributed in the August mailing. Tuition for the first quarter will be due prior to the start of school, usually August 15. For the remaining quarters, tuition bills will be sent out to all parents prior to the beginning of the next quarter. The due dates for tuition shall be the Friday prior to the start of the calculated quarter. If the tuition bill is not paid by the due date, the Treasurer will contact the family regarding payment and advise that a \$10 late fee will be assessed to the following quarter's tuition. If tuition payment or financial arrangements are not made within the first week of the due date, the Treasurer will contact the family as a reminder of their delinquent account and to make arrangements for payment. If tuition payment or financial arrangements are not made within two weeks of the due date, the Treasurer will send a third notice including a late fee of \$25. Finally, if payment or financial arrangements are is not made immediately following the third notification, the President will be notified; and further action will be taken, including possible denial of the child in the

school. Tuition checks that bounce when initially deposited will be re-deposited, and a service charge of \$15 will be added to the next tuition bill.

4. If a student is out of school less than four (4) weeks, due to extenuating circumstances, full tuition will be required. If longer, one-half tuition for the amount of time out of school will be paid.
5. Written notice of withdrawal must be given to the Treasurer at least two (2) weeks prior to the withdrawal date. If the quarter has begun and tuition has already been paid, the balance of the quarter's tuition will not be refunded.
6. There is to be no reduction in tuition rate for children of the staff.
7. Parents choosing the Cooperative Program are required to participate in the classroom and serve on a committee. Parents choosing a traditional preschool program will pay opt out fees as follows:
 - i. 18% additional fee if opting out of committee duties, helping in the classroom **AND** the Annual Tri-Village Nursery School Garage Sale.
 - ii. 12% additional fee if opting out of one aspect (committee duties **OR** helping in the classroom). *Please note that with this option each family is still required to work one two-hour shift at the Annual Tri-Village Nursery School Garage Sale*

Parents who have chosen to participate in the cooperative program but do not fulfill their responsibilities, including but not limited to missing in-class parent helper days, will be charged the corresponding opt out fee. In addition, each family is required to work one two-hour shift at the Annual Tri-Village Nursery School Garage Sale. Families that do not fulfill the requirement will be charged a penalty equal to 5% of the yearly tuition.

6. When a child of a TVN teaching staff is enrolled at TVN, the parents are not required to serve on a committee nor are they required to pay a non-participation fee.

IV. Holiday Observances

Since Tri-Village Nursery School is a private corporation, which is non-denominational and apolitical, it is only fair that nothing be included in the curriculum that implies or emphasizes a specific belief or practice.

The Board offers these guidelines for staff:

- TVN should take full advantage of instructional opportunities presented by seasonal activities based on sound educational reasoning.
- Purely religious symbols/activities are to be avoided.

- Decorations of the classroom and directed classroom activities should be secular in their reference to seasonal observances.

TVN follows the Bethlehem Central School District calendar for holiday and school closings.

V. Staff and Other Paid Positions

1. The Senior Parent Co-Chairperson is granted a full tuition scholarship for one child during his/her term. The incoming Junior Parent Co-chairperson is granted a 2-day tuition scholarship. In no case shall the value of the scholarship exceed the number of days the child attends.
2. The President and the Senior Finance Co-Chairperson are each granted a three-day tuition scholarship for one child. The Junior Finance Co-Chairperson is granted a two-day tuition scholarship for one child. The Vice-President and Secretary are granted a one-day tuition scholarship for one child. In no case shall the value of the scholarship exceed the number of days the child attends. The tuition scholarship for board members does not apply to summer camp or after school enrichment programs.
3. Staff benefits will be negotiated on an annual basis and be specified in the staff contracts. Signed contracts are returnable on or around April 30th.
4. When a teacher exceeds his/her accumulated paid sick leave, the full amount of his/her daily wage will be deducted from his/her salary.
5. In keeping with New York State law, employees are eligible for Paid Family Leave. Details are available in a separate PFL policy.
6. When a Lead Teacher is out for less than one week, the classroom Assistant Teacher will serve as Lead Teacher. An Assistant Teacher substituting as Lead Teacher will be paid an additional \$25 per day in "up pay" for up to one week, with a review after that week.
7. When the Assistant Teacher is out of the classroom (or when he/she is covering as Lead Teacher), a substitute Assistant Teacher will be identified. Paid substitute teachers who are not members of the regular teaching staff will be paid a state-mandated minimum wage for three (3) hours of work each day they substitute. (For example, if the minimum wage is \$11 an hour, a paid Assistant Teacher substitute will make \$33 for one day of work.)
8. In cases where there is an extended Lead Teacher absence and an assistant substitute is needed on an extended basis, the following will apply: The assistant classroom teacher may be appointed by the board to fill the long-term vacancy. If this is not agreeable either to the board or the Assistant Teacher, the board may hire a Lead Teacher substitute. The Lead Teacher substitute will earn between

\$45 and \$55 per day for up to a three and a half (3.5) hour day depending on experience and qualifications. This substitute must meet the teacher qualifications set forth below.

9. Employees shall receive the following number of days off for sick/personal time, based on years of employment with Tri-Village Nursery School. These days are also stipulated in individual contracts.

Year of Employment 5 day schedule 4 day schedule

1 st - 3 rd year	5 days	4 days
4 th -6 th year	7 days	6 days
7 th year and beyond	10 days	8 days

Some staff (like the Education Director) do not work full days. For staff who work partial days, time off is offered in hours, not days. In these cases, a day is assumed to be three hours. For example, an employee with 0-3 years of experience would get 15 hours (rather than 5 days) off each year. For these positions, the amount of time off increases with tenure, per the table provided.

Some staff (like the Music and Movement teacher) are paid by session and work a limited number of days each year. Per-session employees are offered five personal “sessions” a year. For these positions, the amount of time off does not increase with tenure.

With the exception of the Education Director and Music and Movement positions, all staff are required to take personal time off in full-day increments. This is stipulated in individual contracts.

If a single teaching position is divided between two employees, the sick/personal days should be decided by the Board of Trustees. The Board of Trustees should decide this based on number of days worked per week and years of employment with Tri- Village Nursery School.

At the end of the school year and the discretion of the Board, if an employee has unused sick/personal days, the employee will be paid for those days. Lead Teachers will receive \$50 for each unused day and Assistant Teachers will receive \$25 for each unused day.

10. Health exams for the staff shall conform to State law.

11. Staff members who are called for jury duty WILL be paid their regular wage for days missed as a result of this service. These missed days will not count as personal time taken. An appropriate substitute will be found to cover on these days.

Teacher Qualifications

<u>Title/Grade</u>	<u>Qualifications</u>
Education Director	<i>Preferred:</i> Master's Degree in ECE or related field and NYS Certified N-3,N-6 <i>Minimum:</i> Bachelor's Degree in ECE or related field AND three (3) years experience required
Lead Teacher	<i>Preferred:</i> Bachelor's Degree in ECE or related field or NYS Certified N-6 or K-6 OR ten (10) years experience as a nursery school teacher <i>Minimum:</i> AA or BA in ECE or related field AND minimum of three (3) years experience required
Assistant Teacher	<i>Preferred:</i> Associate's degree

Teachers and Assistant Teachers must attend CPR classes as required. Each school year at least half of the teaching staff must have current CPR certification.

Based on the above qualifications, an individual will be granted the appropriate position and slotted in the starting salary for that position. Salary scales are to be determined by the Finance Committee.

Criminal background checks will be performed on all new hires, financial members of the Board of Trustees, substitutes, and student teachers. The Education Director is responsible for conducting these background checks.

Lead Teachers are required to complete eight hours of professional development NOT including the monthly staff meetings, NOT including CPR certifications when necessary, and NOT including EpiPen training once yearly. These eight hours DO include the three-hour staff development workshop at the beginning of the school year, leaving five hours for teachers to complete individually or through on-site professional development arranged by the Education Director.

Assistants are required to complete three hours of professional development NOT including the monthly staff meetings, NOT including CPR certifications when necessary, and NOT including EpiPen training once yearly. These three hours DO include the three-hour staff development workshop at the beginning of the school year. Assistants are welcome to attend any/all on-site professional development in addition to this workshop. If assistants would like to complete additional professional development workshops, they may request reimbursement in advance and receive approval as the budget allows.

Parent/Teacher conferences will be made available to parents mid-way through the year. The Education Director will provide a conference schedule to the Board for approval each year. Lead Teachers are required to attend all Parent/Teacher Conferences.

VI. Financial Practices

1. The Finance Co-Chairpersons are jointly responsible for the financial management of the nursery school. See the written Financial Procedures maintained by the Finance Co-Chairpersons for specific accounting practices.
2. The Junior Finance Co-Chairperson is the primary person responsible for the collection of tuition, including notification of those families delinquent in their payments.
3. The Senior Finance Co-Chairperson is the primary person responsible for maintaining all financial records relating to the business operations of the school, including preparation of a monthly financial report for the Board of Trustees.
4. The Board is responsible for approving purchases made from TVN funds. The Board specifically delegates the power to approve purchases of supplies to the Education Director. The President, Vice President, or a Finance Co-Chairperson will sign and approve all other purchases. The Finance Co-Chairpersons will maintain a system to document these purchases and present a summary of all expenditures authorized on a monthly basis. No other purchasing arrangement of supplies is authorized.
5. The Finance Co-Chairpersons are responsible for reimbursing any approved expenditures made on behalf of the school. To ensure appropriate financial checks, they must seek prior approval from the TVN President prior to making any purchases that will require reimbursement.
5. Inventory will be done at the end of each year. The Education Director will maintain an ongoing list of TVN property.

VII. Emergency Policies and Procedures

1. It is the responsibility of the Education Director to review our Emergency Policies and Procedures with all staff, including substitutes, prior to the start of the school year.
2. The Town Fire Inspector and NYS Education Department mandates that a total of twelve (12) fire drills and two (2) shelter-in-place drills be conducted during the school year to ensure a timely and safe evacuation of all students and staff. Records of these drills will be kept with the Education Director.

3. Emergency contact information will be stored in a small manila envelope hanging by the outside door of each classroom. This envelope will be prepared by the teachers and will contain the following:
 - Cell phone numbers for all Teachers, Assistant Teachers, Board President and Sr. Parent Co-Chair,
 - Contact information for all classes, and
 - copies of Emergency Contact Cards for all students in that classroom.
4. Notification of parents of an emergency closure, evacuation, or etc. will be made by the teachers by calling the numbers listed on the emergency contact cards. If the parent cannot be reached, the names listed on their emergency contact cards will be called in order.
5. Emergency Procedures will also be stored with the emergency contact envelope in each classroom.
6. To ensure the safety of the children while in school, the classroom doors will remain locked while school is in session.

VIII. Parent Participation in Cooperative

Transportation, Arrival, and Departure

1. All parents/guardians are responsible for accompanying the children to their classroom door. Each child must be signed in using the checklist posted outside each classroom.
2. A child will be only be dismissed to an authorized adult as listed on the Emergency Contact card. Parents must give the teacher a signed note if any other adult will be picking up their child.
3. Field trips are an integral part of our curriculum. A permission slip is required for each field trip for each student in the classroom, giving parental approval for that specific field trip and indicating the transportation for that student. All transportation for field trips will be provided by parents.

Classroom Participation (Cooperative Program)

1. Families are required to designate up to four adults to serve as helping parent in the child's classroom. Each of these adults will need to provide their full name and address, which will be used for screening against state and federal sex offender registries. Each helping parent will also be required to adhere to the TVN Volunteer Code of Conduct.
2. Families that do not fulfill the helping parent requirement will be charged a penalty equal to 12% of their yearly tuition.
3. Teachers will indicate when parents are needed for field trips. Parents/Guardians will be required to remain with their child for certain field trips, while other trips children may be dropped off early.
4. Teachers will indicate when class events are open to all family members.

Committee Participation (Cooperative Program)

1. Each family is expected to serve on one of the school committees. Families that do not fulfill the committee participation requirement will be charged a penalty equal to 12% of their yearly tuition.
2. Each family is also required to work one 2-hour shift at the annual TVN Garage Sale. Families that do not fulfill this requirement will be charged a penalty equal to 5% of their yearly tuition.

Combined penalties for lack of volunteer participation will not exceed 18% of yearly tuition.

If a parent/guardian does not meet the responsibilities as a member of this cooperative, it is the duty of the President to confer with him/her.

IX. Emergency Evacuation Procedure

In the event of an emergency evacuation, all students will exit the building in a safe, orderly and timely manner. An emergency exit route is posted and exit signs are displayed over the doors in each classroom and throughout the building. Our main emergency exit route is via the doors leading directly outside from each classroom. Alternate routes are the main entrance leading up the stairs and out to the parking lot on the right side of the building and the entrance doors leading out to the courtyard in the front of the building. If any class is on the second floor in the Gross Motor room, evacuation will take place using either of the alternate routes mentioned; the quickest and most direct being down the stairs (directly across from the room) and out to the courtyard.

Once evacuated, the children will proceed along Kenwood Avenue to Adams street, walk up Adams Place and meet across from the fire station in front of the Church's thrift shop. If evacuation occurred at the side parking lot, children will proceed along the rear parking lot and down Nathaniel to this location. Should it be determined that the emergency situation will prevent re-entry to the building; the students will be housed temporarily at the Bethlehem Chabad located on the Delaware Avenue side of the fire station.

X. Emergency Procedures

Medical Emergency/Child Injury

Should a child become injured or ill at school, the teacher will first call the parent. If no response can be obtained, the emergency designee or the family physician will then be called as conditions warrant. Written records are to be kept of all accidents on a TVN Accident Report form.

Depending on the incident:

1. Administer First Aid/CPR as trained.
2. Call 911.
3. Call parent or emergency contacts.

Missing Child

1. Notify the Education Director.
2. The Education Director initiates shelter-in-place procedure.
3. All teachers perform an immediate count of children in the classroom.
4. The Education Director and Teachers perform initial search of classroom and surrounding areas.
5. If child is not located, call the parents and the Bethlehem Police Department.

Fire

1. EVACUATE the building following Emergency Evacuation Procedure.
2. Call 911.
3. Call parents and inform them that the children are safe. Request that the children be picked up as soon as possible.

Fire extinguishers should only be used if a child is in danger or if you have to use it to escape.

Natural Disasters (Hurricane, Tornado, Flood, Earthquakes, etc.)

Proceed as situation warrants:

1. Close all windows.
2. Move children to play areas away from windows.
3. Attempt to close the school and send the children home using emergency closure procedures OR follow shelter-in-place procedure.
4. The Education Director and/or teachers notify parents with location of pickup in the event of dismissal.

Intruder in Building

1. Each teacher will lock classroom door that leads to the hallway.
2. Move children away from windows.
3. Call 911.
4. Sit quietly in place until directed by authorities.

Bomb Threat

1. If there is a telephoned bomb threat, carefully record exact time and words.
2. Attempt to keep caller talking to obtain more information and make note of caller characteristics (age, gender, speech patterns, background noises, etc).
3. Call 911
4. Calmly alert staff.
5. EVACUATE following Emergency Evacuation Procedure.

Hazardous Substances

Indoor Hazardous Substance

1. EVACUATE following Emergency Evacuation Procedure.

Outdoor Hazardous Substance

1. Shut Windows.
2. Call 911, if necessary.
3. Wait for further direction from authorities.

XI. After School Enrichment

After school enrichment programs, their offerings, costs and session lengths shall be determined by the Education Director, Teachers and Board.

Parents will be notified prior to the start of session for details on registration. Enrollment for enrichment classes is capped at 8 students. Should more students register than there are spots available, a lottery will be held. A child is not enrolled in after school enrichment nor will a family be included in the class lottery if payment is not received upon registration. If twins are part of a lottery drawing, their names will be entered into the drawing as one name (i.e. The Smith's). Should their name be drawn they will be placed into two positions. Should the twins' name be drawn when only one spot remains, the family should be given the option to have one twin placed on the class roster and one placed in the first wait list spot, or for both to be placed in another class (if available).

Teachers offering after school enrichment will be paid via check in two increments after room fees are calculated--50% of enrollment on the first day of their enrichment and the remaining balance on the final day of enrichment (providing no make up classes are needed). There are no refunds for after school enrichment once you are enrolled in the session.

XII. Miscellany

1. The TVN Board will identify 2-4 board members responsible for proofreading and editing TVN documents and correspondence. All TVN communications, including but not limited to emails, letters, and website content, must be reviewed by one of these editor prior to publication.
2. TVN's Document Retention policy is attached as an addendum. It provides clear instruction for saving and discarding school materials.

Tri-Village Nursery School Document Retention Policy

Document Type	Retention Policy	Storage Space	Additional Notes
Student files: -Birth certificate -Health & Immunization forms -Information form -Registration form -Emergency form -Helping parent form -Parent agreement re tuition -Participation forms (committee choices)	Maintain current-year files, files for incoming students, and files for students who are returning. For students who are graduating or leaving, return the entire student file on the last day of class. At each year end, create a file for the year, to include a master class list, a list where we check off that we received all documentation, and a list of all adults cleared for the parent helper list. Retain this report for SIX years.	TVN locked filing cabinet. Student files that are being assembled may be stored at the junior parent co-chairs house, at his/her discretion and for his/her convenience. Completed files are moved to TVN filing cabinet.	We will create and retain an annual log of these files for SIX years. Parent Co-Chair Files
Student files: -Photo consent form	Keep for SIX years	TVN locked filing cabinet.	Attach to master list of student files (above)
Deposit receipts	Shred once the deposits have been verified.	Treasurer's home, until they are shredded.	
Treasurer notes	Retain, as with all annual reports, for SIX years.	Treasurer's home.	
19s	Keep for at least THREE years after the new staff member is hired or for at least ONE year after the staff member leaves, whichever is greater.	TVN locked filing cabinet	Bookkeeper's Files

W4s	Keep for at least FOUR years after the date the employment tax becomes due or is paid (whichever is later).	TVN locked filing cabinet	Bookkeeper's Files
Direct deposit forms	Keep for THREE years	TVN locked filing cabinet	Bookkeeper's Files
Background check authorization forms for staff and volunteers; completed copies of background check results	Keep for whichever is greater: duration of employment, plus one year after the employee leaves TVN OR five years.	TVN locked filing cabinet	President's Files
Application materials (resumes, cover letters, etc) for all new hires and anyone for whom a criminal background check is processed	Keep for one year after the employee leaves TVN.	TVN locked filing cabinet	President's Files
Tax returns	Discard SEVEN years after filing date.	TVN locked filing cabinet	pending per accountant's guidance
Credit card statements	ONE month	Bookkeeper's Discretion	
Utility and phone bills	ONE month	Bookkeeper's Discretion	
Reimbursement requests / receipts, and supplies	ONE year, unless the item may need to be returned, is covered by a warranty, or is a major item that would require reimbursement from insurance in case of an accident. Keep receipts for major items indefinitely or until the item is no longer in our possession or under warranty.	TVN filing cabinet	Receipts and Warranties File
Insurance policies and bills/receipts	Keep expired insurance policies for FIVE years from date of expiration.	TVN locked filing cabinet	President's Files

Bank statements	Keep monthly statements for ONE year. Keep annual statements related to taxes for SEVEN years.	Bookkeeper's Discretion	pending final decision per accountant's guidance
Copies of checks	Discard after ONE year, except checks needed to support tax filings. Keep those for SEVEN years.	TVN locked filing cabinet	
Payroll statements	Keep for SEVEN years	TVN locked filing cabinet	
Timecards	Keep for SEVEN years	TVN locked filing cabinet	
Employment contracts	Keep current employee contracts ONE year after employee leaves TVN.	TVN locked filing cabinet	President's Files
Job evaluations	Keep for ONE year after employee leaves TVN.	TVN locked filing cabinet	Education Director's Files: Teachers and Assistants President's Files: Education Director
OSHA records and accident reports	Keep for FIVE years, except for documents pertaining to toxic substance exposure—keep those for THIRTY years.	TVN locked filing cabinet	Education Director's Files
Professional Development Documentation for teachers	Keep for at least THREE years or ONE year after employee leaves TVN, whichever is greater.	TVN locked filing cabinet	Education Director's Files
Individual receipts for reimbursement	Held at discretion of individual.	Personal files	
Individual tracked hours	Held at discretion of TVN board or staff member; as appropriate, retaining an annual summary at year end.	Personal files	

Notes from parent conversations/meetings	Retain until one year after the family (including any younger siblings) has departed TVN.	TVN locked filing cabinets	Education Director's Files
Staff meeting agendas and notes	Retain until production of year-end summary/report, at which point supporting documentation can be discarded. Annual reports should be retained for SIX years.	at Education Director's discretion, either at home or in TVN filing cabinets.	
Fire/Shelter in Place drill records	Retain for FIVE years.	TVN locked filing cabinet	Education Director's Files
Annual Fire Inspection records	Retain for FIVE years.	TVN locked filing cabinet	Education Director's Files
Immunization Report	Retain for FIVE years.	TVN locked filing cabinet	Education Director's Files
Historic documents (old versions of by-laws, rules and regulations, etc)	Retain until new or revised version is approved by Board of Director's vote.	TVN Filing Cabinet	President's Files
Summary descriptions and all annual reports, including committee reports	Chair or point person retains for duration of commitment, revises contents, returns to storage at conclusion of commitment	Committee members' binders	TVN Committee Library (designated closet shelf)