



Rules and Regulations

Revised March 2022

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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, 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 that a three year old entering preschool may require time to transition to the above expectations. Therefore, a child may use a pull up for a brief period. If at the beginning of the school year your child is unable to meet these requirements, please contact the Education Director, 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 Education Director and the Senior Parent Co-Chair, your child's enrollment in class may be held for a predetermined 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, they may not be ready to attend at that time. This will be determined by the parents, 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 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 in the amount of one hundred dollars (\$100) shall be non-refundable. Fees will also be non-transferable to the next school year. If a student is waitlisted, or if a space becomes available and the family chooses not to enroll, the registration fee remains non-refundable.
5. Upon notification of acceptance, or by the due date for registration forms, a non-refundable deposit fee of one hundred dollars (\$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 a period of two (2) weeks, so long as the one hundred dollar (\$100) non-refundable registration fee and the one hundred dollar (\$100) non-refundable deposit have been paid. After two (2) weeks, tuition shall be charged if a parent wants the position held for a longer period of time.
7. During class time, only parent volunteers and support service providers (as approved by the Education Director) 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, current immunization records, and a copy of the 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 our 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 in the first two weeks of January, typically the first weekend. Open registration takes place for three weeks following Open House and ends with a lottery, if necessary, to place all registrants received in that period. Alumni Registration is open for the three weeks preceding Open House and in-house registration is open for the 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 email with a follow up email one week prior to the lottery. Alumni registration information and forms should be sent via email to alumni with a reminder email a week prior to the lottery.
 - D. Lotteries will be performed by the Jr. Co-Chair in the presence of another board member. If the Jr. Co-Chair is unavailable, the Sr. Co-Chair shall perform the lottery.
 - E. If twins are part of a lottery drawing, their names will be entered into the drawing as one name (i.e. The Smiths). 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).
9. Rolling admission shall discontinue January first of each school year. If a parent would like to enroll a child after January first, a written request must be submitted to the Board for approval. The

prospective teacher must also approve the addition of a new student. Approval or denial must be given to parents within two weeks of the request.

II. Medical Policies and Procedures

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

- Names, employment, and contact information for each parent.
- Names and contact information for three people to be called in an emergency situation if the parent cannot be reached.
- Names and contact information for 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 incidents on a TVN Incident Report form. If an incident 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 (Diphtheria-Pertussis-Tetanus) 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

Requirements from 2021 (linked) 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 with the physician's signature must be provided by mail or email to the Education Director prior to the first day of school. The only exceptions to this requirement are documented medical exemptions to include allergies and/or ongoing

medical treatment, with individual cases approved on a case by case basis by the Education Director and The Board.

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

- Students may not administer their own medications.
- By law, teachers may not administer medication to students.
- By law, parents may administer medication to their children at school. We ask that this only occur 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 of eligible students should take place prior to the student entering school to ensure 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 epinephrine 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 the family's needs.

III. Tuition

1. The non-refundable registration fee in the amount of one hundred dollars (\$100) must be paid before any child is officially registered.
2. Tuition shall be paid quarterly unless special arrangements are established in writing with the Treasurer.
3. All tuition invoices are to be distributed electronically, and parents may choose to pay either electronically or with a physical check. 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 by August fifteenth (15th.) For the remaining quarters, tuition bills will be sent electronically to all parents prior to the beginning of the next quarter. The due dates for tuition shall be two weeks prior to the start of the calculated quarter. If the tuition bill is not paid or postmarked by the due date, the Treasurer will contact the family regarding payment and advise that a ten dollar (\$10) late fee will be added 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 twenty five dollars (\$25.) Finally, if payment or financial arrangements are not made immediately following the third notification, the President shall be notified, and further action will be taken, including possible exclusion from school for the child. Tuition checks that bounce when initially deposited will be re-deposited, and a service charge of twenty dollars (\$20) will be added to the next tuition bill.

4. If a student is out of school for less than four (4) weeks, due to extenuating circumstances, full tuition will be required. If longer, tuition may be adjusted on a case by case basis with approval from The Board.
5. Written notice of withdrawal must be given to the Treasurer at least two (2) weeks prior to a student's 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 for children of the staff.
7. There is to be no reduction in tuition for parent volunteers.

IV. Holiday Observances

Since Tri-Village Nursery School is a private corporation, which is secular 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 two (2) day tuition scholarship for one child during his/her term. The incoming Junior Parent Co-chairperson is granted a one (1) day tuition scholarship. In no case shall the value of the scholarship exceed the number of days the child attends.
2. The President is granted a two (2) day tuition scholarship for one child during his/her term. The Treasurer is granted a two (2) day tuition scholarship for one child during his/her term. The Vice-President is granted a one (1) day tuition scholarship for one child during his/her term. 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, after school enrichment programs, or extended day 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 if necessary, as determined by the Education Director.
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 shall apply: The Assistant 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 substitute Lead Teacher. The Lead Teacher substitute shall earn up to 30% more than a substitute Assistant Teacher, at the discretion of the Education Director, depending upon qualifications and experience. 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 and as such, shall be determined with the Education Director. Contracts are negotiated by the Education Director with the exception of the Education Director's own, which is negotiated by The President of the Board.

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 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" per year. For these positions, the amount of time off does not increase with tenure.

With the exception of the Music and Movement position, 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 the number of days worked per week and years of employment with Tri- Village Nursery School.

At the end of the school year, 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

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.

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, coordinated by the Education Director.

Criminal background checks will be performed on all new hires, substitutes, and student teachers. Criminal background checks shall also be performed on members of the Legal/Financial Committee of the Board of Trustees; i.e., The President, the Vice President, and Treasurer. The Education Director is responsible for conducting these background checks.

Lead Teachers are required to complete eight (8) 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 (3) 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 (3) 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 (3) hours DO include the three (3) 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 are required to be made available to parents mid-way through the year. Lead Teachers are required to attend all Parent/Teacher Conferences.

VI. Financial Practices

1. The Treasurer and (hired) Bookkeeper are jointly responsible for the financial management of the school. See the written Financial Procedures maintained by the Treasurer for specific accounting practices.
2. The Treasurer is responsible for the billing and collection of tuition, including notification of those families delinquent in their payments. The Treasurer and Bookkeeper are responsible for executing payroll and payroll reports.
3. The Treasurer and Bookkeeper are 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 and document purchases of supplies to the Education Director, who must adhere to the budget provided by the Board. The Education Director will provide the Treasurer with a summary of all expenditures authorized on a monthly basis. The Treasurer will sign and approve all other purchases. The Treasurer 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 Treasurer is responsible for reimbursing any approved expenditures made on behalf of the school. To ensure appropriate financial checks, the Bookkeeper must seek prior approval from the TVN President or Treasurer prior to making any purchases that will require reimbursement.
6. Inventory will be done at the end of each year in order to avoid over purchasing of redundant classroom supplies.

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 eight (8) fire evacuation drills and four (4) lockdown/ 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 a checklist.
2. A child will 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

1. Families are asked to designate up to four adults to serve as helping parents 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. Teachers will indicate when parents are needed for field trips. Parents/guardians will be required to remain with their children for certain field trips, while children may be dropped off for others.
3. Teachers will indicate when class events are open to all family members.

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 Incident 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 an initial search of the classroom and surrounding areas.
5. If the child is not located, call the parents and the Bethlehem Police Department.
6. Notify the parents of the incident, and complete an incident report form.

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 engage a wedge to keep the door from being opened.
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 each session as to details on registration. 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 Smiths). 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- fifty percent (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 a student is enrolled in the session.

XII. Explore & Play Program and Summer Camp

Explore and Play and Summer Camp programs shall be separate from after school enrichment programs. These programs and their associated session lengths and costs shall be determined jointly by the Education Director and the Board.

Parents shall be notified prior to the start of each school year as to details on registration. Should more students register than there are spots available, a lottery shall be held. A child is not enrolled in Explore and Play or Summer Camp, nor shall 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 shall be entered into the drawing as one name (i.e. The Smiths). Should their name be drawn they shall 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 waitlist spot, or for

both to be placed in another class (if available). Once Explore and Play and Summer Camp programs are full, waitlists shall be created for remaining interested families. Should a spot become available, families on the waitlist shall be offered the spot in order of their position on the waitlist.

Sometimes, students have a difficult time adjusting to Explore and Play, and families may elect to abstain from attendance for a time. If a student abstains from the Explore and Play program, their spot will be held only until the start of the next quarter. If at that time they are not ready or choose not to attend, their spot shall be forfeited to a family on the waitlist. If, however, a family elects to continue paying Explore and Play tuition throughout their break, their spot shall be held. Tuition shall also be refundable if a family withdraws from the Explore and Play program prior to the beginning of a quarter. Once the quarter begins, tuition is non-refundable.

XIII. Miscellany

1. It is recommended, but not required that all TVN communications, including but not limited to emails, letters, and website content be proofread 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: -Information form -Registration form -Emergency form -Helping parent form -Parent agreement regarding tuition -Photo consent form	Maintain current-year files, files for incoming students, and files for students who are returning. Forms and agreements will be recorded and filed on the Google Cloud Drive, in addition to being logged in a Google Sheet. We will keep digital files for a minimum of SIX years.	Forms and agreements will be recorded and filed on the Google Cloud Drive.	The President, Treasurer and Education Director require read-only access. Parent Co-Chairs' Files (Historical file location in the file cabinet.)
Student files: -Birth certificate -Health & Immunization forms	Returned to Student's family at the end of the school year UNLESS student is returning. We will keep digital files for a minimum of SIX years.	Will be recorded and filed on the Google Cloud Drive. Paper files (pre-digital) will be stored in the TVN locked filing cabinet.	Education Director's files (Historical file location in the file cabinet.)
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. Will be recorded and filed on the Google Cloud Drive.	
19s	Keep for at least THREE years after the new staff member is hired or for at least ONE year after the staff	Treasurer's home AND/OR will be recorded and filed on the Google Cloud Drive.	Paid Bookkeeper to have access if necessary.

	member leaves, whichever is greater.		
W4s	Keep for at least FOUR years after the date the employment tax becomes due or is paid (whichever is later).	Treasurer's home AND/OR will be recorded and filed on the Google Cloud Drive.	Paid Bookkeeper to have access if necessary.
Direct deposit forms	Keep for THREE years	Treasurer's home AND/OR will be recorded and filed on the Google Cloud Drive.	Paid Bookkeeper to have access if necessary.
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.	The Education Director's Google Cloud Drive. Paper files will be stored in the TVN locked file cabinet.	Education Director's files (Historical file location in the file cabinet.)
Tax returns	Discard SEVEN years after filing date.	Treasurer's home AND/OR will be recorded and filed on the Google Cloud Drive.	Paid Bookkeeper to have access if necessary.
Credit card statements	ONE month	Treasurer's Discretion	
Utility and phone bills	ONE month	Treasurer'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.	Treasurer's home AND/OR will be recorded and filed on the Google Cloud Drive.	Receipts and Warranties File (Historical file location in the file cabinet) Paid Bookkeeper to have access if necessary.
Insurance policies and bills/receipts	Keep expired insurance policies for TWO years from date of expiration.	Treasurer's home AND/OR will be recorded and filed on the Google Cloud Drive.	President's Files (Historical file location in the file cabinet)

Bank statements	Keep monthly statements for ONE year. Keep annual statements related to taxes for SEVEN years.	Bookkeeper's Discretion. Filed on the Google Cloud Drive. Also available through online banking.	Treasurer Files (Historical file location in the file cabinet) Paid Bookkeeper to have access if necessary.
Copies of checks	Discard after ONE year, except checks needed to support tax filings. Keep those for SEVEN years.	Treasurer's home AND/OR will be recorded and filed on the Google Cloud Drive.	Paid Bookkeeper to have access if necessary.
Payroll statements	Keep for SEVEN years	Treasurer's home AND/OR will be recorded and filed on the Google Cloud Drive.	Paid Bookkeeper to have access if necessary.
Employment contracts	Keep current employee contracts ONE year after employee leaves TVN.	Recorded and filed on the Google Cloud Drive.	Education Director contract will be in President's files (Historical file location in the file cabinet.) Any additional contracts in Education Director's files. Paid Bookkeeper to have access if necessary.
Job evaluations	Keep for ONE year after employee leaves TVN.	Recorded and filed on the Google Cloud Drive.	Education Director's Files: Teachers and Assistants President's Files: Education Director (Historical file locations in the file cabinet.)
OSHA records and incident/accident reports	Keep for FIVE years, except for documents pertaining to toxic substance exposure—keep those for THIRTY years.	TVN locked filing cabinet AND recorded and filed on the Google Cloud Drive.	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.	Recorded and filed on the Google Cloud Drive.	Education Director's Files (Historical file location in the file cabinet.)
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 AND/OR Recorded and filed on the Google Cloud Drive.	Education Director's Files (Historical file location in the file cabinet.)
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 the Education Director's discretion, either in TVN filing cabinets or recorded and filed on the Google Cloud Drive.	
Fire/Shelter in Place drill records	Retain for FIVE years.	TVN locked filing cabinet OR Recorded and filed on the Google Cloud Drive.	Education Director's Files (Historical file location in the file cabinet.)
Annual Fire Inspection records	Retain for FIVE years.	TVN locked filing cabinet OR Recorded and filed on the Google Cloud Drive.	Education Director's Files (Historical location in the file cabinet.)
Immunization Reports	Retain for FIVE years.	TVN locked filing cabinet AND Recorded and filed on the Google Cloud Drive.	Education Director's Files (Historical location in the file cabinet.)
Historic documents (old versions of by-laws, rules and regulations, etc)	Retain until new or revised version is approved by Board vote.	Recorded and filed on the Google Cloud Drive.	President's Files and Website

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 AND/OR Recorded and filed on the Google Cloud Drive.	President's Files, and individual Chair Position's Files
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