

BOARD MEMBER HANDBOOK

Open House Nursery School

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Letter from the President

October 10, 2018

Hello Open House Board Members,

Welcome to a new year at Open House Nursery School, and thank you for your service!

Board service and volunteering ensure the success of our nonprofit school, and help make the most of a rich experience for our students and our families. I know your time is precious, and appreciate you sharing your time and talents.

Open House's history in the neighborhood goes back over 40 years. Thousands of families have benefited from the school, and each year brings new life to our community of learning, support and celebration. The neighborhood has changed, and Open House has grown, but the school has always adhered to its mission: *To promote and protect the right of children to be children through a developmental and interactive approach to learning.*

My history with Open House only goes back four years, but those are four of the most profound years of my life as a father of two boys. Two boys who are very different from each other, but both found joy, patience and many opportunities to grow and learn from their teachers and all of the people who make Open House special. I serve on the board because of my gratitude, and because I want to support the staff to help the school thrive.

This handbook is intended to be a helpful, go-to tool to make board service as clear and easy as possible. It's intended to be a living document, and your feedback is welcome.

Looking forward to a great 2018-19 school year ahead. And thank you again!

Sincerely,

Jeremy Gough

President of the Open House Board of Directors
Parent of Two Alumni of the Nest, Pond, Garden and River Rooms

1. Open House Nursery School Organization

(A) Mission Statement

Our Approach:

At Open House, we believe in the central importance of a child's social/emotional growth. The planning for our classrooms always reflects this priority. Children are encouraged to learn to identify and express emotions. When helping children with conflict resolution, teachers utilize a non-judgmental, problem solving approach. Through play, discovery, and many rich experiences in art, music, math, natural science, and literature children learn to understand themselves and to communicate effectively with others.

Our curriculum is well-planned, but allows lots of room for growth and freedom to explore. A child's day includes a comfortable balance of indoor and outdoor, structured and freeplay activities.

We encourage children to share their experiences, and we take great care that each voice is listened to and respected. We believe respecting individual differences is the way to create community. Through their Open House school experiences, young children learn that all people are valued and that all people can work together to make a better world.

History

After studying at Bank Street College, Michael and Patricia French founded Open House Nursery School in the early 70's. Originally located in a brownstone, the school quickly outgrew this space and moved one block away to Atlantic Avenue. When that building was sold in 1993, Open House found a new location at 318 Warren Street. The large ground floor space was totally renovated using talents and energy graciously contributed by parents. A long sunny rooftop area was set aside for outdoor play. In 2010, the parent body undertook fundraising for a large and colorful multi-use climber which has now become a joyful focus of activity in our already busy and well-furnished playground area.

In the 80's Open House was reorganized as a Not-for-Profit. We are an independent school, and tuition and fundraising are the main source of funds for our operating budget. A Board of Directors, mostly composed of parents, governs Open House and officers are elected every year. We actively outreach to parents to join our Board and to participate in a wide range of other school organizational activities. Parent involvement is important to us at many levels. We believe that everyone—children, staff and parents—benefit from a strong ongoing interaction between home and school.

From our beginnings, we have sought to serve the needs of our community and our families with a wide variety of program choices. Over the years we have expanded our options in many ways. Families may now choose from a wide selection of schedules which range from a 3-day a week morning program to a 5-day a week 8-6 program. In addition, families may extend their child's day as needed by purchasing vouchers for our Extended Day Program. In recent years we have added lively classes such as gymnastics, music, and story-telling. Although our "regular" program follows the public school calendar, we have developed wonderful theme-based vacation camp programs for holiday breaks and for our summer camp sessions as well.

Open House is a founding member of BECDA (Brooklyn Early Childhood Directors Association), an association of Brooklyn early childhood schools providing guidance and support for its members.

Over the years Open House has grown from a small brownstone-based, half-day nursery program to a full-day, six classroom center which is able to serve families eleven months a year. We are proud of the wide range of scheduling options we have come to offer and of our long-standing dedication to an interactive-developmentally appropriate approach. We look forward to many more years of providing children with a rich and happy early school experience.

(B) Board of Directors Organization: Committee Descriptions

- I. **EXECUTIVE Committee:**
 - a. Oversee and Advise Open House Staff Directors on timely concerns
 - b. Ensure committees are supported in fulfilling goals AND activities throughout the year

- II. **FINANCE Committee:**
 - a. Oversee Annual Audit
 - b. Propose annual tuition rates (recommendation due by December 1)
 - c. Implement an investment policy and assist in hiring financial advisor, if appropriate
 - d. Determine cash/operational needs and develop financial planning/budgeting procedure
 - e. Chair – in absence of another, treasurer assumes role of Chair

- III. **PARENT LIFE Committee:**
 - a. Identify Class Parents & assist with class-based community-building
 - b. Assist with established community-building events (Fall Social, Family Days, Saturday Movie Events, Spring Fling, & Picnic)
 - c. Explore other ways to build community, including the website, and improving parent communications

- IV. **FUNDRAISING Committee:**
 - a. Oversee and solicit subcommittees for major events (The Book Fair, Parents' Night Out & Spring Fling)
 - b. Assist with Annual Fund (November)
 - c. Oversee additional fundraising events and non-board committee members

AD HOC COMMITTEES: The Board and Staff Directors may determine a need for Ad Hoc committees. This could include Strategic Planning, Marketing, Facility/Real Estate, or other.

VOLUNTEER NOTE: In addition to the above members, each committee is open to and encourages volunteer support from non-board members on all activities throughout the year.

(C) Open House Nursery School Management Directors

Eileen Shannon; Executive Director

Eileen first came to Open House in 1989 as a parent. After she began helping in the Extended Day program she fell in love with teaching. She enrolled in the Bank Street College of Education and spent several years as a Group Teacher here before becoming School Director in 1996.

Eileen has served as Director during a period of great growth and change at Open House. Spearheading and inspiring many initiatives and projects, including the move to 318 Warren Street, she has played a central role in making Open House the beloved and respected community institution that it is today. She believes deeply in protecting the right of children to be children. In her time off, Eileen enjoys traveling, good food and wine, practicing yoga and spending time with her family.



Tom Cucinotta; Education Director

After working in the music industry from many years, Tom began to feel it was time for a change. Because he enjoyed music and kids he wondered if he could bring these interests together to make a new career himself. Eileen suggested he test out this idea here at Open House and he began coming to us weekly as a “music specialist.” This experience was such a resounding success he decided to go back to school for his Masters in Early Childhood Education. The rest is history. He led the both the Pond and The Meadow as a Group Teacher. Tom completed his Masters at Bank Street College and says he feels “happy and relieved” to have made the change to teaching. This year Tom will be inspiring and assisting all the teachers with curriculum design and implementation. He will also make time to strum his guitar and tell some stories. In his spare time he practices yoga, plays music and surfs. His “home break” is the Rockaways.

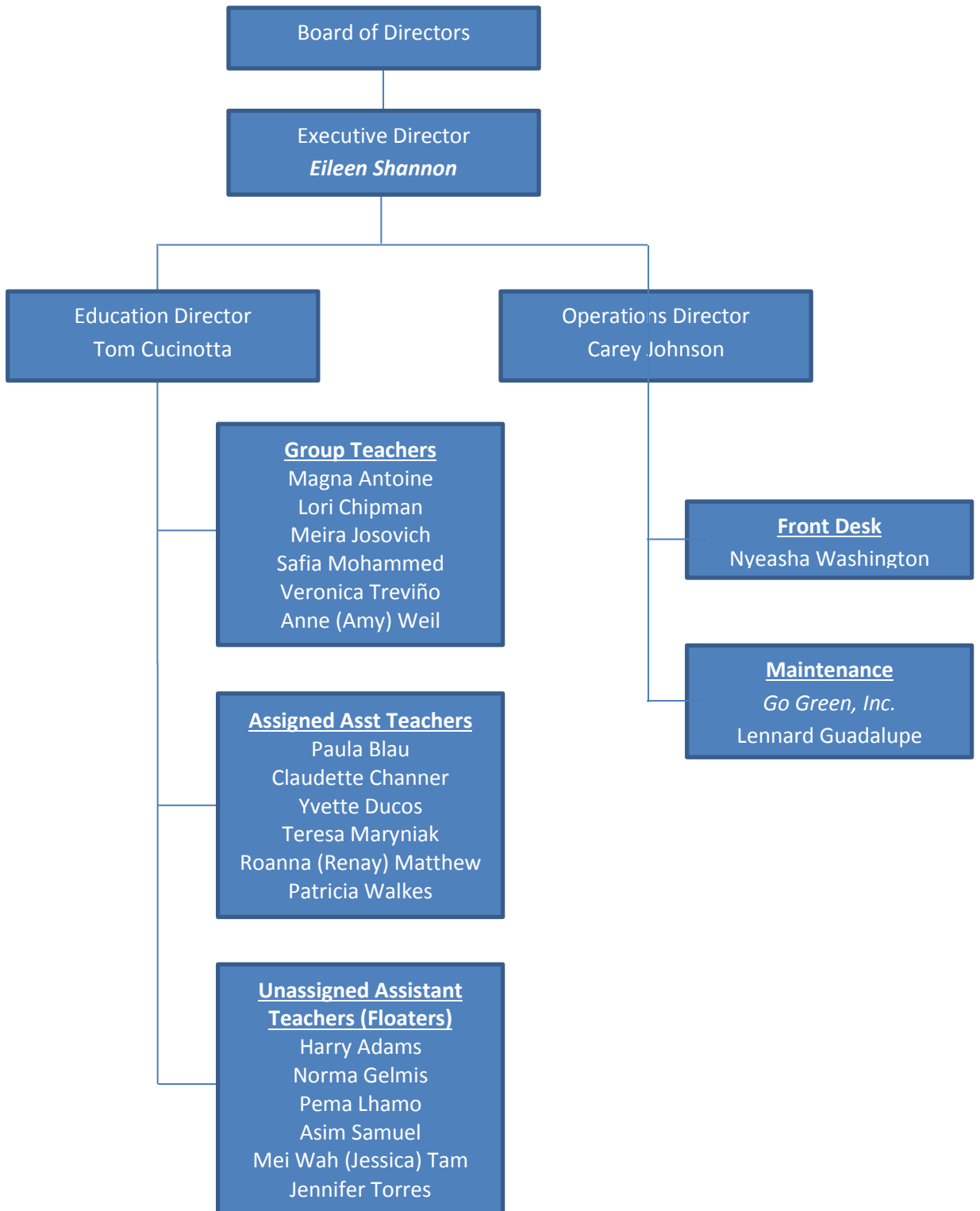


Carey Johnson; Operations Director

Before joining Open House full time in 2016, Carey worked as a business communications coach and a freelance fundraiser. Prior to that, she was an Open House parent (Naomi, class of 2005, and Cecilia, class of 2007) and served the school as Board Treasurer and President. And prior to that, in the Jurassic period, she taught middle school in Manhattan’s District 4. She received her MBA from NYU and her Masters in Teaching from Teachers College. In her time off, Carey strives to parent two adolescents and sings, writes, and performs music.



(D) Open House Nursery School Organizational Chart



2. Board Administration

(A) Schedule of meetings: General & Executive

Unless otherwise noted, meetings typically take place on the 2nd Tuesday of the Month. Executive Board Meeting may also be held on an Ad Hoc basis depending on the school needs throughout the year.

OCTOBER: General Board Meeting

- Meet & Greet (acknowledge accomplishments)
- Provide Committee descriptions
- Confirm Officers Elect
- Board President to sign Bank Signature Cards
- Approve Board meeting calendar, Bylaws & Handbook
- Sign Conflict-of-Interest Statements

NOVEMBER: General Board Meeting

- Finalize Committees Heads & memberships
- Set goals (Annual Fund)
- Finalize Dates for Annual Events
- Finances: Review (a) the previous year's results as well as (b) the current year's finances to the current budget

DECEMBER: Executive Committee Meeting – Financial Focus

- Current year's progress vs Budget
- Preliminary draft of next year's Budget
- Set proposal for next year's tuition & Financial Aid

JANUARY: General Board Meeting

- Parent-Life Committee Update
- Spring Fling: Finalize roles & responsibilities
- Financial: Full Board to approve Tuition & Financial Aid

MARCH: General Board Meeting

- Prepare for Spring Fling
- Approve salary range & review Healthcare Options / Costs
- Finalize next year's budget

APRIL: Executive Committee Meeting

- Report on Enrollment & Spring Fling
- Discussion on next year's Board Membership
- Report Current year's finances vs initially approved Budget

MAY: General Board Meeting

- Elect Officers-Elect for next school year
- Assess, Reflect, & Set Goals

JUNE: Celebration

(B) Schedule of Open House Events (2017/2018 example)

August	31	Thursday	Open House staff reports
September	4	Monday	School Closed - Labor Day
	5-8	Monday-Friday	Home visits for children new to Open House
	7	Thursday	Separation / Phase-In Workshop – 6:30pm
	8	Friday	Phase-In for 4s: River and Meadow (Consult phase in schedules)
	11	Monday	Phase-In for 2s & 3s: Nest, Garden, Pond and Savannah (Consult phase in schedules for each classroom)
October	2	Monday	School tours dates available for 2018-19 enrollment
	2-6	Mon-Fri	Green Week
	9	Monday	School Closed – Columbus Day
	14	Saturday	Fall Social (Families invited)
	23-26	Mon-Thurs	Curriculum Nights (Consult teacher for details)
November	7	Tuesday	School Closed - Parent Teacher Conferences
	10	Friday	School Closed - Parent Teacher Conferences
	13-17	Mon-Fri	Fire Safety Week
	22	Wednesday	Thanksgiving Feast (School provides lunch)
	23-24	Thurs-Fri	School Closed - Thanksgiving break
	28	Tuesday	Giving Tuesday - Annual Fund
	28-1	Tue-Fri	Coat Drive
December	5-8	Tues-Fri	Book Fair
	21	Thursday	Family Day - School closes at 11:30
	22 & 25	Fri/Mon	School Closed
	26-29	Tues-Fri	School Closed - December Break Program available
January	1	Monday	School Closed
	2	Tuesday	School Reopens
	15	Monday	School Closed - Martin Luther King Jr. Day
	16-19	Tues-Fri	Peace Week
February	8-9	Thurs-Fri	Picture Day
	19	Monday	School Closed - President's Day
	20-23	Tues-Fri	School Closed - February Break Program available
	26	Monday	School Reopens
March	29	Thursday	School Closed - Parent Teacher Conferences
	30	Friday	School Closed - Good Friday
April	2-6	Mon-Fri	School Closed – April Break Program available
	9	Monday	School Reopens
	16	Mon-Fri	Earth Week
	21	Saturday	Spring Fling - School fundraiser
May	19	Saturday	School Picnic
	20	Sunday	School Picnic Rain Date
	28	Monday	School Closed - Memorial Day
June	4-8	Mon- Fri	Class Parties (Consult teacher for details)
	8	Friday	Last Day of School
	18	Monday	Summer Break Program Begins
July	4	Wednesday	School Closed
August	3	Friday	Last Day of Summer Break Program

(C) Secretary and Minutes Guidelines

Duties of the Secretary: *The main responsibility of the Corporate Secretary is planning and preparing for meetings. At a minimum, this includes the following five areas: Scheduling, Agendas, Presentations, Executive Liaisons, and Documenting the Meeting.*

- I. **Scheduling:** The Corporate Secretary is tasked with knowing and complying with meeting notice requirements and setting a schedule that accommodates the directors. The Corporate Secretary must also arrange an adequate number of meetings and ample time to conduct the meetings and is also the point of contact for the Board Chair or meeting facilitator.
- II. **Agendas:** In order to comply with state, federal, listing, and other requirements, as well as the company's articles of incorporation and bylaws, the secretary creates a basic agenda that extends for a full year. The upcoming agenda is revised and updated according to changing business needs. *(See Agenda Guidelines below)*
- III. **Materials and Presentations:** The Secretary will create, or help in creating, the agenda, reports, or other materials to aid in Board Meetings
- IV. **Executive Liaisons:** Committees meet separately from the board. The Secretary will act as a liaison between the Committees, the Board and Management.
- V. **Documenting the Meeting:** The Corporate Secretary's primary job during board meetings is to take the minutes of meetings. The secretary should take minutes so that they require greater accountability and disclosure without placing legal liability upon the organization. *(See Minutes Guidelines below)*

Guideline for creating effective Board Meetings:

Agendas: *Prior to the Board meeting, an agenda will be prepared to maximize accuracy, efficiency, and productivity. Board meeting agendas include items for managing routine business and for tackling special projects. A typical agenda will include (example below):*

- Date, time & location of the meeting
- Call to Order & Approval of the Minutes from the last meeting
- Reports from Directors & Committees
- New Business to be discussed
- Announcements
- Adjournment

Documentation: *The Board Minutes should include the following:*

- The full names of all in attendance (in person and remotely)
- The date and time of the meeting
- Key items that were discussed
- Track any motions, votes, actions and decisions
- Record actions taken or agreed to be taken
- Time of adjournment

Board Meeting Sample Agenda Example:**Meeting of the Board of Directors****November 14, 2017**

- 1) Welcome and Review of Minutes: Dionne (8 minutes)
 - a. Board Membership and voting
 - b. By Laws
- 2) Financial Report: Carey & Aref (14 minutes)
- 3) Ed Director's report: Tom (6 minutes)
 - a. RS2 space still available
 - b. Tours
 - c. Real Estate
- 4) Executive Director's report: Eileen (6 minutes)
 - a. Parent Directory
 - b. Annual Fund begins on Giving Tuesday
 - c. Book Fair
 - d. Amazon and other Shopping Websites
 - e. Fund raising Even at Books are Magic
 - f. Date and Venue for Auction
- 5) Parent/Life Committee: Alicia & Tyrie (6 minutes)
 - a. Winter Saturday Movie
- 6) Other business (3 minutes)

Example: Board Meeting Sample Minutes (October 10, 2017)**Open House Nursery School
Board of Directors Meeting****March 13, 2018
6:30pm to 8:00pm**Minutes prepared by Carey Johnson
On behalf of Secretary Kerry Jessani**Present:**Dionne Burnett, President
Jeremy Gough, Vice President
Aref Jessani, Treasurer
Kerry Jessani, Secretary
Emily Frangos
Emily Vanderpool
Damon RowlandEileen Shannon, Executive Director
Tom Cucinotta, Education Director
Carey Johnson, Operations Director**I. Welcome & Introductions:**

Dionne Burnett called the meeting to order at 6:30pm and welcomed all those attending.

II. Minutes: The minutes from the last regular Board meeting, January 9, 2018, were approved pending small changes.**III. Update on Bylaws**

Jeremy Gough presented a report (attached).

IV. Director's Report: Enrollment

Tom Cucinotta presented a report, which is attached. Open House's program mix is fewer Educare & 8-6 students, which will impact our estimated revenue for 2018/19. In addition, at the time of this meeting, Open House has one opening each in the Nest, Garden, and Savannah, and four openings in the River. He is confident that he will be able to fill the openings for 2s and 3s, and Executive Director Eileen Shannon expressed confidence that the River openings will fill after public school UPK decisions are made in May.

V. Finance: Staff Salaries & Audit

Carey Johnson presented a budget for 2018/19 against estimated numbers for 2017/18 (attached). Going into next fiscal year, Open House faces two primary risks: enrollment and health insurance costs.

To aid the Board in deciding among proposed increases in staff salaries, Carey presented net income projections with best, mid, worst, and realistic scenarios at three different salary increase levels (attached). The Board elected to increase staff salaries 2.5%.

VI. Real Estate

Tom Cucinotta reported that Open House's landlord declines to pursue negotiations for an expansion at this point. Due to timing constraints and concerns about the landlord's willingness to be a partner in any construction, Open House has decided to abandon plans to expand at this location for the present.

VII. Parent Life Committee

On Chairperson Alicia Byrdsong's behalf, Carey Johnson presented a report on Saturday Morning Movie & Pizza finances (attached). In three well-attended Saturdays, Open House netted \$585.32. No more Saturday Morning Movie & Pizza Parties are scheduled for this year.

VIII. Fundraising Committee

Co-Chairs Jeremy Gough & Emily Vanderpool presented a Spring Fling report (attached). All Board members are encouraged to attend the Fling on May 18 at the Old Stone House.

Dionne Burnett adjourned the meeting at 8:00 pm.

(D) Treasurer & Finance Committee Guidelines**Description of the Finance Committee Roles and Responsibilities**

The role of the finance committee is primarily to provide financial oversight for the organization, which include (1) budgeting and financial planning, (2) financial reporting, and (3) the creation and monitoring of internal controls and accountability policies.

(1) Budgeting and Financial Planning

- Develop an annual operating budget with staff.
- Approve the budget within the finance committee.
- Monitor adherence to the budget.
- Set long-range financial goals along with funding strategies to achieve them.
- Present financial goals and proposals to the board of directors for approval.

(2) Reporting

- Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
- Present the financial reports to the full board.

(3) Internal Controls and Accountability Policies

- Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
- Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
- Ensure approved financial policies and procedures are being followed.

Although the entire board carries fiduciary responsibility for the organization, the Finance Committee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented in a manual and followed by staff. The committee should also play a role in determining and updating bank account signatories as well as overseeing all legal and governmental filing deadlines are met.

The Finance Committees is also charged with ensuring compliance and policies that further serve to protect the organization and manage its exposure to risk. These include establishing policies surrounding:

- Personnel policies
- Long-term contracts or leases
- Loans or lines of credit
- Internet use and computer security
- Capital purchases
- Disposition of donated stock
- Insurance requirements and reviews
- Record retention
- Gift acceptance
- Investment Policy

Role of the Chair / Board Treasurer

The finance committee chair is the board treasurer, whose specific duties are described in the organization's bylaws. Specific duties of the chair include:

- Serving as the principal liaison between the committee and the full board,
- Periodic inspection of OHNS's accounting records, including bank reconciliations, deposit records, and payroll register
- Working with the staff leader to set an agenda for each committee meeting,
- Notifying members about the meeting,
- Ensuring reports are prepared and sent to committee members in advance.

(E) Open House Nursery School By-Laws

The Directors and Officers of the Open House Nursery School have a responsibility to review and abide by the policies within the Open House Staff Member By-Laws.

The Directors approved the Open House Nursery School By-Laws on October 12, 2018.

Please see the website or the front desk for a fully executed document.

3. Parent Life Committee Guidelines:

- I. Descriptions of roles and responsibilities
- II. Description & planning of Saturday Movie and Pizza Days
- III. Sample communication emails

(A) Roles and responsibilities

Parent-Life Committee Description:

The Parent-Life Committee coordinates the basic "duties" of the Class Parents as well as seeks to enhance the experience of families at Open House through community-building events like Saturday Morning Movie & Pizza parties and the Spring Fling.

Parent Life is also a venue to bring new ideas, improvement suggestions or if an issue needs to be re-thought at Open House.

Responsibilities:

- Recruit class parents at the start of school (September)
- Ensure class parents plan fall get together (October)
- Plan and host Saturday morning movie and pizza days (usually 3: Dec, Jan, Feb or Mar)
- Help organize the classes fundraising activities for the Spring Fling (Spring)
- Ensure class parents coordinate teachers' gifts (December and May)
- Participate in Board meetings

Class Parent Responsibilities:

- a) Organize a Fall Class Get-Together (October)
- b) Coordinate and collect holiday and year-end teacher gifts (December & late May)
- c) Help organize the class fundraising activities for the Spring Fling (Spring)
- d) Organize a class game/activity for the Prospect Park school picnic (May)
- e) Be an active organizer/volunteer for school-wide events and encourage fellow parents to get involved in the classroom (throughout the year)

(B) Planning of Saturday Movie and Pizza Days

Preparations:

1. Email Veronica, Renay and Eileen to agree on a date (typically we do one the Saturday following Book Fair Week so we can sell additional books Saturday). The event typically runs from 10:30am to 1pm
2. Choose a 30 minute movie or TV episode (examples: “The Very Hungry Caterpillar,” PBS’ “Curious George,” “Frog and Toad”). Use a streaming service (Netflix, Hulu, etc.) and, ideally, also download and save the movie to a USB flash drive (using an app like PlayOn Cloud) in case of internet or streaming service malfunction on the day of the event.
3. Create SignUp Genius sign ups (One for the event and another for volunteers; Tom has helped organize this in the past)
4. Create a flyer and coordinate with Nyeasha to have it emailed out to all the Open House families
5. Post flyer at Open House to publicize the event, if necessary
6. Recruit 2 or 3 parent volunteers (they can bring their children & do not pay for the event)
7. Ensure you know how to use ‘Square’ for credit card payments (Carey can help with this)
8. Carey will also arrange for Veronica and Renay to be paid \$80 for their time ahead of the event. Also, Carey can arrange for an envelope of cash to be left with Nyeasha to pay for the pizza.
9. Coordinate with Nyeasha to learn how to open the door for arrivals families and to decide with her on an inconspicuous place for her to leave her iPad and Square attachments for payments
10. Print list of attendees from SignUp Genius

Day of activities:

1. Arrive early (10am) to assist teachers and Eileen with set up (put cushions out in Meadow Room, ensure video works with projector, set up the River Room etc.)
2. Post a flyer at the front door with a cell phone number for late-arriving families to use in case no one is sitting at the front desk to hear the front door buzzer
3. Welcome kids and parents; collect payment and check names off SignUp Genius list
4. At 11:30 call to order pizza for arrival at noon (My Little Pizzeria has been used in the past – 3 large pizzas (with slices cut in half) is usually enough; My Little Pizzeria can also provide plates)
5. Either use cash from Carey to pay for pizza or keep receipt to get reimbursed
6. Help clean up (rooms should look as they did when you entered)
7. Leave the iPad, Square attachment and any money at Nyeasha’s desk in the agreed upon place

(C) Sample emails for distribution

- a. Class Parent Recruitment Sample Email – Early September
- b. Introduction Email to Class Parents – once class parents are assigned
- c. Teacher Holiday Gift Sample Email to Class Parents (including a sample email) – December
- d. Sample Email regarding Spring Fling Gift organization – March
- e. End of Year Teacher Gift Sample Email – May
- f. Sample Saturday Movie & Pizza Morning flyer/emails

Class Parent Recruitment Sample Email (sent early in the school year)

Dear Open House Nursery School Parents,

Greetings from Open House's Parent Life Committee!

A big, happy welcome to all new parents and welcome back to all returning parents! I hope everyone has had a good start to the school year. As we finish up "phase-in," we would like to request that two parents from every classroom volunteer to be **Class Parents**. The responsibilities include the following:

- 1) **Organize a Fall Class Get-Together** (September/October) These gatherings are a way for families to meet new and old friends from their classrooms to help build a sense of community that lasts throughout the school year and beyond. The get-togethers can be whatever is appealing to each group. In the past, classes have held potluck brunches, pizza parties, or met in a playground/park for a potluck picnic.
- 2) **Serve as a coordinator and volunteer for school-wide events and fundraisers** e.g. Spring Fling Auction
- 3) **Coordinate and collect all teacher gifts Holiday gifts** in Dec & May
- 4) Organize a class game/activity for the **Prospect Park School Picnic**
- 5) **Encourage fellow parents to get involved in the classroom!** All parents are welcome to coordinate with teachers to share holiday traditions, cooking, art projects, stories, music and the like with their child's class throughout the year.

If you are willing and able to volunteer your time please sign up to volunteer at the front desk. As always, if you have any questions at all, please contact me at whitneyrallo@live.com.

Best,

____ (____'s mom in the ____ Room) and ____ (____'s mom in the ____ Room)

Parent Life Committee Chairs

Intro Email to Class Parents: to be sent in September once class parents are assigned

Dear ____, ____, and ____,

Thanks again so much for volunteering to be class parents in the River room this year! If you haven't done this before, rest assured -- it doesn't require a major time commitment, and it's a great way to contribute to the Open House community while meeting other parents.

Here is a recap of the responsibilities:

- 1) Organize a Fall Class Get-Together (September/October)
- 2) Coordinate / volunteer for events and fundraisers (e.g. Spring Fling Auction)
- 3) Coordinate and collect all teacher gifts Holiday gifts in December & May
- 4) Organize a class game/activity for the Prospect Park School Picnic
- 5) Encourage fellow parents to get involved in the classroom! All parents are welcome to coordinate with teachers to share holiday traditions, cooking, art projects, stories, music and the like with their child's class throughout the year.

Fall Class Get-Togethers: These gatherings are a way for families to meet new and old friends from their classrooms early on to help build a sense of community that lasts throughout the school year and beyond. The get-togethers can be whatever is appealing to each group. In the past, classes have held potluck brunches in a park, pizza parties, or even Halloween parties at someone's home.

Given the experience of previous years, it is highly recommended that these gatherings happen as soon as possible. It can be difficult to get a big enough space indoors. As the temperatures drop, it gets harder to have an event outdoors. Please try to organize this event in October. It will always be the case that someone can't make a particular date so pick a weekend day and go with it!

Finally, please consider joining the Parent Life Committee. We coordinate the basic "duties" of the Class Parents, but also seek to enhance the experience of families at Open House through community-building events like Saturday Morning Movie & Pizza parties and the Spring Fling. Parent Life is also a place to come if there's something that needs to be improved or re-thought at Open House.

Feel free to get in touch with us anytime if you have questions about any of the above.

Best,

____ (____'s mom) and ____ (____'s mom)

Parent Life Committee Chairs

Teacher Holiday Gift Sample Email to Class Parents (including a sample email for them to send out to the parents): to be sent in December

Dear OH Class Parents,

Hope this finds you all well and not too soggy today! It is hard to believe but December is approaching rapidly (gulp!), which means it is time for Class Parents to organize the holiday gifts for teachers and floaters. As a start, please review the following information (basic info regarding holiday gifts, list of floaters per class, and a sample email for parents) and don't hesitate to be in touch if you have any questions at all. Best wishes this holiday season and we look forward to seeing you in the halls at OH and at the holiday party!

Best,

____ (____'s mom) and ____ (____'s mom)

Parent Life Committee Co-Chairs

BASIC INFO regarding Holiday Gifts

- Class Parents organize holiday gifts for the teachers (head teachers, assistants and floaters), which are presented at Family Day (December 22) when parents come to Open House for a holiday party.
- Traditionally money is collected from families to present in the form of a gift card. Visa/Mastercard/Amex gift cards are a convenient option, as well as iTunes, etc. or even cash if you prefer.
- We suggest something like "\$20 per family or whatever you choose to give."
- A special card or small keepsake is a nice addition (but not necessary)-- whatever ideas you have to make the gift more personal are great. (FYI: In June, Class Parents organize a year-end teacher gift which is traditionally a memento from the children -- an art or photo project,

for example.)

- While we hope families will be generous, giving is completely voluntary. The gift is presented as "from the whole class" but it is not necessary that every family participate. Parents should not feel unduly pressured. Also, some families prefer to give an individual gift rather than participating in the class gift.
- Keep in mind that you may have to send out a couple of reminders as people are busy this time of year.

List of Floater Helpers per class

- Nest: Jessica
- Garden: Pema
- Pond: Harry
- Savannah: Jennifer
- River: Norma
- Meadow: Asim

Sample email for Class Parents to send out to their classrooms

Dear **[NAME OF ROOM]** Parents,

We are organizing the holiday gifts for our wonderful teachers and assistants – **[NAMES OF TEACHERS AND FLOATERS]**, which will be presented at Family Day (**[INSERT DATE]**), when parents come to Open House for a holiday party.

Traditionally, for the holiday gift, money is collected from families to present in the form of a gift card to each teacher. This is, of course, a voluntary collection - you are under no obligation to give. The suggested donation per family in the range of \$20 -\$40 - but this is just a suggestion.

It is also recommended that we give each teacher a special card or small keepsake (they will also get a year-end present from the kids). We welcome your suggestions for what these might be - have you picked up any information about the hobbies and tastes of our teachers, etc? Please send your ideas our way!

Finally, to collect your donation there is a large envelope for the **[NAME OF ROOM]** Room at the front desk, so please put your donation in an envelope with your child's name and leave it in the envelope at the front desk. I will confirm we have received your envelope. Please email either me if you have any questions. If you could please leave your donation by **[DATE]** - that would be great!

We will let you know the final amount of the gift cards as well as the small teacher gift. Thanks so much for your help with this important holiday effort, and hope to see you all soon!

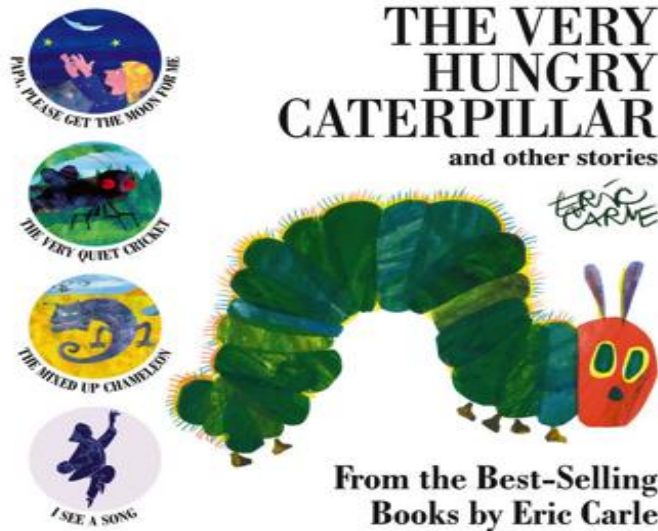
Sample Saturday Movie & Pizza Morning flyer/emails

SATURDAY MORNING MOVIE & PIZZA PARTY!

January 20th 10:30 am — 1 pm

Drop off your kids for a morning of play, pizza and fun
while you get a break — or get a little something done!

Showing this month: "THE VERY HUNGRY CATERPILLAR AND OTHER STORIES"



The cost is \$30 per child, \$15 for siblings
(CREDIT CARD PAYMENTS ONLY)

Open House teachers will be on hand, along with parent volunteers.

TO SIGN UP: <http://www.signupgenius.com/go/10c0e44a4ae22a0fd0-saturday>

TO VOLUNTEER (and bring your child free of charge!):
<http://www.signupgenius.com/go/10c0e44a4ae22a0fd0-saturday1>

This is a very popular event and space is limited, so don't wait to sign up!

Stay tuned for one more Movie & Pizza Party coming up in March . . .

BROUGHT TO YOU BY THE OPEN HOUSE PARENT LIFE COMMITTEE

Sample Email regarding Spring Fling Gift organization: to be sent in January

Dear OH Class Parents,

The Spring Fling—Open House's largest annual fundraiser—is scheduled for Friday, May 18th. Believe it or not, it's time to start preparing for it, and we would be so grateful for your help in spreading the word.

Our focus at the moment is to assemble a team of volunteers to help with the event, as well as procuring various items and/or experiences that can be auctioned off at the party.

Here is what we are hoping for...

- **Designated Class Parent:** We would like to have one point person from each class to spearhead and communicate the Spring Fling efforts within their class. Please let me know if you are interested in this role.
- **Auction Items:** Our goal is to have each class contribute items in the form of goods and/or experiences—they can be creative! Some of the most successful auction items in the past have included: tickets to a taping of a show, theater performances, sporting events, memberships and guest passes to museums, gift certificates to local businesses, artwork, professional consultations, and even a stay at a vacation house!
- **Volunteers:** A sign-up document will be created to offer people a chance to volunteer with various aspects of the event, and we will forward this along shortly.

The success of the Spring Fling depends so much on the generosity and teamwork of the Open House community, and we are really excited to see this event come together. Please let us know if you have any questions in the meantime.

Warmly,

____ (____'s mom) and ____ (____'s mom)

Parent Life Committee Chairs

End of Year Teacher Gift Sample Email: to be sent in May

Dear OH Class Parents,

Thank you again for all your help with the Spring Fling –hope you all have already bought your tickets and have your bidding fingers ready! So far the top items are a gift card to A Cook's Companion, one semester free at Kidville, and classes at Henry Street Pilates...check out all the goodies to bid on at www.biddingforgood.com/openhouse.

With the end of the school year rapidly approaching, the last responsibility as class parents is to organize the year-end teacher gifts. I have included some information about these special gifts below. If you need additional ideas, examples, or suggestions please do not hesitate to ask me.

Year-End Teacher Gifts:

Class Parents organize a keepsake gift from the entire class to give to teachers (and floaters) at the year-end parties held the week of June 6th. Traditionally, these year-end gifts are a tangible memento from the kids (as opposed to the monetary gift given at the holidays). Any kind of keepsake expressing appreciation to class teachers is great, but something created by or about the children is especially meaningful.

In the past some classes have made iPhoto or Shutterfly albums. Others have asked each child to make a page with a drawing and/or photo along with the child's favorite memories or thoughts about the class or the teachers. These pages can be made into a simple booklet and bound and copied. Often, classes have offered families the chance to purchase these keepsakes themselves for a fee.

An important note: If individual families want to make a monetary gift to teachers, that's fine, of course, but there is usually not another class-wide collection for a monetary gift. That said, sometimes Class Parents feel that they would, in fact, like to give a monetary gift along with the keepsake. That's fine too, but remember that giving is completely voluntary, and all gifts should be presented as "from the whole class", even if every family has not participated.

Thanks so much again for all your help throughout this year. See you Saturday night!

All the best,

____ (____'s mom) and ____ (____'s mom)

Parent Life Committee Chairs

4. Fundraising Committee

(A) History of Spring Fling

Generally in the past, the Spring Fling had been a daytime event in the school for families – adults and children. In 2013, the Fundraising Committee decided to try a night-time, adults only event.

The Spring Fling daytime event had face-painting, arts and crafts, and roof playtime for the kids and was complemented with fundraising components - a silent auction and a cash-and-carry room with items for sale. In 2012 the event fell short in terms of fundraising. Good weather and busy schedules tempted many families out to other events, while the families that came found their hands full of kids and snacks and were distracted from bidding on items.

A separate night-time event, Parents Night Out, was fun, but didn't raise much money. It made sense to combine the best features of the two events, in order to focus more on fundraising and to streamline the efforts of the parents on the Board. We have been doing a single adult only evening Spring Fling auction since 2013. But for the future, it would be up to the Board and the OH directors to decide on the events.

Though the whole Board helps with the Spring Fling, a designated chair is recommended. In the past, the Vice-President has either chaired or co-chaired if no other person volunteers. A fundraising/ Spring Fling committee can be set up by the Chair or the Board/ President.

Choosing a venue, date & time

April seems best – check dates of public school Spring Break. March was considered but not best because private school spring break is often late March and before then is before Spring. May works but is tight for end of school (early June) and for end of school activities.

The 2013 Spring Fling was at Old Stone House. Other places have been investigated – Invisible Dog gallery, Local 61, local church hall – but Old Stone House offers a very good deal for our group size and non-profit status. The Spring Fling was at Old Stone House in 2017 and 2018.

Old Stone House is a quaint historical non-profit in Washington Park in Park Slope

- Getting more popular – book your date by Oct/ Nov for April (there is no AC)
- Accommodates 80 standing on 2nd floor comfortably but can hold 100-110 total
- There are some guidelines of using the place but it is run by very nice helpful moms of local kids themselves, who are knowledgeable about what it takes to throw a party in their space
- Time of the event – 7-10pm. OSH needs to be cleaned and OH guests need to be out by 11 pm. General set up can begin at 5 pm; A/V can be set up after 3:30 pm

(B) Donation items (sourcing, organizing, and volunteers)

We aim for 100 auction donations items each year including:

- Each classroom provides an art project created by the students as an auction item (see below)
- Some teachers offer playdates (typically between 6-10)
- Some of the special teachers at OH offer items (eg. ukulele lessons, yoga, dance)
- OH Wish List: we added items that people can donate money towards (eg. legos for Savannah room, magnatiles for Meadow, tiles for roof.); typically increments of \$10
- Vendor auction items: examples include restaurants gift certificates, memberships, museum tickets, event access/tickets & experiences (see “Vendors” below)
- Given that local donations are decreasing with lots of school auctions in the area, we also reach out to families to ask them to donate items, services, time at a vacation home, or anything else they could contribute- even recruiting the talents of their friends and neighbors. In the past, we have put a donation form in a link in the first event announcement email and reminders through the class parents afterwards.
- Auction Items Due Date: recommend 2 weeks before Event to allow to on the website (however a few last minute items typically do go up as late as the auction date itself!).

Classroom Items

The teachers from each room provide special one-of-a-kind items, such as artwork, that the children of the class help make or design. Some teachers come up with their own ideas and some have help from a parent. However, they need follow-up with coordination, timing and getting the item auction ready. Perhaps room parents can handle this.

Packaging the items

The committee takes the liberty of combining items into a larger package deal for some. This was beneficial when the value of some items was lower. Examples – pamper yourself package (spa, massage, manicure), date night, birthday event package. We recommend the people who donated the item, or solicited the donation, are comfortable with the idea before doing so.

Volunteers

Class Parents are instrumental in communicating Spring Fling needs, announcements & serving as a liaison to getting more volunteers.

Volunteers are needed to help with approaching businesses in person or via email; picking up auction items; transporting donated food/drink to the venue; setting up the venue; bartending; doing check-in; decorating; photographing the event; and cleaning up afterward.

The Committee can choose to create a Sign-up Genius to clarify volunteer needs/roles (Tom has created one in the past) or we have used SplashThat.com with essential information as it is easy to update and share (2018 sample: <https://splashthat.com/sites/view/openhousespringfling2018.splashthat.com>)

Local donations / Reach out to local vendors:

OH has database of local vendors. OH sends out a request letter to the vendors listed. While the general content of the request letter does not need to change much year-to-year, it does need to be updated and proofread (a copy of the letter is below). Please note to check the dates and Open House's Tax ID number (for tax purposes). The letters should be sent out by February for an April Event.

The database was last updated in 2018 but needs to be checked yearly - for business closures, new businesses, typos and duplicates. This should be done by January.

A few, usually repeat donors, respond by sending in their donation (typically a gift certificate), or calling and waiting for someone to pick up the donation. Most vendors need someone to drop by, call, or email to initiate the request in person and to follow-up. (See attached for a sample script used in emails to vendors.)

We usually focus on the local businesses and services that serve our community, but these places often are approached by parents of several schools doing their own auction. It's important to approach businesses in person, if possible, before other schools tap them out.

We have taken a "Divide & Conquer" approach to reaching out to vendors. Historically we encouraged parents to seek donations from places they often patronize but also divided the local area up in to territories (Columbia Waterfront / Carroll Gardens / Cobble Hill / Boerum Hill). Alternatively other years we set up a google spreadsheet where committee volunteers signed up for places they will approach/ donor and updated the doc with the status (awaiting response, promised, confirmed). Both approaches have worked well with accountability and organization.

Sample script email for requesting donations:

Dear _____,

I am a local mom/ parent from Open House Nursery School – a non-profit preschool on Warren Street between Smith and Court that has been in our community for 40 years. Our annual Spring Fling fundraiser auction is on _____. The funds raised by this event provide for special enrichment programs for the children and financial aid to families in the need. In an effort to help make this event successful, I am seeking assistance from local establishments who may be able to donate goods and/or services.

Would you consider donating something for our auction – perhaps a gift card or _____? Many of our parents are in your immediate vicinity. This would be a great opportunity for you to bring awareness to your business while doing a good deed for the local community. We count on the generosity of places like yours to help offer more children a wonderful quality early school experience.

Your donation is 100% tax deductible; Open House is a 501c(3) organization. Attached is a letter and donation form. Please let me know if you have any questions. I thank you for your time and consideration.

Regards,

XXXX

OpenHouse Nursery School Parent

Thank you notes

It's nice to send a thank you email to the volunteers who helped throughout the event, including those who helped procure auction items and the volunteers at the event, itself. It's good to include a couple highlights from the event and how successful in general.

Thank you letters are to be sent out by Nyeasha; be sure to include the vendors who donated food/drinks to the event.

(C) Tickets, Auction & Raffle organization**Tickets:**

- Ticket price in 2018 was \$75. (It has ranged from \$60-\$75.)
- Usually sell about 70-85 tickets. (Lowering the price did not seem to increase the number attending.)
- We added "help bring a teacher/ staff tickets" - to contribute towards to the price of a staff member for the event. This was a general pool of money to offset the price of staff coming. It was not designated for any specific teacher. (In 2018, we asked \$25 – which worked well, but previously had asked \$20 or \$10.)
- OH staff usually attending – 10-15 people
- Recommended to book sitters early but suggested that even one parent could come if they didn't get a sitter. In the past we had provided discount tickets for couples but this may discourage singles. This discount did not seem to increase ticket sales either.

Auction Website (Bidding For Good)

- Used for admission tickets and raffle ticket sales
- People bid directly on auction items using this site. At the event, all bidding happens on their cell phone
- All money goes through the auction site
- Try to get all items 2 weeks before the auction to allow sufficient time to enter them
- Consider opening the site to view items 2-7 days before auction.
- We decided to open the auction for bidding 48 hours before the auction in 2018, but some suggested a week before. I think 2-3 days is best.
- Consider creating a consistent format/template for each auction item, and divide the items into chunks so that a few people can help enter the items' information on the site. Be sure to be consistent with bidding increments and opening bids.
- Make sure the auction item is in Nyeasha's possession before posting it on the site.
- After the auction, Carey Johnson will take care of awarding items and processing payments.
- Auction items to be picked up from Nyeasha after the event.

Raffle Tickets

- In 2018, raffle tickets were \$5 per ticket (\$10 for 3) for 2 weeks of OH Summer Camp
- Raffle tickets were purchased online both in advance of the event (the week prior) as well as at the event itself.
- At registration, individuals were given the # of tickets they pre-registered and also offered the opportunity to purchase more. As individuals purchased at the event, the Registration Desk confirmed the purchase either on the person's phone or on the BFG website
- Tickets are torn in half and put into a basket from which the winner was pulled by Eileen (half the ticket was put in the basket and the other half was kept by purchaser)
- Note: Those who purchased raffle tickets but were not at the event were added to the collection of tickets in the basket prior to the drawing.

(C) Event Night: Party Supplies & Set up

OpenHouse (Eileen) keeps a container which includes tea lights, battery votive candles, a signage, table cloths and decorative items as well as a chalkboard signs to advertise food donors. OHNS also provides cups, cutlery, napkins, plates, trash bags and paper towels (please check amounts prior to event date)

Day-of Event Timeline:

4– 7pm: production setup (5:30: Glassware & ice delivery scheduled)

7pm: Doors Open, Party Begins

8pm: Welcome (Thank you; Auction & Raffle as well as Board Membership plug); music

9pm: Raffle closes & reminder that the Auction closes at 10pm

9:45pm: Raffle Drawing & Auction reminder

10pm: Good Night & Clean-Up

11pm: Complete / Shut down

Event Organization:

- Check-in Desk: Need to set up laptop (for BFG website), 2 guest lists with raffle ticket purchases on clipboards, bucket for raffle tickets, place for coats and umbrellas
- 1st floor (Stone House): all the food (2 large tables for main food, 1 other for pizza, 1 for dessert) and the beer keg (keg not allowed on 2nd floor)
- 2nd floor (Stone House): the bar was on the east side towards the back with the Charging station next to it. Benches were lined on the walls for guests to sit on
- Stone House Rules: only masking/painter's tape on the walls (to hold up the Christmas lights); artwork is not to be moved without permission; request the use of trash cans and tables prior to event; coordinate the pick-up of the glassware rentals. OSH offered the use of their loading in parking spot for which they have a permit. It's on 4th Street by the park.

Food donations / set up:

- Avlee Greek Kitchen: In 2018 donated– Tiropita and spanakopita (56 of each), meatballs (approx. 100), tzatziki and fava mani (hummus) with lots of pita and tray of cucumbers
- Numero 28: In 2018 donated 3 large pizzas and 2 medium trays of mixed salad (Important note: brought pizza cutter to cut pizza in to hors d'oeuvre size)
- Poppy's Catering: In 2018 donated tray of various dips and crudité
- One Girl Cookies: In 2018 donated 50 Whoopie pies & 30-40 oatmeal cookies
- Mazzola's: In 2018 donated small cookie plate (approx. 30)
- We supplemented with a crudité tray, a cheese/olive tray and a dessert fruit tray.

It is important to serve food since we are offering alcohol. Additional donations in year's past: Stinky's (cheese and meat plates), Moo Burger, Caputo's (bread for food) & Mia's (cake).

Drinks

- Vodka: 2-3 liters needed for mixed drink (made by Eileen) served in beverage dispenser
- Wine: provided by Eileen
- Beer: donation or bought (In 2018, we got a keg donated)
- Water: flat & seltzer provided by Eileen (served in beverage dispensers)
- Fruit: slices for beverage dispensers and garnish (provided by Eileen)
- Ice: Eileen provided in years past
- Glassware for wine was rented from A1 (Carey at OpenHouse arranged)

AV/ Entertainment

- **Sound:** We used PA speakers & micaphones @ OSH; There's a mixer with cables for connecting to iPhone or laptop; you can use Pandora or anything really, that runs to the PA.
- **Video:** OSH has a projector. Tom has laptop dongles to connect to projector; but confirm they fit whatever laptop, b/c Apple updates their hardware. One can set up a slide show of the auction items on repeat at the event while people mingle (can be done through the BFG website)
- **Cell phone charging station:** This is recommended to be set up for various phone types (e .g. Android, iPhone, etc.), Board members lent these to SF, 1-2 of each sufficient

5. Finance Policies

(A) Collections Policy

Tuition Payments: Tuition payments are due on the schedule written in your contract and are accepted by paper check or online by e-check. Most families will begin paying in the April preceding the school year. Invoices will be emailed to you on the first of the month and are payable upon receipt.

Electronic payments are made through a third-party service, and the link to pay can be found on Open House's website: Parents → payments. You can pay once or set up recurring payments. Paying by e-check is free to you, but paying by debit or credit card incurs a fee. Open House discourages families from paying tuition by credit card. If you need more time or an extended payment schedule, please contact one of Open House's Directors.

Checks are made to Open House Nursery School and can be mailed or dropped off at the front desk. Please note your child's name and invoice number on the check. Open House does not accept post-dated checks.

Open House does not invoice during the month of August, as we are closed during much of that month.

In most payment schedules, the last payment is for a different amount than the regular payment. Your last invoice will note LAST PAYMENT.

Open House offers a 2% discount for tuition payments in full. The payment in full must be made within the first month of your contracted payment schedule. Please contact Carey to make arrangements.

Returned or Late Payments: Returned checks or rejected e-payments will incur a fee of \$25. Payments more than 30 days late will incur a fee of \$50.

Other Payments: All other payments (including voucher hours and vacation program tuition) can be made by check or credit card in person (by swipe). Open House requests that credit card payments over \$500 be processed by online entry rather than by swipe.

Contract Revisions: If space is available, a family can change their contract to a longer program until November 30 of the school year. After that, families who need more hours may purchase voucher hours.

Voucher Hours: When a family needs a child to stay outside of the hours on their contract, hours can be purchased at the front desk, either individually or in packs. Voucher hours can be used for hours outside of vacation and summer programs as well as during the regular school year. The voucher dollar balance (but not hour balance) may be applied to vacation and summer programs.

<u>Price</u>	<u>Hours</u>	<u>Cost Per Hour</u>
-	0-9	\$18
\$160	10	\$16
\$300	20	\$15
\$560	40	\$14
\$780	60	\$13
\$960	80	\$12

Voucher hours may be purchased by check, credit card swipe (if less than \$300), and by e-check, credit, or debit card online via our payments page.

(B) Expense Reimbursement Policy

In general, Open House prefers to purchase items centrally rather than reimburse employees for expenses. Whenever possible, plan your expenses in advance and communicate your needs to the Director of Operations and Finance. This ensures that OHNS stays within its budget and reduces paperwork and stress for both you and OHNS.

Whenever possible, purchases should be cleared in advance with the Executive Director or Director of Operations and Finance.

All expenses submitted for reimbursement should be necessary for the smooth operations of Open House classrooms and administration.

Because OHNS is tax-exempt (a 501(c)3 organization), when making purchases for the school, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged sales tax.

Receipts need to be given to the Director of Operations and Finance no later than one week after incurring the expense. Receipts must be taped to a sheet of 8.5 X 11” plain paper, with a note about the purpose of the purchase.

In general, Open House does not pay for travel and related expenses by its employees.

In general, Open House does not conduct business at restaurants or entertainment venues.

Open House will not provide cash advances.

Expenses of a personal nature will not be reimbursed.

General Categories of Reimbursable Expenses:

- Classroom supplies
- Snacks for children
- Office supplies
- Refreshments for staff and board meetings
- Standard kitchen supplies
- Tips for delivery people
- Pet supplies
- Taxi or car service as necessary to conduct school business

(C) Credit Card Policy

Summary: The preferred payment method is through vendor invoices and corporate checks. This method allows for budget compliance and insures that the organization gets certain discounts and does not pay sales taxes. However, in some cases, this is not feasible for a variety of reasons. As such, select employees are provided with corporate credit cards.

- The company credit card cannot be used for cash advances or for personal or non-business related purchases.
- Because OHNS is tax-exempt (a 501(c)3 organization), when using the credit card, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged sales tax.
- Card numbers should not be distributed beyond the cardholder’s designee and should not be saved in online accounts to which others have access.
- The cardholder is responsible for ensuring the credit card purchases are within budget and properly approved.

- Receipts need to be given to the Director of Operations and Finance no later than one week of the closing date of the statement. Receipts must be taped to a sheet of 8.5 X 11" plain paper, with the amount matching the statement circled.
- Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting. In general, OHNS does not conduct business at restaurants or entertainment venues, excepting the holiday and year-end staff dinners.

Specification requirements:

- Eligibility: Only personnel specifically authorized by the Executive Director are provided with company credit cards.
- Allowable Uses: Company credit cards are for business purposes only. Company cards may not be used for cash advances for any reason. Company credit cards are not intended for purchases that can otherwise be paid for using company checks. They are intended for vendors that do not accept checks, purchases during travel, or emergency purchases.
- Tax Exemption: OHNS is exempt from sales taxes. The documentation required by vendors is available upon request from the Director of Operations and Finance, as well as from the receptionist. All purchasers should provide this information to vendors at the time of purchase and do what is feasible to ensure that they are not paying state sales tax on purchases.
- Card Number Security: The person whose name is on the company credit card is solely responsible for all purchases on the card and ensuring that their credit card number is not used by unauthorized personnel. As such, the cardholder shall NOT share their card number with anyone. In addition, the credit card should not be stored in an online account that anyone other than the cardholder has access to.
- Approvals: All purchases with company cards are to be expressly approved by the cardholder and, when possible, by the Executive Director or Director of Operations and Finance.
- Statements: Credit card statements are mailed directly to the organization. The Director of Operations and Finance will verify purchases with the cardholder.
- Receipts:
The credit card holder is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases and restaurant purchases. The cardholder shall label all receipts with a description of what it is for to ensure proper coding by the finance department.
Original receipts must be submitted to the Director of Operations and Finance within one week of the closing date of their statement. The cardholder should retain copies of all receipts. If a receipt is accidentally lost, a written description of the items and cost must be submitted. Credit card purchases are routinely audited, and thus it is especially important that all food and large purchases are properly documented with a receipt.
- Termination: Upon the termination of employment of a cardholder for any reason, all cards must be cancelled and returned to the Director of Operations and Finance, along with any other company owned items.
- Policy Violations: Violations of this policy may result in anything from a warning to cancellation of the card to termination, depending on the severity of the violation.

Credit Card Policy Acknowledgement

I, _____, hereby acknowledge that I have received a company credit card in my name. I have been given the company policy statement. I have read it and understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

Signature of Cardholder

Date

(D) Gift Acceptance Policy

Acceptance of any contribution, gift or grant is at the discretion of OHNS. OHNS will not accept any gift unless it can be used or expended consistently with the purpose and mission of OHNS.

No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.

OHNS will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their gift.

OHNS will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of OHNS.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for OHNS.

OHNS will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by OHNS.

OHNS will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, OHNS will restrict information about the donor to only those staff members with a need to know.

OHNS will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to OHNS.

(E) Investment Policy

Investment Policy Purpose:

The purpose of this statement is to delineate the investment policy and guidelines and to establish the overall investment strategies and discipline of the Open House Nursery School Reserve Fund (hereinafter referred to as “the Fund”). This policy is intended to allow for sufficient flexibility to capture investment opportunities, yet provide parameters that ensure prudence and care in the execution of the investment program.

This policy is issued for the guidance of fiduciaries, including the Board of Directors, staff professionals, investment managers, custodians, and investment consultants, for managing the assets of the Fund. The policy is intended to provide a foundation from which to oversee the management of the Fund in a prudent manner.

Fund Objectives:

The primary objective of having a Reserve Fund is to provide continuity in the programs set out by Open House Nursery School (hereinafter referred to as “OHNS” or “the Organization”) and its Board of Directors (hereinafter referred to as “the Board”) regardless of short-term financial discontinuities/disruptions and assist in achieving specified objectives as directed by the Board. This Reserve Fund will provide protection to meet: extraordinary expense and capital investment needs of the Organization, budgetary shortfalls or transitional needs. It is intended that the Reserve Fund exclude funds for the ongoing/everyday operations of the Organization, which are held separately, and include only primarily funds which are to be invested for long-term purposes. However, given the potential emergency use of the funds, the long-term investment horizon must be balanced with the potential for intermittent access to these funds and therefore the funds must include a component of cash.

Investment Objectives (in priority order):

1. **Safety of principal:** Safety of principal is an important objective. Investment transactions shall seek to avoid capital losses, whether from institutional default, broker-dealer default, or erosion of market value of securities. To attain this objective, OHNS will endeavor to mitigate credit and market risk, including via investments in diversified portfolios and avoidance of excessive exposure to individual risks.
2. **Liquidity:** Liquidity is the second most important objective. It is important that an investment contain the features of being easily sold at any time with a minimal risk of loss of some portion of principal or interest.
3. **Yield:** Maximizing yield of the nominal investment return while meeting the objectives “1” and “2” is a priority. Investments should be limited to diversified mutual funds, or relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Investment Constraints

The risk tolerance of the Organization should be viewed as conservative. Generally, investments should be made in the context of the “Prudent Investor” rule that states:

“Investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence and discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. OHNS will employ a buy and hold strategy (i.e., OHNS intends to hold the investment until its stated maturity unless there is strong compelling reason not to). OHNS’s philosophy prohibits speculation (i.e., purchase of securities with intent to profit from favorable changes in market prices) in the Fund.”

Investment Allocations:

The Fund will be diversified to avoid incurring unreasonable and avoidable risks. The investments will be diversified by security type and institution - with the exception of U.S. Government securities. To the extent consistent with the investment objectives stated above and investment restrictions outlined below, the Fund investment allocation should meet the following guidelines:

- 50% or more of the Fund balance should be invested in fixed income-related investment vehicles
- Up to 20% of the Fund balance can be invested in diversified, equity-related investments
- Up to 25% of the Fund balance, but no less than 15% can be invested in cash or cash equivalents, (such as money market investments).

Investment Restrictions:

The Fund's investment vehicles should meet the following guidelines:

- All investments will be denominated in United States dollars.
- All investments shall be marketable securities with liquid and ready markets.
- Fixed income investments should be the highest quality with minimal risk exposure, with none of the total Fund assets invested in investments rated below investment grade. In the event of fallen angels, where ratings migration causes below investment grade ratings, the exposure should not exceed 5% of the fixed income investments. No investments will be made in the corporate debt of a single issuer or equity of a single issuer.
- Equity-related investments should be made in diversified mutual fund investment vehicles
- Borrowing for investment purposes is prohibited.

Eligible Investment Vehicles: Consistent with the requirements of law and this Investment Policy, the assets in the Fund may be invested in the following areas:

FIXED INCOME AND CASH EQUIVALENT VEHICLES:

1. United States Treasury securities
2. Securities issued by a United States Government Agency or guaranteed by the United States Government.
3. Banker's Acceptances and Yankee Banker's Acceptances.
4. Certificates of Deposit or other senior bank obligations.
5. Commercial Paper rated A1, P1 or D1 (i.e. high quality).
6. Corporate debt instruments with a minimum of BBB- by one of the Nationally Recognized Statistical Rating Organization (NRSRO).
7. Repurchase agreements at least 101% secured by collateral that meets the criteria noted in items 1 through 5, with the collateral held by a third party custodian.
8. Money Market Funds that invest substantially all their assets in securities meeting the criteria noted in items 1 through 7.

EQUITY-RELATED VEHICLES:

1. Common stock.
2. Preferred stock.
3. Convertible securities.
4. Warrants.
5. Cash equivalent securities.
6. Mutual funds that invest substantially all their assets in securities meeting the criteria noted in items 1 through 5.

Responsibilities:

The Director, under the supervision and recommendation of the Finance Committee, shall be authorized to invest the Fund, although a registered Investment Adviser should be retained. The Executive Director will review changes to the investment portfolio with the Finance Committee and seek their authorization prior to making such changes.

The Director (or Investment Adviser, if retained) will be responsible for:

- Managing the assets in accordance with the objects and in compliance with the guidelines outlined in this Investment Policy.
- Exercising investment discretion within the context of the objectives and guidelines outlined in this Investment Policy.
- Notifying the Finance Committee and the Board of all organizational developments that could affect the management of the Fund (e.g., investment adviser, portfolio manager or team departure, changes in investment philosophy, etc.) within a reasonable time frame, but no more than 30 days.
- Informing the Finance Committee of unusual, notable or extraordinary events (e.g., violation of investment guidelines, material and unexpected changes in investment value, etc.) within a reasonable time frame (but no more than 30 days).

The Board reserves the right to amend this Investment Policy at any time they deem such amendment to be necessary, or to comply with changes in federal law as these changes affect the investment of the Organization's assets. On a periodic basis, this investment policy statement should be reviewed each year at the time of the annual budget preparation to insure its consistency with the Organization's goals and objectives.

Responsibilities of Investment Managers

Each investment manager must be a registered investment advisor under the Investment Advisors Act of 1940, or a bank or insurance company, and must acknowledge in writing acceptance of responsibility as a fiduciary. Each investment manager will have full discretion in making all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Specific responsibilities of investment manager(s) include:

1. Discretionary investment management, including decisions to buy, sell, or hold individual securities, and to alter allocation within the guidelines established in this statement.
2. Reporting, on a timely basis, monthly investment performance results.
3. Communicating any major changes in the economic outlook, investment strategy, or any other factors that affect implementation of investment process, or the investment objective progress of OHNS investment management.
4. Informing the Investment Committee regarding any qualitative change to investment management organization. Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.
5. Voting proxies, if requested by the Investment Committee, on behalf of OHNS.

6. Administrative Policies

(A) Ethical standards for the Open House Community

To the best of my ability I will:

- Be familiar with and respect the mission, policies, and procedures of the school.
- Support and participate in school activities.
- Communicate concerns regarding school policies or staff directly to the school.
- Value and build partnership with the Open House Community.
- Respect and support the individuality and diversity of all members of the school community, including differences in teaching styles, learning styles, parenting styles, and lifestyles.
- Demonstrate integrity and responsible behavior.
- Encourage and support the peaceful resolution of conflicts,
- Respect the privacy of other families and students in the school community.
- Communicate openly and honestly with other families in the school community regarding the health, safety, and well-being of our children.
- Be open to new ideas and be willing to learn from the suggestions of others.

(B) Equal Opportunity and Affirmative Policy Statement

Open House Nursery School Equal Employment Opportunity and Affirmative Action Policy is to apply to all employees and applicants.

Policy:

- I. It is OHNS's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, sex, color, creed, religion, national origin, age, disability, marital status or sexual orientation in accordance with all applicable laws, directives and regulations of federal, state and city entities. This policy applies to all the terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Advancement to positions of greater responsibility is based on an individual's abilities and demonstrated performance.
- II. OHNS is committed to Equal Employment Opportunity and as part of our Affirmative Action Plan we shall:
 - a. Recruit, hire, upgrade, train and promote in all job classifications, without regard to race, sex, color, creed, religion, age, national origin, disability, marital status or sexual orientation in accordance with all applicable laws, directives and regulations of federal, state and city entities;
 - b. Base employment decisions on the principles of Equal Employment Opportunity, and with the intent to further the Company's Affirmative Action commitment;
 - c. Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, Company-sponsored training, educational tuition assistance, social and recreation programs, shall be administered without regard to race, sex, color, creed, religion, age, national origin, disability, marital status or sexual orientation in accordance with all applicable laws, directives and regulations federal, state and city authorities;

- d. Ensure that promotion decisions will be made in accordance with the principles of Equal Employment Opportunity and Affirmative Action by imposing only valid requirements for promotional opportunities;
 - e. Take action to prevent harassment including sexual harassment or intimidation of all employees, particularly those encompassed by OHNS's affirmative action efforts.
- III. OHNS will vigorously pursue opportunities to recruit and develop job candidates who have the desire and potential for becoming qualified employees through our Affirmative Action Program.
 - IV. Management performance in this program will be evaluated, as is performance in other company goals.
 - V. OHNS has been assigned responsibility for the implementation and administration of the Affirmative Action Program. He/She also has been designated to develop and administer the Affirmative Action Program and ensure that the in-tent and practice of this policy is carried out.

(C) Employee Handbook

The Directors and Officers of the Open House Nursery School have a responsibility to review and abide by the policies within the Open House Staff Member Handbook unless expressly covered elsewhere within the By-Laws or this document including, but not limited to:

- No Harassment
- Confidentiality of Family Matters
- Discussions with Families
- Public Relations
- Acceptable Use of Electronic Communications
- Social Media
- Protecting School Information
- Contact with the Media

A hard copy of the Open House Staff Member Handbook is found within the Operations Director's office and can be requested from the Secretary at any Board Meeting for review.

(D) Grievance Policy

Any individual or group may bring complaints to the Board of Directors of Open House Nursery School. Complaints will be submitted to the Board of Directors at least one week prior to the next Board meeting. Complaints submitted later will be addressed at the subsequent meeting of the Board of Directors. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regular public meeting. Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint. The Board, as necessary, may direct the Head of School or other responsible party to act upon the complaint and report to the Board. The Board of Directors shall render a determination in writing if appropriate or required.

(E) Whistleblower Policy

General: Open House Nursery School (“OHNS”) requires its directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the OHNS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy is not a vehicle for reporting violations of the OHNS’s applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the Code of Ethical Conduct and of OHNS Employee Handbook, as it is those policies and procedures that are applicable to such matters.

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of Conservancy assets or suspected regulatory, compliance, or ethics-related issues, concerns or violations.

Reporting Responsibility: It is the responsibility of all directors, officers and employees to report violations or suspected violations of high business and personal ethical standards and/or applicable legal requirements (Violations) in accordance with this Whistleblower Policy.

No Retaliation: No director, officer or employee who in good faith reports a Violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Conservancy prior to seeking resolution outside the Conservancy.

Reporting Violations: Questions, concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to the Chair of the Conservancy’s Finance Committee.

Chair of OHNS’s Finance Committee: The Chair of OHNS’s Finance Committee is responsible for investigating and resolving all reported complaints and allegations concerning the ethical and legal standards noted above and shall advise the Finance Committee and, if the Chair deems it appropriate, the Executive Director (including if applicable Co-Executive Director’s), of all such complaints and allegations. The Chair of the Finance Committee is required to report to the full Board of Directors at least annually regarding such complaints and allegations.

Accounting and Auditing Matters: The Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing brought to its attention. The Chair of the Finance Committee shall immediately notify the Finance Committee of any such complaint and work with the Committee until the matter is resolved.

Acting in Good Faith: Anyone filing a complaint concerning a Violation or suspected Violation of the ethical and legal standards noted above must act in good faith and have reasonable grounds for believing the information disclosed may indicate a Violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality: Violations or suspected Violations may be submitted on a confidential basis by the complainant. Reports of Violations or suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations: The Chair of the Finance Committee will notify the sender and acknowledge receipt of the reported Violation or suspected Violation within five business days of actual receipt. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

7. Board of Director's Annual Documentation

In accordance with policy, each of the below forms will be distributed by the Secretary & original copies will be maintained with the Books as defined in the By-Laws.

Board Member Pledge: As a representative of the Board of Directors of Open House Nursery School, each Board Member will sign the Board Member Pledge and Conflict Of Interest Disclosure Statement written below. This signed statement, along with annual Board Committee Directory, Board Minutes and any Board Member Removal Request letters will be retained by the Operations Director in accordance with the Document Retention Policy.

Board of Directors Attendance Form: It is the responsibility of the Secretary to record & maintain an attendance form for all those present at the Board of Directors Meetings and fill this information in accordance with the By Laws and Handbook policies.

Board Continuation & Resignation Form: In accordance with the By-Laws, each Board Member will inform the Board their intention to continue or resign from their position on the Board of Directors. This form will be presented at the end of the fiscal year and be delivered to either an Executive Director of Open House Nursery School or an Executive Committee Member of the Board of Directors.

Board Member Pledge

As a representative of the Board of Directors of Open House Nursery School, each Board Member will sign the Board Member Pledge and Conflict Of Interest Disclosure Statement written below. This signed statement, along with annual Board Committee Directory, Board Minutes and any Board Member Removal Request letters will be retained by the Operations Director in accordance with the Document Retention Policy.

Board Member Pledge and Conflict Of Interest Disclosure Statement

As a board member of Open House Nursery School, I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include:

I accept the bylaws and Board Handbook policies. I understand that I am morally responsible for the health and well-being of this organization.

I will actively promote Open House Nursery School in our community, encourage and support its staff, and engage with the Board in fundraising in whatever ways are best suited for me.

I will attend board meetings and be available for consultation. If I am not able to meet my obligations as a board member, I will offer my resignation.

In signing this document, I understand that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability.

Furthermore, I have read the Self-Dealing Transactions and Conflict of Interest Policy of Open House Nursery School. To the best of my knowledge, except as disclosed in an attached statement, I do not have an Interest and do not intend to acquire an Interest, as defined in the policy, requiring disclosure under the Policy.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly disclose the conflict in writing to the President of the Board or Chair of the Finance Committee.

Executive Committee:

President: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Vice President: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Treasurer: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Secretary: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Voting Board Members:

Board Member: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Board Member: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Board Member: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

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Address: _____ Email: _____

Board Member: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Board Member: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Board Member: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ Email: _____

Board of Directors Attendance Form

Meetings	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Ad Hoc
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Voting Members

Executive Director

President

Vice President

Treasurer

Secretary

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Advisory Board

Education Director

Operations Director

Advisory Board

Advisory Board

Board of Directors Continuation or Resignation Form

Open House Nursery School
318A Warren Street
Brooklyn, NY 11201
718.625.5252

Dear Open House Executive Directors and Board of Directors,

I wish to inform you of my intention to continue or resign from my position on the Board of Directors. I have read the By-Laws and Board of Director Handbook. I understand that my resignation will be final and I can only rejoin the Board during the normal process outlined in the By-Laws.

Further, as defined within the Board Handbook, this resignation is being delivered to either an Executive Director of Open House Nursery School or an Executive Committee Member of the Board of Directors.

I, _____, a duly elected member of the Board of Open House Nursery School, do hereby (choose ONE):

resign effective August 31 of this year _____

resign effective this date: _____

declare my intention to extend my Board membership through next fiscal year

Signature

Date