

TABLE OF CONTENTS

Welcome to MECC 2

Mission Statement, Vision, Handbook Policy

Registration & Tuition Policies 2

Registration
Tuition
Scholarships
Extended Care

Calendar 4

MECC Policies and Procedures 6

Birthday Policy	Field Trips
Class Lists	Emergency Closures and Procedures
Concerns	Required Forms
Enrollment for the Next Year	Communication to Parents
Dismissal of Enrollment	Gym and Library Courtesy
Teacher Gifts	Cleanliness/Toileting
Guidance Policy	Clothing
Illness	Food/Snacks
Communicable Diseases	Medication
Arriving to School	Parent Helping in Classroom
Picking Up Your Child	Parent as Observers & other Visitors
Keeping Teachers Informed	Personal Possessions
Holidays	Smoking
Insurance	

Service Hours and Support 15

Staff 17

Board of Directors 18

Welcome To MECC

Mission

Marylhurst Early Childhood Center (MECC) believes that children are naturally curious, intrinsically imaginative, and thrive when learning is active and meaningful. Teachers are inspired by children to create active enriching environments that foster kindness, intellectual growth, and the joy of discovery. MECC supports the development of a community that celebrates the unique contributions of our families, our school, and each individual child.

Vision

In our community of exploration, creativity and kindness, we foster the unique journey of each child.

Handbook Policy

Although every effort has been made to ensure the accuracy; and completeness of the information in this handbook, laws, rules, and policies change from time to time and may change or alter the information contained within this publication. This handbook does not constitute a contract or the terms and conditions of a contract between families and MECC.

Registration & Tuition Policies

Registration Policies

Every family wishing to enroll a child into a MECC program must be current in all tuition payments and complete and submit a registration form along with the required non-refundable registration fee. Current families will receive priority registration during the priority registration period. New families will be placed in a wait pool. After the priority registration period ends, new families will be placed into classes at the discretion of the director. Children not receiving placement into a MECC program by October will receive a refund of their registration fee upon request. Each child who is enrolled in MECC must have a current Authorization Form and Up-to-Date Immunization Form on file with the office before the child may attend classes.

Tuition Policies

Tuition is assessed on a yearly basis. For convenience, we allow monthly tuition payments with the first payment due by July 15th and subsequent payments due by the first day of months September – May. The first payment must be received by August 1st or MECC will assume that you are no longer interested in attending our program and withdraw your child.

Payments received after the 15th of each month will incur, without exception, a \$50 late fee.

A one time only supply fee will be assessed with the September invoice.

A family with more than one child enrolled in the school in the same year will receive a five percent (5%) discount from the younger child's tuition.

Refunds will not be made for children absent from school due to illness, holidays, or snow days.

Any exceptions or waivers to these policies and procedures must be submitted in writing to the Board of Trustees who reserve the right to approve or reject the exception.

Financial Assistance

MECC will offer a limited amount of financial assistance. The Financial Aid Committee (made up of Director, Faculty Representative(s), and Board Representative(s)) will meet and decide on the disbursement of the available funds for financial assistance. Families applying for financial assistance will be reviewed anonymously. To qualify for a Direct Scholarship and/or Work Scholarship, all interested families must complete the TADS application (www.MYTADS.com) by May 31st and meet the TADS eligibility requirements. MECC does not offer full tuition remission. All families who receive financial assistance must also contribute an additional 5 service hours for a total of 15 hours for the entire school year. If the family is interested in applying for a Work Scholarship, award may not exceed the percentage pre-determined by TADS. Families will be notified of awarded Direct Scholarships and Work Scholarship opportunities during the summer.

Extended Care

The MECC Before and After Care Program is designed to complement the classroom experience by providing an extended day to families. We align our practices with those used in the classroom, which is why the faculty member who leads the care is also a teacher at our school. Enrollment and payment policies for Extended Care are outlined on the Extended Care Enrollment form. Tuition must remain current to be eligible.

MECC 2011-2012 Calendar

September

- 5 **Labor Day--No School**
6 After Care Begins
6-9 Small Group Visits/Orientation
12 Before Care Begins
12-16 Half Class-short days
12 2's Classes Begin
12 Board Meeting
15 Ice Cream Social 6pm-7pm
19 **Full Schedule--All Classes Begin**
23 Enrichment Class Session 1 (wk 1)
30 Enrichment Class Session 1 (wk 2)

October

- 6 Back To School Night 7-8 PM
7 Enrichment Class Session 1 (wk 3)
10 Board Meeting
14 Enrichment Class Session 2 (wk 1)
20 *Race to Nowhere*
21 Enrichment Class Session 2 (wk 2)
28 Enrichment Class Session 2 (wk 3)

November

- 1-4 **Fall Conferences – 3s, 4s, KG
-- No School**
1-2 2's Classes – Regular Schedule
11 **Veteran's Day – No School**
14 Board Meeting
23-25 **Thanksgiving Break – No School**

December

- 5-8 Scholastic Book Fair
12 Board Meeting
16 Winter Celebration 10 to Noon
19-1 **Winter Break – No School**

January

- 2 **Teacher Work Day - No School**
3 All Classes Resume
6 Enrichment Class Session 3 (wk 1)
9 Board Meeting
13 Enrichment Class Session 3 (wk 2)
16 **MLK Day – No School**

January cont.

- 20 Enrichment Class Session 3 (wk 3)
21 Open House 9 to Noon
27 Enrichment Class Session 3 (wk 4)

February

- 1 **Priority Registration Begins**
2 Kindergarten Round-Up
3 Enrichment Class Session 4 (wk 1)
10 Enrichment Class Session 4 (wk 2)
13 Board Meeting
17 Enrichment Class Session 4 (wk 3)
21 **President's Day – No School**
22 **Open Registration Begins**
24 Enrichment Class Session 4 (wk 4)

March

- 2 Enrichment Class Session 5 (wk 1)
9 Enrichment Class Session 5 (wk 2)
12 Board Meeting
16 Enrichment Class Session 5 (wk 3)
20-23 **Spring Conferences – 3s, 4s, KG
-- No School**
20-21 2's Classes -- Regular Schedule
26-30 **Spring Break – No School**

April

- 6 Enrichment Class Session 5 (wk 4)
9 Board Meeting
13 Enrichment Class Session 6 (wk 1)
14 MECC Auction
20 Enrichment Class Session 6 (wk 2)
23-26 Turn Off Your Screen Week
23-26 Scholastic Book Fair
27 Enrichment Class Session 6 (wk 3)

May

- 1-3 Student Portraits
4 Enrichment Class Session 6 (wk 4)
11 Enrichment Class Session 7 (wk 1)
14 Board Meeting
18 Enrichment Class Session 7 (wk 2)

May continued

25 Enrichment Class Session 7 (wk 3)
28 **Memorial Day – No School**

June

1 Enrichment Class Session 7 (wk 4)
7 MECC Family Picnic
11 Board Meeting
13 Last Day of School for Tortugas
14 Last Day of School for All Students

MECC Policies and Procedures

Birthday Policy

Every teacher recognizes children's birthdays differently. However, we strive to keep this celebration as low key as possible. Parents may choose to work with the teacher in providing a special birthday snack.

Please be sensitive to all children's feelings. Private party invitations should not be delivered in children's cubbies, unless the entire class is invited.

Class Lists

Teachers will provide a class list with the names, phone numbers and addresses of each student and parent in their child's class. These lists should be used to facilitate the development of the MECC community. They cannot be used for personal gain or commercial or business endeavors.

An all-school directory is published in the fall and distributed to all MECC families. Parents stipulate on the Authorization Form personal information that is to be published in this directory.

Concerns

MECC invites parents to express concerns through the appropriate channels. Concerns should be handled in the following manner:

1. The concern should be discussed with those immediately involved (classroom situations with the teacher—school situations with the Director). Please set up an appointment to talk. Please do not discuss the teacher, another child, or the school negatively in the presence of your child.
2. Make sure that the person to whom you are expressing your concerns knows all the details of the situation, and exactly what you are concerned about and why. Misunderstanding of concerns can lead to further problems.
3. Address your concerns only to the person who should hear them.
4. If the teacher does not adequately address the concern, then parents are encouraged to meet with the Director.
5. Finally, concerns or comments may be addressed in writing to a Listening Committee consisting of the MECC Board President, Vice President, and Secretary. The Listening Committee may choose to schedule a meeting at a mutually agreed upon time for further discussion. The Listening Committee shall present its findings to the Board, who shall act accordingly, within the authority and restrictions of the Bylaws. This process shall not in any way be

construed to interfere with or supersede the Director responsibilities and authority as set forth in Article III of the Bylaws.

Please be a model for your child by addressing teachers and administration in a respectful and polite tone.

Re-Enrollment For The Next Year

If you plan to re-enroll your child for the next year, please do so early on. Re-enrollment begins in early February, for families currently enrolled in the program. A later date will be set for families to register who are not currently enrolled in the program. Currently enrolled families will be given first priority for placement until the public enrollment begins. Siblings of currently enrolled families will be given the second priority and the general public will be given any remaining spaces. All placements are subject to the Director's review and approval. A registration fee must accompany the registration form and a deposit payment made in July to assure placement into the program.

MECC reserves the right to refuse any registration if it is determined by the director that the applicant is not suited to the program.

Dismissal of Enrollment

The Director may dismiss the enrollment of any child: (a) for non-payment of tuition; (b) for any reason unrelated to a disability which is harmful to, detrimental to, or adversely affects the other children or reputation of the school or its functioning; or (c) for posing a significant risk to the health or safety of others that cannot be eliminated by a slight modification of policies, practices or procedures or by the parents providing auxiliary aids or services that are in harmony with MECC philosophies and practices.

The Director may also dismiss the enrollment of any child if the parent or family of that child is deemed unsuitable for the MECC program.

Gifts to Teachers

Gifts to teachers should be a personal expression from a child or family; therefore, group gifts are discouraged. Parents are strongly discouraged from organizing and sponsoring communal gifts. While we appreciate your desire to let teachers know how much they are appreciated, group gifts often force some families to make a financial contribution they may not otherwise afford.

Guidance Policy

MECC values the social and emotional development of children. Teachers guide children's behavior through a variety of techniques including helping children to use

words to resolve conflict, encouraging children to listen while others are expressing concerns, ideas, or solutions, and actively assisting children in finding and enacting solutions to conflict. If problems persist, teachers may redirect a child to another area of the room or to another activity. In rare cases, a teacher may remove a child from the classroom in order for the child to reflect on behavior and to develop a plan of action before returning to the classroom. Teachers and or the Director will work with parents in helping children to be successful at school.

Illness

Please keep your child at home if he or she does not seem to feel well, both for your child's comfort and so that other children and staff will not be exposed to possible illness. (We ask parent helpers to observe the same guidelines).

A child with the following symptom(s) will not be allowed to attend school:

- * Listlessness or drowsiness
- * Headache or fever within 24 hours of class
- * Chronic cough
- * Swollen glands
- * Sore throat or earache
- * Nausea, vomiting or diarrhea the previous night within 24 hours of class
- * Rashes or skin eruptions
- * Colds with sneezing or green or yellow nasal discharge
- * Red eyes or eyes with discharge

Also, please remember the general rule that a child too ill to go outside is too ill to be in school. Please do not ask teachers to keep your child indoors. We need all staff to facilitate our programs.

If a teacher believes a child should go home, the parent will be asked to pick him/her up. In all cases, the decision rests with staff as to whether or not a child remains at school.

Communicable Diseases

Should your child contract a communicable disease, please notify the office as soon as possible, so that we can inform others that they may have been exposed. In such cases, a child must be kept home at the onset of symptoms, during the communicable stage of any illness, and must remain home until he or she is able to fully participate in all activities at school. MECC follows the guidelines and policies set forth by the Oregon Department of Health.

Children who have not been immunized, and have been exposed to the communicable disease may be denied attendance at school during the period of incubation and illness. Parents will not receive tuition credit for the days that are missed.

Arriving to School

Every child arriving at school is required to be accompanied to the classroom door by an adult. Upon classroom arrival, each child *must be signed in* by the accompanying adult.

Picking Up Your Child

If someone else will be picking up your child on a routine basis, please be sure to fill out the appropriate section of the Authorization Form. For a one time only situation, please inform the teacher verbally as well as with a written note giving permission to the person picking up your child. For the safety of your child, we will not send your child home with any unauthorized person and may require the individual to produce identification.

All children should be picked up at the scheduled dismissal time. Each child *must be signed out* by the accompanying adult.

Keeping Teachers Informed

We ask that you accompany your child to and from the classroom. Please sign the roster so that teachers can account for all children under their supervision. As you sign your child in, please share with the teachers any issues or events that may affect your child's behavior during the school day. These might include: a late night, medication, a change in home routine, and so forth. Such information helps teachers fully support your child.

Individual parent-teacher conferences are held during the year, and additional conferences may be arranged at the request of either parents or teachers.

Holidays

Every family celebrates holidays in their own special way. We strive to provide a culturally responsible program and include traditions from many cultures throughout the year. Teachers do not overlay the curriculum with activities and literature surrounding religious or secular holidays. Teachers take their lead from the interests and direction of the children when choosing whether or not to include any type of holiday recognition within the context of the day.

Insurance

MECC carries liability insurance to cover parents, staff and children for accidental injuries sustained while at school, such as a broken limb from climbing, sprained ankle from running, etc. Likewise, MECC has liability coverage for accidental injuries sustained while participating in school activities away from school on field trips, as long as they are *not driving related*.

Injuries sustained by children, parent helpers, and/or teachers that are driving-related are covered by each driver's private automobile insurance. It is imperative that each driver provides proof of current and adequate insurance coverage when participating on a field trip. Drivers are responsible for their own driving. *MECC does not have insurance to cover a child for an accident that is either the driver's fault or another vehicle's fault.*

Field Trips

Field trips that begin at the Marylhurst campus, and require vehicles, must have a teacher present in each vehicle.

Any field trip that does not begin at the Marylhurst campus and requires transportation, that transportation will be the responsibility of the parent.

The field trip transportation policy for MECC is as follows:

1. Drivers are responsible for the children assigned to their car.
2. Drivers should be sure that they have enough gas and know how to get to the designated place.
3. Seat belts and/or car seats must be provided for each person in the car.
4. Drivers must have a current and in force insurance policy that adequately covers the vehicle and the occupants in case of an accident. Drivers must provide verification of insurance coverage prior to the field trip.

Off-campus activities vary from year to year, depending on the children's various interests in the classroom.

These field trips are wonderful for building memories and emerging concepts about our world.

Emergency Closures and Emergency Procedures

The emergency or weather-related closure policy for MECC is as follows:

1. School Closures: If Oregon City schools are closed MECC is closed.
2. Late Openings/Early Closures: If Oregon City schools have a late morning start, MECC morning classes are canceled, but afternoon classes will be held.

Emergency Procedures during the school day:

Parents will be notified by phone in the event of any other emergency closure of the school. In the event of an emergency which would require us to evacuate the premises, we will move the children to Jackson Campus at 1306 12th St., Oregon City, OR 97044. Should that building be unavailable, we will go to Eastham Community Center at 1404

7th Street, Oregon City, OR 97045. Parents or other family members will be called at the number provided on their emergency card from each child's emergency kit. Parents are given an Emergency Kit Handout at the beginning of the school year to prepare and bring to teachers. It is important to complete these kits so that we may provide a safe, secure environment for your child.

If MECC is closed for extended periods due to natural or national emergencies the following policies apply:

1. If MECC is closed for two weeks or less, tuition will be collected as usual.
2. If MECC is closed for three to four weeks, tuition will be collected as usual and MECC will make a good faith effort to extend the school year up to 10 days with classes not to extend beyond June 30th.
3. If MECC is closed for more than four weeks, tuition will not be collected until classes resume.

Required Forms

The state of Oregon and MECC requires that a current and up to date Immunization and Authorization Form be kept on file at all times for each child. It is the responsibility of parents to inform MECC of changes or updates to these forms.

Communication to Parents

Wall Pockets are provided outside each classroom for efficient and effective communication between MECC and each family. Parents may ***not solicit*** or distribute literature on MECC property for any purpose at any time. Exceptions will be made only if solicitation or distribution is work-related and assists MECC in carrying out community service functions. The Director must approve such solicitation or distribution of materials.

Gym Courtesy

The gym is set up to meet the needs of the children who are: (1) old enough to meet the physical challenges, and (2) scheduled to use the space. Parents are welcome to use the gym with their children if a class is not present. ***Parents must*** supervise your little ones while in the gym and ***do not*** remain in the gym when classes are using the space.

Library Use

The library is located in the front office. Parents may use the library with their children if a class is not present. Children and families may check out books. Please be courteous and use general library etiquette (quiet voices, put books back in the correct place on the shelf or in the "to be re-shelved" bin, etc.)

Cleanliness/Toileting

We understand that some children are not fully toilet learned when they begin their school experience. We do not have the facilities to clean and change soiled underwear. If your child is still learning, please adhere to the following procedures:

1. Send your child in disposable pull-up diapers with an extra pair in case of wetting. Please note that your child will be expected to manage most of their own changing with teacher assistance of course.
2. Parents must be available at all times (by phone or pager) during class hours. Should your child soil themselves at school, the teacher will call you to come and change your child. Please make sure the teacher has the number where you can be reached.

We use the following guidelines for toileting:

1. Children are accompanied by an adult to and from the bathroom.
2. Teachers accept wet or soiled clothes without comment. A child may need to be reassured if this happens.
3. Children are required to clean themselves as necessary.
4. Children are reminded to flush in order to leave the area fresh for the next person.
5. Children are required to wash their hands after toileting.

Clothing

The clothing guidelines for MECC are as follows:

1. Wear washable and playable clothes to participate fully at school. Preschool is messy! It is important for the child to be comfortable and safe. Please, no long dresses.
2. ***Leather soled shoes or tennis shoes must be worn at school - no slick shoes, backless, or open toed shoes.*** These shoes will help keep your child safe as they climb, run and play.
3. Please label your child's outerwear and any other equipment your child brings to school so teachers can return lost items.
4. A complete change of clothing for your child should be kept at school.
5. Children should dress in clothing that is not distracting to them or to other children.

Food/Snacks

MECC is a nut spread and seed spread-free school. Because of the danger posed to our students with nut allergies, we ask parents to refrain from bringing these products for snack, or in your child's lunch (e.g. peanut butter, Nutella, or almond spread). Parents

provide a snack for the classroom on a rotating basis. Teachers provide sign-up sheets so that you will know when it is your turn. **To meet state health and safety requirements, we ask that all snacks be pre-packaged and store bought.** In addition, snack should represent at least two of the four major food groups. To support our efforts to instill good eating habits, we ask that you bring nutritious, non-sugary snacks. We appreciate your cooperation in this matter.

The following are some snack suggestions:

- Non-sugar cereals with milk
- Bagel and cream cheese (mini-bagels are great)
- Vegetables and dip
- String cheese
- Crackers and cheese
- Sandwiches
- Fruit and Yogurt

Cooking projects and food preparation ideas are welcome. But be sure to clear such projects with the teacher ahead of time so that she can include the activity into her daily plans - an adult with a valid Food Handlers Certification is required to prepare the snack. In addition, we request that parents record what they bring for snack on the snack sign-up calendar.

Please be aware and considerate of any children who may have food allergies and avoid bringing those snacks into the classroom. Snack sign-up sheets will post allergy lists.

Medication

Teachers may not give children medication of any kind unless under emergency situations. Please do not send medication to school for a child to take on his/her own. If there is some real need for a child to receive medication while at school, the parents must discuss it with the Director, provide a signed medical release, and provide the medication in a the original childproof container that will be kept in a locked cabinet. Only Staff, which are trained and/or informed about the child's medical condition, may administer medication. MECC may require a doctor's signature requiring the administration of medicines and, if necessary, medical training or instruction in the proper administration of certain medicines.

Parent Helping in Classroom

When you are in the classroom, remember that safety is our utmost concern. *Children may not intentionally hurt themselves, others, or the equipment. Some ways of putting this into practice are:*

1. Demonstrate safe use of equipment or suggest safe methods.

2. Remain alert to any possible dangers, particularly child-built structures. Never turn your back on active play.
3. Children should not be lifted to places they are unable to climb unassisted.
4. An adult must remain with a cooking project until all heating units or cooking utensils are cooled or out of reach of children.
5. Dangerous substances must be out of reach of children.

Some other guidelines for parent helping are:

1. Be conscious of the total number of children present on your work day in all situations.
2. Acquaint yourself with all the exits in the school and be aware of their accessibility.
3. Learn the location of the telephone and fire extinguishers.
4. In an emergency situation, the children are handled in the same voice and manner as in normal activities, although more rapid response must be demanded.
5. First aid supplies for minor injuries are in a marked cupboard in the kitchen, in the office, and in the Bears' classroom. Each classroom is equipped with soap, water, Band-Aids, and gloves for minor emergencies.
6. In case of illness, non-serious accident, or injury, notify the Director immediately, so that they may notify parents. If the Director is not available, call the parents. Sick children will be removed to the office where a cot and blanket will be provided until arrangements are made to take the child home.
7. In emergency situations, such as broken bones or lacerations, inform the Director who will call parents immediately after calling the 911 number.
8. Acquaint yourself with fundamental first aid rules and procedures.

Parents as Observers and Other Visitors

We encourage you to observe your child in class. You can learn a great deal about how your child relates to others, manages themselves in a group, and how their interests and talents are expressed at school. Please prearrange your visit with the teacher. Parents may not visit the other children's classrooms unless approved and scheduled through the director.

Special arrangements are frequently made for teachers from other preschools or other interested persons (including grandparents) to observe the program at MECC during regular school hours. Please make arrangements through the office in advance.

Prospective members often visit classrooms for short periods of time during the year. The Director's permission is required. Children who are not registered in a class may not attend the class unless pre-arranged with the teacher and approved by the director(s). Any visitors to classrooms, other than parents, must be pre-arranged and cleared through the office. *All visitors are required to check-in at the office upon arrival.*

Personal Possessions

If your teacher requests that children bring an item to share, please pay special attention to the request: It may be an item of a particular color to match a special theme or letter. Also, it is best if the shared item is an article, photo, picture, item from nature, or project the child has drawn or made, or a special book. Please do not bring toys that encourage violence or represent a television show -- school needs to enhance life beyond TV—***ABSOLUTELY NO WEAPONS OR TOYS THAT BECOME WEAPONS!***

The personal toys guidelines for MECC is as follows:

1. Children's special blanket, doll or stuffed animals are welcome.
2. Children are strongly discouraged from bringing other personal toys to school.
3. MECC is not responsible for the care or safety of personal items brought into the classroom.

Smoking

No smoking is allowed on the school's premises or when you are directly responsible for the safety of children. Likewise, no smoking is allowed on field trips.

Service Hours and Support

Service Hours

MECC families are required to complete 10 service hours during the school year. These hours can be completed by anyone in the family (e.g. parents, grandparents, aunts, uncles). Service opportunities can be found in the service folder located in the front office, through the "classroom parent," or fliers and e-mail notifications of work parties or special projects. Parents are responsible for documenting their own family hours in the service folder in the front office. If the parents choose, they may "opt out" of the service hours by paying \$20 per hour per incomplete service hour or \$200 for the year.

Financial Support

As with all private schools, MECC needs additional operating funds to cover expenses not covered by tuition. MECC offers fundraisers as opportunities for you to buy through the school what is normally purchased at a retail outlet. We ask that you consider buying

these items from MECC and encourage friends and family to participate. The following are some of the fundraisers that are scheduled for the year:

- Auction – (Our most important fundraiser event)
- Scrip (available year round)
- Book Fairs (winter and spring)

The revenue from these fundraisers is used for the following:

- Funding the scholarship and offsetting scholarship expenses
- Teacher enrichment and education
- Books and classroom materials
- Operating expenses and reserve fund
- Capital & equipment improvements
- Outdoor play environment and indoor gym

Your support of these fundraisers is vital to the ongoing successful operation of MECC. Please plan to donate your time, talent and/or financial support to fundraising efforts. Your participation is required in fundraising events and will give you the satisfaction of helping MECC to maintain its fine quality of education for our children in the Marylhurst tradition. *The annual auction is MECC's largest fundraiser and each family is expected to participate and contribute to its success. Participation includes individual donations, class basket donations, and auction attendance.* There will be more information on each event as the dates approach. Notices and posters will keep you informed as to how **you** can get involved.

Staff

Director	Sheila Walker
Office Manager	Linda Shaddock
“Toddlers/Two’s”	Ann Brown Kim Gilliam
“Raccoons” 3 year olds 3 days per week	Elizabeth Kortenhof Shawna Bennett Hannah Mears
“Robins” 3 year olds 3 days per week	Gail Penuel Di Snyder Jeff Kirschmann
“Owls” Age 3 and 4 3 days per week	Erin Kinney Samantha Bering Nancy Downes-Le Guin
“Turtles” 4 year olds 3 days per week	Dawn Hotchkin Keegan Shepard Andrea Batz
“Tortugas” 3 & 4 year olds 3 days per week	Dawn Hotchkin Keegan Shepard Andrea Batz
“Squirrels” 4 year olds 4 days per week	Laura Olson Pam Rivers
“Mice” 4 year olds 4 days per week	Kathy Gillies Pat Lammers
Kindergarten “Frogs” 5 year olds 4 days per week	Mary Mahorney Jessica Bernert

Board of Trustees

The purpose of the Marylhurst Board of Trustees is to offer guidance and direction in maintaining and perpetuating the Marylhurst tradition. The Board addresses issues that affect the quality and growth of this excellent school. Members of the Board are recommended by the Director and the nominating committee and elected by the Board, including teacher representatives. Board members may contact you to help with fundraising, field trips, special parties, and/or activities.

Board meetings are held monthly and the public is welcome. Agendas are in the office before the meeting. Board meeting minutes are also published and available in the office. Due to space availability, you need to call the Board President at least 48 hours before the meeting in order to place an item on the agenda.

President	Amy Stoeber
Board Adviser	Kim Hill
Vice President	Laura Layton
Secretary	Tamara Butler
Treasurer	Scott Sandie
Marketing Trustee	OPEN
Fundraising Trustee	Josh Davis
Parent/Volunteer Liaison Trustee	Heather Spicer
Community Outreach Trustee	Judy Magee
Teacher Advisory Team	Gail Penuel & Jessica Bernert
Newsletter Chair	April Newlon
Webmaster Chair	Steve Willis
Center Director	Sheila Walker

Marylhurst Early Childhood Center
“Strengthening Child and Family Development”
2011-2012 School Year



MARYLHURST

Early Childhood Center

Mailing Address:
817 12th Street
Oregon City, OR 97045
(503) 650-0978
www.marylhurstecc.com