

**Banner Elk Presbyterian Church
420 College Drive
Banner Elk, NC 28604**

**Banner Elk Presbyterian Preschool
Bylaws**

2016

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I. STATEMENT OF PURPOSE

- A. The goal of Banner Elk Presbyterian Preschool of Banner Elk Presbyterian Church is to provide a loving accepting Christian atmosphere that will enable children to grow socially, physically, intellectually, and spiritually. This program shall be an expression of the Christian Nurture of the congregation and is under the direction of a governing board accountable to the Session. BEPP shall be a service both to members of the congregation and the local community.
- B. General objectives of the program shall be:
 - 1. To undergird and support Christian nurture in the home, believing that the appropriate growth or Christian development of every child can be enhanced through such a program.
 - 2. To provide experiences that help each child develop socially, physically, intellectually, and spiritually in the Christian faith ensuring that the development of the child is neither hindered nor hastened.
 - 3. To provide appropriate curriculum consistent with the highest educational and theological standards, thereby giving the child opportunities to learn to live cooperatively with people outside their family group.
 - 4. To assist the child's understanding of the world in a Christian context as they begin to explore and interpret the larger world outside their home.
 - 5. To provide a sensitive, structured environment of love and acceptance where each child knows he or she is a person of worth and a child of God.
 - 6. To employ qualified and committed teachers who are sensitive to the needs of young children, able to grasp opportunities to interpret daily experiences in relation to the Christian faith, and able to introduce the children to the language of the Christian faith.

II. ADMINISTRATIVE ORGANIZATION OF THE WEEKDAY PRESCHOOL PROGRAM

- A. According to the Presbyterian Church (USA) policy the BEPP is the responsibility of the Session and subject to its policy. The administrative details of the program are planned by a Board of Directors that gives reports, requests, and recommendations to the Session.
- B. The members of the Board of Directors shall consist of a minimum of six persons including the following.
 - 1. Voting members
 - One active Elder
 - One community member
 - Two parent members
 - Two church members at large
 - 2. Ex-Officio members
 - Pastor of the Banner Elk Presbyterian Church
 - Director of the Preschool
- C. Each parent term and community member term shall be two years

- D. Each Church member at large shall serve a term of three years. The Elder term shall coincide with his/her term (or remaining term) on the Session. Term may be renewed with board's approval.
- E. The membership shall rotate a minimum of two members each year with the exception of the ex-officio members
- F. Nominations for membership will be made each year, by the active board, for approval at the August Stated Meeting of Session. Terms will begin in September of that year. Vacancies will be filled by this same procedure, as they occur

III. RESPONSIBILITIES

A. Board of Directors

1. The responsibilities of the Board of Directors are to develop policies and guidelines consistent with the statement of purpose; to give oversight and support to the preschool program that is based on sound Christian convictions and highest principles of early childhood education, and to manage the finances so that the annual operation is self-supporting with the exception of utilities and routine maintenance which will be provided by the church.
2. The Board of Directors will have as its objectives:
 - To develop policies relating to personnel, enrollment, tuition, health, safety, and scheduling
 - To set educational standards
 - To assist the director in development of an annual budget which includes setting fees
 - To provide a recommendation to the Session for hiring a director
 - To approve teaching staff selected by the Director and to inform, the Session of the selection
 - To support the Director/Staff
 - To interpret the work of the Preschool Program to the Church and community
 - To develop policies and procedures to outline the orderly operation of the Preschool
 - To act as liaison between the Preschool Program and the Church
 - To establish a working relationship between the Preschool Program and the Sunday School Program
3. Budget
The Board of Directors will approve a budget and present it to the Session annually. The budget shall include:
 - Salaries (to include applicable fringe benefits)
 - Indoor equipment
 - Repair and replacement of equipment

- Expendable supplies
- Non-expendable materials
- Association dues and workshop/continuing education fees
- Special projects and field trips

B. OFFICERS

- Officers of the Board shall consist of a Moderator and Secretary/Treasurer
- The responsibilities of the Moderator shall include calling and presiding at all meetings.
- The responsibilities of the Secretary/Treasurer shall be to take minutes at each Board meeting, keep all financial records, report at each meeting, and help the director formulate the annual budget.
- Officers shall be elected to serve a term of two years. Election shall be held in August of each year with terms to begin in September of the same year.

IV. PRESCHOOL STAFF

- The Staff shall consist of a Director/Teacher and Teachers as required.
- All Staff members are employed by the Church on recommendation by the Board of Directors.
- The Director/Teacher shall be under the supervision of the Board of Directors. Teachers shall be supervised by the Director/Teacher.
- All Staff will undergo a background check.
- Periodic drug tests may be administered at any time at the board's discretion.

V. MEETINGS

The Board of Directors shall meet quarterly during the school year or at the call of the Moderator as deemed necessary. The agenda shall be prepared jointly by the Moderator and the Director/Teacher.

VI. ENROLLMENT POLICIES GOVERNING STAFFING

The enrollment quota for each year will be set by the Board of Directors, with recommendations from the Director/Teacher.

VII. ACCOUNTABILITY

The Board of Directors is accountable to the Session of the Banner Elk Presbyterian Church and shall make a quarterly report of its progress and finances.

VIII. AMENDMENT TO BYLAWS

These Bylaws may be altered, amended, or repealed by a two-thirds majority of the Board members if at least a seven day notice has been given of the meeting. Any such amendment or alteration is subject to final approval by the Session.