



## THE JUNGLE GYM CO-OPERATIVE MEMBER HANDBOOK 2007-08

The Jungle Gym is an indoor play place for preschoolers, toddlers and babies. Its doors opened in September 2004, and it converted into a non-profit, cooperative facility in September 2006. The mission of the Jungle Gym is to provide young children an inviting, safe place for physical play and exploration, and to offer a gathering place for families. The Jungle Gym Co-op is dependent on annual membership to remain open and affordable for all families in the community. Each co-op member is in fact a part-owner. Benefits of membership include: per family (not per child) dues, convenient hours-and-days-open (weekends! evenings!.) unlimited use during open hours, a number of guest privileges, one birthday party per year at no extra cost, access to on-site childcare, and more.

As of 2006, an annual operating budget of \$15,000 covers rent and maintenance. The annual membership fee will vary depending on the number of member-families. Our goal for 2007-08 is to enlist 50 or more families at \$300 each. The Co-op lease runs from June – June. Families are invited to join at any time throughout the year. The co-op board of directors meets to coordinate day-to-day operations and make decisions about the various uses of the facility.

### **BOARD MEMBERS 2006-07**

Lisa Kelly, President  
Betsy LaVecchia, Vice President  
Cassie Halstead  
Topsy King  
Margi Putney  
Kathy Zilkha

The name of this corporation is:

The Jungle Gym of Manchester Inc. and its location is Manchester Center, VT.

The corporation is a non-profit corporation as of September 2006.

The Board Members represent the corporation and make decisions on its behalf. Membership on the Board shall be reconsidered each year. Decisions made by the Board may be amended by a 2/3 majority vote of the members, present or by proxy at any regular meeting or special meeting of the members called for that purpose. Monthly meetings will be scheduled for the 2007-08 year.

Board members have general charge, management and control of the affairs, funds and property of the Co-operative, and authorize and control all expenditures. It is their duty to carry out the purposes of the Co-Op and to make rules in accordance with the powers listed here.

The President presides at all meetings of the Co-Op; the vice-president performs the duties of the President in his/her absence. The Treasurer collects all monies due to Co-Op and keeps the accounts of the Co-Op. The Secretary gives notice of all meetings and keeps minutes of such meetings, and conducts correspondence between members.

No part of the net earnings of the corporation shall benefit or be distributable to its members or officers or other persons.

At any meeting of the Co-operative, a quorum being present, the order of business shall be: reading of minutes, report of officers, unfinished business, and general business. Each paid member is invited to vote and/or participate in meetings.

## **MEMBERSHIP**

Member families are those with children ranging in age from birth to 5 years.

Members will be asked to pay dues for the year within the month they join, or to request a payment plan. Dues cover the 12 months from date of enrollment.

Members are allowed access to the facility during hours set by the Board annually. **Hours for the 2007-08 season are: M, W, F, S, Sun. 8:00 a.m. – 9:00 p.m.; T, Th. 11:30 a.m.-9:00 p.m.**

Members are asked to sign in themselves and their guests, at the front desk upon each visit.

Members and guests are asked to remove street shoes upon entering the facility.

Members are responsible for the behaviors of their children and of their guests.

Adult members (or a childcare provider) must be present when their children are present.

Members must be present when their guests are in the facility.

## **BIRTHDAYS**

Members are entitled to one private party each year at no extra cost. Party hosts are asked to reserve their date and time on the calendar at the front desk. The Gym is not open for general use during parties, unless the host family indicates otherwise. The host family is asked to notify Co-op members by e-mail of birthday party schedule, at least 24 hours in advance. Each non-member attending a birthday party must sign the **Birthday Party Release Form**, located at the front desk. Plates, cups, & tableware are available for members' use (supply closet.) Members are welcome to hold more than one party in a 12-month period; a 2nd or subsequent party would cost \$75 for 2 hours.

## **CHILDCARE**

Childcare by Barbara McNeill is available Mon-Fri on-site, to all co-op members. Cost is \$5/hour per child, max. 5 children (depending on age.) Members are asked to sign up with Barbara by phone (366-9070 JG or 293-5524 H) or by signing the calendar on the bulletin board.

## **CLASSES**

Members are invited and encouraged to hold classes in the Jungle Gym. There has been interest in children's gymnastics, yoga, mommy & me playgroups, arts & crafts, CPR/First Aid, and more. The gym is a great place for these kinds of activities – ideas & volunteers welcome!

## CLEANING

Members are asked to clean up after themselves and their children at every visit. Please respect all members' rights to arrive at the gym in good condition! Replace equipment & toys as found, wipe snack tables & bathroom if used, vacuum as needed, and remove garbage & diapers (dumpsters located at opposite end of building.)

For the 2007-08 year, we have developed a weekly schedule; each family will be assigned one week per year to clean the gym. On your week you may complete the job in one day, or do a shorter cleaning over several days. Members have the option to "buy out" of their cleaning responsibility for \$70, which will cover the cost of a 1-day cleaning service.

## EQUIPMENT

Children of any age are allowed in the Jungle Gym; however, members are asked to adhere to size/weight limits on equipment. The large mirror is particularly susceptible to puncture. No sharp objects are allowed in play areas. *Members are asked to report any needed repairs to a Board member, or to leave a note on the front desk.*

## ENTRANCE & EXIT

For the safety of the children, please enter & exit through the front main entrance only (the purple double-doors nearest Airport Road.) Please be sure to leave this door locked upon exiting the Gym. The doors off the large playroom and the single door in the snack room (out the back of the building) are to remain locked at all times, and should be considered as emergency exits only.

## FIRE

Fire alarms are located throughout the facility, as are lighted emergency exits. A fire extinguisher is located in the storage closet.

## FIRST AID

First aid supplies are located in the snack room, above the refrigerator.

## FOOD AND DRINK

Members and guests are invited to bring food/beverages into the facility at any time, and are asked to keep and consume all food/drink in the snack room. The refrigerator is available for members' use. There is no freezer or microwave on site.

## GUESTS

Guests must be signed in at each visit, and **must be accompanied by their host at all times**. Guests must sign the **Jungle Gym Co-Op Release Form** and leave it at the front desk. Members are allowed 5 free guest passes per year. Guest fee after 5 free visits is \$10/family/day. Payment may be left in the cash box at the front desk. The Jungle Gym is a co-operative facility for the exclusive use of its members and their guests. The facility is not available to accommodate the public and will not be used for activities open to the public (except for arranged open houses.)

## HEAT

During cold-weather months, members are asked to turn up heat as they enter, and turn it down to 60F when they leave the facility.

**LOST & FOUND**

Items left inadvertently at the Jungle Gym will be placed in cubbies by the Front door, and will be labeled “Lost & Found.”

**PAPER SUPPLIES**

Each family will be asked to pay a small fee towards the bulk purchase of paper goods and cleaning supplies. These include paper towels, tissues, toilet paper, napkins, and cleaning wipes.

**PARTIES**

Holiday parties and/or special events (i.e. “Dads Night”) are encouraged! Special events coordinators propose events and dates to the group.

**PETS**

No pets are allowed in the facility at any time.

**SUPERVISION**

Children (under age 12) cannot be left unattended at the Jungle Gym! Members are required to stay on the premises while their children are on site, unless alternate childcare arrangements have been made.

Have Fun!

The Jungle Gym  
Airport Road, Manchester Center, VT 05255  
Tel. (802) 366-9070  
info@junglegymcoop.org  
www.junglegymcoop.org