


First Unitarian Universalist Church Columbus, Ohio		
Chapter: VIII. School for Young Children		Source:
Title: SYC Committee and the Church		
Approved by: Board of Trustees		Date Approved:
Effective Date:		Date of Last Review: 4/15/04

Code of Ethics

Child Abuse Awareness and Procedures

As required under Ohio Revised Code, Section 2151.421, our staff is trained to be familiar with the symptoms of child abuse, including physical, sexual, verbal abuse and neglect, and we follow Ohio law and procedures that protect children against abuse and neglect.

If we have reasonable cause to suspect child abuse or neglect, we are required to report it to Franklin County Children’s Services and follow up to ensure that appropriate action has been taken. When appropriate, parents or guardians will be informed that a referral has been made.

School for Young Children Committee

The School for Young Children (SYC) Committee shall maintain and guide a church sponsored weekday school open to young children without regard to race, creed, sex or socio-economic level, and based on a philosophy of humanitarian values. The Committee shall preserve the SYC philosophy, which is to be responsive to each child’s needs, to encourage expression of feelings, to foster self-discovery and self-worth – all in an environment of free play.

During a pre-enrollment period, preference shall be given to church members’ families and children and siblings who are continuing in the program. The Committee shall cooperate with the Board of trustees in the most effective use of the church facilities. It shall recommend to the Board the appointment of a Director, and, if needed, an Associate Director of SYC, and shall review the SYC budget and recommend salaries for its staff. The committee shall be composed of the SYC Chair (a church member), parents who head SYC committees, an SYC staff member, a Religious Growth and Education Committee member, and a church member who is not affiliated with SYC in any way. The Director of SYC and the Chair of the Religious Growth and Education Committee shall be ex-officio members of the committee. (11/82)

School for Young Children Standing Committee Exceptions

Appointment and Terms:

The chair of the SYC committee is chosen by the Director of SYC and presented for approval by the board. The chair of the SYC Committee will serve a 2-year term with a maximum of 2 terms.

Committee Budgets and Disbursements:

Because the School for Young Children is a business as well as a church committee, the SYC Director will oversee the purchase of all equipment regardless of price or duration of use.

Church Council Participation

The Chair of the SYC Committee will participate on the Church Council on an “as needed” basis.

SYC POLICY—Budget and Financial Matters

1. The budget is created by the Director of the School for Young Children, approved by the SYC Committee, and then presented to the finance committee for approval.

2. At the end of the fiscal year, the net income will be split 50%-50% with the church after SYC's expenses have been met.
3. The SYC budget for an ensuing year should be prepared in January.
4. Once the budget has been prepared, the tuition should be set in keeping with a modest estimate of enrollment.
5. The Board should approve the budget—including salaries, materials and tuition—before information about tuition is sent to parents.
6. Capital expenditures for facilities and equipment will be approved by the SYC Director.
7. Expenditures other than fixed ones (i.e., salaries, consumable supplies) shall have approval of the SYC Chair.
8. Salary vouchers need not require the individual signature of a chairman, since such expenditures are fixed by previous agreement of the Committee and the Board.
9. SYC operating budget should be a 97% of projected income so that 3% contingency will help over rough spots.
10. SYC Secretary will have standing petty cash fund of \$300.00 for office supplies.
11. Proceeds from school fundraisers will be split 50/50 with the church. This split is waived for special fundraising activities specifically designated for scholarships as approved by the finance committee.