

2363502401441

Form 4653

(June 1970)

Department of the Treasury
Internal Revenue Service

Notification Concerning Foundation Status

Do not write in this space
(For IRS use only)☐ Classification
code
☒ Letter
code

Employer Identification Number

Please print or type

Remove address label on
front cover and place
it hereCorrect name, etc. if
necessaryEnter employer identifica-
tion number at right
only if incorrect or not
shown on label

Name of organization

452460337 2200000000 031000000 0 95 7

UNIVERSITY PARENTS NURSERY SCHOOL

3327 SEPULVEDA BOULEVARD

LOS ANGELES

-AL

90034

City

Please place an "X" in the one numbered block that applies to your organization. Provide any additional information called for, and return the form promptly to the Internal Revenue Service Center, 11601 Roosevelt Boulevard, Philadelphia, Pennsylvania 19155. Do not check a block until you have read the instructions and Code definitions applicable to that block. Section references are to the Internal Revenue Code of 1954.

- 1 ☐ We are a private foundation within the meaning of section 509(a). (If you are a private foundation, are you claiming status as a operating foundation within the meaning of section 4942(j)(3)? ... ☐ Yes ☐ No If "Yes," attach a statement setting forth all the facts upon which you base your answer including an identification of the clause of section 4942(j)(3)(B) that is applicable.)

We are not a private foundation because we are:

- 2 ☐ A church. Section 170(b)(1)(A)(i). DEC 31 1970
28
3 ☒ A school. Section 170(b)(1)(A)(iii). MASC PHILA., PA.
36
4 ☐ A hospital. Section 170(b)(1)(A)(iii).

- 5 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii).

- 6 ☐ A governmental unit. Section 170(b)(1)(A)(v).

- 7 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv).

(Complete the Financial Schedule on page 2.)

- 8 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi).

(Complete the Financial Schedule on page 2.)

- 12 ☐ We are not sure of our classification. (Attach a copy of your most recently filed information return, Form 990-A, if you filed one, and a statement describing your operations and explaining why you are not sure of your classification. If you think you may be described in 7, 8, or 9, complete the Financial Schedule on page 2.)

I declare that I have examined the information entered on this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. (Must be signed by a principal officer, manager, or authorized trustee of the organization.)

Charles J. Henschel
(Signature)

12/10/70
(Date)

Treasurer
(Title)

Financial Schedule

Calendar year (or fiscal year ending in)	(a) 1965	(b) 1966	(c) 1967	(d) 1968	(e) Total
13 Gifts, grants and contributions received					
14 Membership fees received					
15 Gross receipts from admissions, sales of merchandise, performance of service, or furnishing of facilities in any activity which is not an unrelated business within the meaning of section 513					
16 Gross income from interest, dividends, rents, and royalties					
17 Net income from unrelated business activities					
18 Tax revenues levied for your benefit and either paid to you or expended on your behalf					
19 The value of services or facilities furnished by a Governmental unit to you without charge (do not include the value of services or facilities generally furnished to the public without charge)					
20 Other income (do not include gain or loss) from sale of capital assets—attach schedule					
21 Total of lines 13 through 20					
22 Line 21 less line 15					

Instructions for
Financial Schedule

If you checked block 7 or 8 on page 1, attach a statement showing the name of, and amount received from, each person (other than a Governmental unit or a "publicly supported" organization) from whom you received, during the above 4-year period, contributions totaling more than 1 percent of line 22 (e).

If you checked block 9 on page 1, attach a statement showing:

(1) the name of, and amount received in each year from, each "disqualified person" (other than an organization described in section 170(b)(1)(A)(i) through (vi)) from whom you received amounts included on line 13, 14 or 15; and

(2) with respect to the amounts shown for each year on line 15, the name of, and amount received in each year from, each bureau or agency of a Governmental unit or person (other than a "disqualified person") and each person described in section 170(b)(1)(A)(i) through (vi) from whom you received an amount in excess of the greater of \$5,000 or 1 percent of the amount shown for the year on line 21.



U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE

DISTRICT DIRECTOR
P. O. BOX 231
LOS ANGELES, CALIFORNIA 90033

September 24, 1968

IN REPLY REFER TO
Form L-178
Code 4141KEE
LA-EO-68-947

University Parents' Nursery School
3327 Sepulveda Boulevard
Los Angeles, California 90034

PURPOSE Educational	
ADDRESS INQUIRIES & FILE RETURNS WITH DISTRICT DIRECTOR OF INTERNAL REVENUE	
Los Angeles	
FORM 990-A RE- QUIRED	ACCOUNTING PERIOD ENDING
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	JUNE 30

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

F. S. Schmidt
District Director

FORM 1023
(Rev. April 1965)

U.S. TREASURY DEPARTMENT—INTERNAL REVENUE SERVICE

EXEMPTION APPLICATION

(To be made only by a principal officer of the organization claiming exemption)

To be filed in duplicate
with the District Director
for your District.

For use of organizations applying for exemption under section 501(c) and described in section 501(c)(3) of the Internal Revenue Code, which are organized and operated (or will operate) exclusively for one or more of the following purposes (check purpose(s)):

- ☒ Religious ☒ Charitable ☒ Scientific ☐ Testing for Public Safety
☒ Educational ☐ For the prevention of cruelty to children or animals ☒ Literary

Every organization that claims to be exempt must furnish the information and data specified in duplicate. If any organization fails to submit the information and data required, this application will not be considered on its merits and the organization will be notified accordingly.

This application shall be open to public inspection in accordance with section 6104(a)(1) of the Internal Revenue Code. See separate instructions for Form 1023 to properly answer the questions below.

1a. Full name of organization
UNIVERSITY PARENTS' NURSERY SCHOOL, INC.

b. Employer identification number
95-2460337

2. Complete address (number, street, city or town, State and Postal ZIP code)
3327 SEPULVEDA BLVD., LOS ANGELES, CALIFORNIA 90034

3a. Is the organization incorporated? ☒ Yes ☐ No

b. If "Yes," in which State and under which law (General corporation, not for profit, membership, educational, etc.)? Cite statutory provisions.
Section 214, Revenue and Taxation Code, California

4a. If not incorporated, what is form of organization?

b. Date incorporated or organized
4/18/68

c. Month and day on which the annual accounting period ends
June 30

5a. Has organization filed Federal income tax return(s)? ☐ Yes ☒ No

b. If "Yes," form number of return filed and Internal Revenue District where filed.

c. Year(s) filed

6. After July 1, 1950, did the creator of your organization (if a trust), or a contributor to your organization, or a brother or sister (whole or half blood), spouse, ancestor, or lineal descendant of such creator or contributor, or a corporation controlled directly or indirectly by such creator or contributor, enter into any of the transactions (or activities) enumerated below? NOTE: If you have any knowledge or constructive knowledge that you will be a party to any of the transactions (or activities) enumerated in 6c through 6f, check "planned" in the applicable block(s) and see instructions.

	Yes	No	Planned
a. Borrow any part of your income or corpus?		<input checked="" type="checkbox"/>	
b. Receive any compensation from you?		<input checked="" type="checkbox"/>	
c. Have any part of your services made available to him?		<input checked="" type="checkbox"/>	
d. Purchase any securities or other property from you?		<input checked="" type="checkbox"/>	
e. Sell any securities or other property to you?		<input checked="" type="checkbox"/>	
f. Engage in any transaction with you?		<input checked="" type="checkbox"/>	

7. Have you issued or do you plan to issue membership, stock, or other certificates or shares of any kind in the organization?

8a. Are you the outgrowth or continuation of any form of predecessor?

b. Do you have capital stock issued and outstanding?

c. Have you made or do you plan to make any distribution of your property to shareholders or members?

d. Did you receive or do you expect to receive 10 percent or more of your assets from any organization, group of affiliated organizations (affiliated through stockholding, common ownership, or otherwise), any individual, or members of a family group (brother or sister whether whole or half blood, spouse, ancestor, or lineal descendant)?

e. Does any part or will any part of your receipts represent payment for services of any character rendered or to be rendered by you?

f. Are you now, have you ever been, or do you plan to be engaged in carrying on propaganda, or otherwise advocating or opposing pending or proposed legislation?

g. Do you participate or plan to participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office?

h. Have you made or do you plan to make any payments to members or shareholders for services rendered or to be rendered?

i. Does any part or do you plan to have any part of your net income inure to the benefit of any private shareholder or individual?

j. Are you now or are you planning to be affiliated in any manner with any organization(s)?

k. Do you hold or plan to hold 10 percent or more of any class of stock or 10 percent or more of the total voting power of stock in any corporation?

9. Has any State or any court (including a Court of Probate, Surrogate's Court, etc.) ever declared whether you were or were not organized and operated for charitable, etc., purposes? ☐ Yes ☒ No. If "Yes," attach copies in duplicate of pertinent administrative or judicial decisions.

10. You must attach copies in duplicate of the following:

a. If incorporated, a copy of your articles of incorporation, or if not incorporated, a copy of your constitution, articles of association, declaration of trust, or other document whereby you were created setting forth your aims and purposes, a copy of all amendments thereto, and any changes presently proposed.

b. A copy of your bylaws or other similar code of regulations, all amendments thereto, and any changes presently proposed.

c. A complete statement of assets and liabilities as of the end of each annual accounting period (or as of the date of the filing of this application, if you were in existence for less than a year).

d. A statement of receipts and expenditures for each annual accounting period of operation (or for the period for which you were in existence, if less than a year).

Provided in instrument of organization

e. A statement which clearly indicates what State statutes or court decisions govern the distribution of assets upon dissolution. (This statement may be omitted if your charter, certificate, or other instrument of organization makes provision for such distribution.)

To operate a pre-elementary nursery school

f. A brief statement of the specific purposes for which you were formed. (Do not quote from or make reference to your articles of incorporation, constitution, articles of association, declaration of trust, or other document whereby you were created for this question.)

Not applicable

g. A statement explaining in detail each fund-raising activity and each business enterprise you have engaged in or plan to engage in, accompanied by copies of all agreements, if any, with other parties for the conduct of each fund-raising activity or business enterprise.

Not applicable

h. A statement which describes in detail the nature of each of your activities which you have checked on page 1, activities which you sponsor, and proposed activities.

Not applicable

i. A statement which explains fully any specific activities that you have engaged in or sponsored and which have been discontinued. Give dates of commencement and termination and the reasons for discontinuance.

Not applicable

j. A statement which describes the purposes, other than in payment for services rendered or supplies furnished, for which your funds are expended or will be expended.

k. A schedule indicating the name and position of each officer, director, trustee, etc., of the organization and the relationship, if any, by blood, marriage, adoption, or employment, of each such person to the creator of the organization (if a trust), to any person who has made a substantial contribution to the organization, or to a corporation controlled (by ownership of 10 percent or more of voting stock or 50 percent or more of value of all stock), directly or indirectly, by such creator or contributor. This schedule shall also indicate the time devoted to position and compensation (including salary and expense account allowance), if any, of each officer, director, trustee, etc., of the organization. **Without compensation - see director list attached**

Not applicable

l. A copy of each lease, if any, in which you are the lessee or lessor of property (real, personal, gas, oil, or mineral) or in which you own an interest under such lease, together with copies of all agreements with other parties for development of the property.

SIGNATURE AND VERIFICATION

Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief it is true, correct, and complete.

7/25/68
Date

Garen Kaplan
Signature of Officer

President
Title

SEAL OF THE STATE OF CALIFORNIA



DEPARTMENT OF STATE

To all whom these presents shall come, Greetings:

I, FRANK M. JORDAN, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the RECORD on file in my office, of which it purports to be a copy, and that the same is full, true and correct.

In testimony whereof, I, FRANK M. JORDAN, Secretary of State, have hereunto caused the Great Seal of the State of California to be affixed and my name subscribed, at the City of Sacramento, in the State of California, this MAY 14 1968



Frank M. Jordan
Secretary of State

By *J. P. [Signature]*
Assistant Secretary of State

545759

ENDORSED
FILED

In the office of the Secretary of State
of the State of California

MAY 14 1968

FRANK M. JORDAN, Secretary of State
By P. C. VOGEL
Deputy

ARTICLES OF INCORPORATION

OF

UNIVERSITY PARENTS' NURSERY SCHOOL

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, have this day associated ourselves together for the purpose of forming a corporation under the laws of the State of California, as a nonprofit corporation under the provisions of Part 1, of Division 2, Title 1, of the Corporations Code, as set forth in its Articles of Incorporation;

AND THAT WE HEREBY CERTIFY:

FIRST: That the name of the corporation is:

UNIVERSITY PARENTS' NURSERY SCHOOL

SECOND: That the specific and primary purposes for which this corporation is formed are: (1) To provide for the pre-elementary school children of students, staff, faculty, and recently graduated alumni of the University of California at Los Angeles. The latter refers to children enrolled prior to the parents graduation.

That the general purposes and powers are:

- (a) To make contracts.
- (b) To purchase, lease, replace and operate property, whether real, personal or mixed, including fixtures, buildings and equipment, and to sell, convey, exchange, transfer upon trust, give liens upon by way of mortgage and/or trust deeds, and otherwise dispose of all real and personal property, including fixtures, buildings and equipment.
- (c) To act as Trustee under any trust created to furnish funds for the principal objects of the corporation and to receive, hold, administer and expend funds and property subject to such trust.
- (d) To provide for the payment of all necessary operating expenses and other bills as may be from time to time determined to be necessary by the Board of Directors.
- (e) To exercise any other rights and powers conferred on nonprofit corporations under the laws of California.
- (f) Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

- 1 -

(1) See notes included.

THAT THIS CORPORATION DOES NOT CONTEMPLATE PECUNIARY GAIN OR PROFIT TO THE MEMBERS THEREOF, AND THAT THE FUNDS OF THIS CORPORATION, WHETHER RECEIVED BY GIFT OR OTHERWISE AND REGARDLESS OF THE SOURCE THEREOF, SHALL BE USED EXCLUSIVELY IN THE PROMOTION OF THE ACTIVITIES OF THE CORPORATION, AS THE BOARD OF DIRECTORS MAY FROM TIME TO TIME DETERMINE.

THIRD: That this corporation is organized pursuant to the General Nonprofit Corporation Law.

FOURTH: That the County in the State of California where the principal office for the transaction of the business of this corporation is to be located in the County of Los Angeles.

FIFTH: That the number of directors of this corporation shall be Five (5) and said number may be changed by a duly adopted amendment to the By-Laws.

The names and addresses of the persons who are appointed to act as the first directors and the Executive Board of this corporation, and to continue to act as such directors and the Executive Board until the election and qualification of their successors, are as follows:

NAMES	ADDRESSES
Carol Dorer	3315 Sepulveda Boulevard, Los Angeles, California 90034
Dale Browne	3325 Sepulveda Boulevard, Los Angeles, California 90034
Faith Henkin	3326 Sawtelle Boulevard, Los Angeles, California 90066
Carol Horowitz	3326 Sawtelle Boulevard, Los Angeles, California 90066
Caryl Schochter	3269 Sepulveda Boulevard, Los Angeles, California 90034

SIXTH: That the authorized number and qualifications of the directors and members of this corporation may be set forth in the By-Laws of the corporation and the different classes of membership in the corporation, if any, together with the respective voting and other rights and privileges of each class of said membership, are to be set forth and provisions therefor made in the By-Laws of this corporation and the By-Laws are to set forth and make provision for the election and the term of office of the Board of Directors.

(*) SEVENTH: This corporation is not organized, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to the members thereof and is organized solely for nonprofit purposes. The property, assets, profits and net income of this corporation are irrevocably dedicated to educational purposes meeting the requirements of Section 214 of the Revenue and

(2) Taxation Code, ~~profits~~ and no part of the profits or net income of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private shareholder or individual. Upon the dissolution or winding up of this corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for (2) educational purposes meeting the requirements of Section 214 of the Revenue

and Taxation Code, ~~profits~~ and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code and Section 2370ld of the Revenue and Taxation Code. If this corporation holds any assets in trust, such assets shall be disposed of in such a manner as may be directed by decree of the Superior Court of the County in which this corporation's principal office is located, upon petition therefor by the Attorney General or by any person concerned in the liquidation.

EIGHTH: That the private property of the members shall not be subject to the payment of the corporate debts.

The general management of the affairs of this corporation shall be under the control, supervision and direction of the Board of Directors.

The corporation reserves the right to amend, alter, change or repeal any provisions contained in these Articles of Incorporation in the manner now or hereafter prescribed by Title 1, Division 1, Part 8, Chapter 1 of the Corporations Code and all rights conferred upon members herein are granted subject to this reservation.

IN WITNESS WHEREOF, we have hereunto set our hands and seals
this 18 day of April, 1968.

Carol Davis L.S.

Dale Brown L.S.

Faith Henkin L.S.

Carol Harnitz L.S.

Samuel Bernstein L.S.

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(*) Use this form for Charitable corporations desiring exemption under R. & T. Code Sec. 2370ld (I.R.S. 501(c) (3) and some 2370lf organizations.
(2) See NOTES included.

STATE OF CALIFORNIA

COUNTY OF Los Angeles

SS.

On this 18th day of April, 1968, before me,

a Notary Public in and for Los Angeles

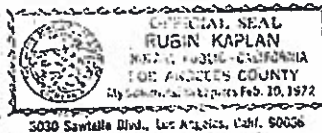
County, State of California, residing therein duly commissioned and sworn, personally appeared

Carol Dorer, Dale Browne, Faith Henkin, Carol Horowitz, and Caryl Schechter

personally known to me to be the said persons whose names are subscribed to the foregoing Articles of Incorporation as Incorporators and who are also named therein as Directors, and who acknowledged to me that they executed the said instrument.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 18th day of April, 1968.

[Signature]
NOTARY PUBLIC IN AND FOR SAID STATE



BY-LAWS OF THE UNIVERSITY PARENTS' NURSERY SCHOOL, INC.
(A non-profit California Corporation)

ARTICLE I - Name and Type

The name of this organization shall be the University Parents' Nursery School, Inc. It is located at 3327 Sepulveda Blvd., Los Angeles, California. It is a parent participating, non-profit, non-sectarian school licensed by the California State Department of Social Welfare. The parents administer, establish policy, participate in the daily program, and with the instructors, plan the school program for the children.

ARTICLE II - Purposes

The purpose of this organization shall be to provide a nursery school program for the children enrolled so they may realize their own growth and developmental capacities, and to further the education of its members in the principles of child guidance, through their observation of children, participation in the daily program as an assistant to a trained instructor and attendance at educational meetings.

ARTICLE III - Membership

Section 1. Qualifications

Without discrimination as to race, color, or creed, membership shall be granted to parents or guardians who are UCLA students, staff, faculty, or alumni and whose child is accepted for enrollment, upon completion of admission requirements set forth in the Standing Rules. Alumni refers to parents whose children were enrolled prior to their graduation.

Section 2. Definition and Responsibilities

There shall be two types of memberships: participating and non-participating. Responsibilities for each type are outlined in the Standing Rules.

Section 3. Privileges

Participating members may hold office. All members shall be entitled to one vote per family.

Section 4. Termination of Membership

Any member wishing to resign must give the Director two weeks given notice. Members are obligated to pay dues and participate up to the actual day of withdrawal.

Any member of the Board of Directors may recommend the termination of a family's membership for failure to meet the membership requirements. A majority vote of the Board of Directors is required to effect the termination. The decision may be appealed to the general body. In addition, the Director may recommend the withdrawal of a child unable to adjust to the school.

ARTICLE IV - Meetings

Section 1. ~~General~~ Membership Meetings

There shall be a combined business and education meeting at school, at which attendance of members is required. Members unable to attend shall notify the Telephone Committee Chairman and, if absences occur repeatedly, the family may be dropped from the school by the Board.

Notice of meetings shall be given by Newsletter, bulletin board, or any other convenient means. Educational portion of the meeting shall be the joint responsibility of the staff and the Program Chairman.

Section 2. Special Meetings

Special meetings may be called by the President, three members of the Board of Directors, or at the request of five members.

Orientation meetings to acquaint members with the school program will be scheduled at the discretion of the Board of Directors and the staff.

Section 3. Quorum

For purposes of transacting business, a quorum shall consist of 51% of the enrolled members and voting shall be by any convenient method. No proxy votes shall be allowed.

ARTICLE V - Finances

Section 1. Tuition, Fees, and Assessments

Members shall pay such tuition, fees, and assessments as determined by a majority vote of the membership and established in the Standing Rules.

Section 2. School Treasury

Checks may be either signed by the President or the Treasurer.

The Treasurer shall be responsible for an annual audit of the books at year end or upon his resignation.

Section 3. Fund Raising

Each family is responsible for all fund-raising activities to the extent fixed by a majority of the membership.

Section 4. Scholarships

Upon recommendation of the Membership Chairman, full or partial tuition scholarships may be granted to families by the Board of Directors.

Section 5. Dissolution

In the event of the dissolution of this corporation, all funds and property owned by it shall be distributed as written in the Articles of Incorporation.

ARTICLE VI - Administration

Section 1. ~~Members of the Board of Directors~~

~~The Board shall consist of the following elected officers: President, Vice-President, Secretary, Treasurer, and Participation Chairman.~~

Each

ARTICLE VI - Administration

Section 1. Members of the Board of Directors

The Board shall consist of the following elected officers: President, Vice-President, Secretary, Treasurer, and Participation Chairman.

Each elected officer shall be entitled to one vote at Board meetings.

Each elected officer shall serve without compensation the term of one school year. No member shall serve in the same office longer than two terms.

Upon the advice and approval of the Board, the President may appoint the following standing committee chairmen: Keys and Means, Membership, Workshop, Program, Purchasing, Housekeeping, Librarian, Historian, Special Events, Telephone, Grievance, Nominating, and others as necessary.

Section 2. Powers of the Board of Directors

The authority for administering the affairs of the school is delegated to the Board of Directors, with the Director and the part President attending meetings in an advisory capacity. The Board shall be the over-all policy making body of the nursery school and shall transact business and make decisions consistent with the Articles of Incorporation, the By-Laws, and the Standing Rules.

Section 3. Duties of the Board of Directors

The Board shall approve the hiring and termination of school personnel.

The Board shall consult with and maintain close working relationships with the Director, and with the staff; share the responsibility for orientation of members throughout the school year; and see that members fulfill their membership obligations.

The Board shall be required to keep notebooks and turn them over to their successors with all records at close of their term of office.

Section 4. Meetings of the Board of Directors

Board meetings shall be held monthly during the school year with notice posted on the bulletin board. Any member of the school may attend, but only elected officers may vote. Minutes of action taken shall be recorded and if requested, communicated to the membership at the next general meeting. The general membership must be notified of all board meetings concerning the termination of personnel. Notification may be by any convenient means.

For the transaction of business, a majority vote of Board members shall constitute a quorum. 5% proxy votes are allowable.

Special meetings may be called by the President or upon the request of three Board members.

Section 5. Removal and Vacancies of the Board of Directors

Any officer may be removed by a majority vote of the membership for failure to meet the duties of his office.

Vacancies in an office on the Board shall be filled by the President with the approval of the majority of the Board until a general election can be held.

Section 6. Nomination and Election of the Board of Directors

Chairman of the Nominating Committee shall be appointed by the President. The Nominating Committee shall prepare a slate of officers, present it to the general membership at the May meeting, and determine the voting procedure.

Participating members in good standing are eligible to take office and to vote. Non-participating members, in good standing, are eligible to vote.

For election of officers, a quorum shall consist of 51% of the entire membership. Officers shall be installed at the June meeting and attend a joint old and new Board meeting in June.

Section 7. Functions of Officers

The President shall coordinate the activities of the school, preside at all meetings, be an ex-officio member of all committees except the Nominating Committee, and act as the official representative of the school.

The Vice-President shall assist the President in the performance of his duties, preside in his absence, and procure information regarding personnel when needed.

The Secretary shall give notice and take minutes of all meetings, maintain school files, and take the responsibility for all clerical tasks of the school, including correspondence.

The Treasurer shall receive and safely keep all school funds, disburse them with the approval of the Board, shall keep accurate records, present monthly financial reports, and arrange for annual audit of the books. He shall be responsible for the funding of the Wage and Honor and Purchasing Committee, and shall serve as Chairman of the Budget Committee (comprised of himself and these two chairmen) to present an annual budget to the membership. He shall arrange for Workmen's Compensation for the staff.

The Participating Chairman shall schedule and record the members' workdays at school, suggesting substitutes when necessary.

ARTICLE VII - Staff

Section 1. Members of the Staff

The staff of the school shall consist of the Director, the teachers, and any other persons deemed necessary by the Board of Directors, or the membership. Salaries shall be fixed by the Board of Directors, approved by the membership. There shall be annual contracts with the staff outlining their responsibilities, wages, hours, etc. and providing for an annual review of the position.

Section 2. Director

There shall be a paid Director of the school. She shall be the professional head of the school and represent it professionally in the community. She shall be responsible for the continuity of the school program and act as a consulting member of the Board. She shall meet the requirements of the Board and membership regarding health, education, experience, and character.

The Director shall be the direct supervisor of the teachers. She shall recommend the hiring and termination of teachers to the Board and make provisions for substitute teachers when necessary. She shall recommend to the Board the hiring of additional personnel when she feels the need warrants it.

She shall have responsibility for all matters concerning the children and the daily program of the school. She shall plan, with the Board of Directors, suitable orientation for members throughout the year, and with the Program Chairman plan suitable educational presentations for meetings.

She shall be available to consult with and offer her professional advice to all functioning officers and committees regarding every phase of the school's activity.

Section 3. Teachers

The teachers shall be responsible for carrying out an effective daily program under the supervision of the Director. They shall be directly responsible for the safety and control of the children. They shall report to the Director the compatibility of a family within the school program. They shall make recommendations to the Director concerning equipment, supplies, etc. They shall be responsible for the daily effective participation of the parents.

ARTICLE VIII - Advisory Board

An Advisory Board of persons trained in fields of activities relating to the physical, psychological, educational and social development of pre-school children and the operation of schools for such children shall be appointed by the Board of Directors to serve at its pleasure. The members shall serve without compensation and shall

offer advice on matters relating to their special fields of training and experience at such times and in such manner as may be mutually satisfactory to such members and the Board of Directors.

ARTICLE VII- Amendments

These By-Laws may be amended by a vote of a majority of the total membership, providing that two week's notice of the proposed amendment change has been given.

LCE

University Parents' Nursery School

3327 SEPULVEDA BOULEVARD, LOS ANGELES, CALIFORNIA 90034

FAITH HENKIN
398-6832

August 25, 1968 -

District Director
Internal Revenue Service
P. O. Box 231,
Los Angeles, California 90053

RECEIVED

AUG 28 1968

DEPT. OF REVENUE
ADMIN. DIVISION
PENNSYLVANIA

Dear Sir:

I hope the information below will answer your questions. We have been operating a parent participating, non-profit, non-sectarian nursery school licensed by the Social Welfare and Incorporated by the State of California. Without discrimination as to race, color, or creed, membership shall be granted to parents or guardians who are UCLA students, staff, faculty, or alumni and whose child is accepted for enrollment. Our program runs Monday through Friday, 9:00 - 11:30 A. M. We have had around 40 members with about 45 children enrolled. The ages are between 2½ to kindergarten. We have three groups divided according to age. There are three salaried professional teachers, each assigned to a group. Our 2½ year old group only attends Monday and Tuesday with a limit of 8 children enrolled in this group. Members enrolled in the older two groups have a choice of a 3, 4, or 5 day a week program. Our second group averages around 2 yrs. 9 mos. to 3 yrs. 9 mos. of age and class usually has 17 children. The oldest group aged 3 yrs. 9 mos. to kindergarten usually is limited to 20 attending each day. We follow the Social Welfare requirement for health standards and for teacher/child ratio: one teacher or parent-assistant for every five children or one director, two teachers, and five mothers for every session for 40 children. The mothers are scheduled according to the number of days their children attend. The school offers a variety of interest and activity areas (easel painting, dress-up and kitchen areas, dough tables, block corner, sand-boxes, swings, etc.).

We presently are not in session. Our fall session will start September 16th. We hope to continue to provide a nursery school program so the children enrolled can realize their own growth and developmental capacities, and to further the education of its members in the principles of child guidance, through their observation of children, participation in the daily program as an assistant to a trained instructor and attendance at educational meetings.

RECEIVED

AUG 28 1968

EXEMPT ORG. SECT.
LOS ANGELES

Our main income comes from tuition paid monthly by the membership. Tuition rates are: 2 days a week program \$18; 3 days \$22; 4 days \$27; 5 days \$32. Faculty members living outside Married Students' Housing development of UCLA pay for the 2 days \$23; 3 days \$32; 4 days \$37; and 5 days \$42. Fund Raisers may be scheduled during the school year. New members are required to pay an entrance fee of \$15; \$10.00 registration fee and \$5.00 covers insurance for the child for a year and membership in the California Council of Parent Participation Nursery Schools. Estimated expenses are: salaries \$990.00, Payroll taxes \$50, Food Supplies \$60, Utilities \$24, Major School supplies \$50, Janitorial services \$60, Equipment maintenance \$20, and miscellaneous \$15.

Our President is Cathy Hitchcock, 10961 Palms Blvd., Los Angeles 90024, phone 836-1417. The school number is 397-2735.

Respectfully yours,

Carol Dorer

Carol Dorer
Past President
Ph. 391-8651

Address any reply to: P.O. Box 231, Los Angeles, Calif. 90053

US Treasury Department

District Director

Internal Revenue Service

Date: August 20, 1968 In reply refer to:

Phone 688-1885 FL-438, Code 414



University Parents' Nursery School, Inc.
3327 Sepulveda Boulevard
Los Angeles, California 90034

Gentlemen:

We have received your application for exemption from Federal income tax as an organization described in Section 501(c)(3) of the Internal Revenue Code.

An organization is not exempt as a matter of course or through a mere claim of compliance with the statutory requirements. Exemption will be recognized only when the evidence submitted to us shows that the statutory requirements have been met. Therefore, until you have established an exempt status, you are not relieved of the requirements for filing Federal income tax returns.

Please furnish us with the following additional information within days from the date of this letter, so that we can further process your application. (No consideration may be given to your application until the information is received.)

- ☐ Two copies of your receipts and disbursements statement (showing sources of receipts and reasons for expenditures) for the years:
- ☐ Two copies of your balance sheet showing assets and liabilities as of the end of each of the following years:
- ☐ Two copies of the articles of incorporation or other document setting forth your aims and purposes.
- ☐ Two copies of your by-laws or similar code of regulations.
- ☒ A complete explanation of past, present and proposed activities.
- ☒ A statement of your sources of income and your anticipated expenses.
- ☒ Have you started operating? Please state your telephone number in case we need to call you re any additional information.

Very truly yours,

Edythe E. Ellis
Internal Revenue Agent

FL-438 (REV. 7-67)

