

# Windham Cooperative Kindergarten & Nursery

## REGISTRATION APPLICATION- Board Copy

School Year 2011-2012

Please indicate below your **FIRST** and **SECOND** choice programs for upcoming school year.

AM NURSERY M/W \_\_\_\_\_  
AM NURSERY T/TH \_\_\_\_\_

AM NURSERY M/W/F \_\_\_\_\_

AM PRE-K M/W/F \_\_\_\_\_  
AM PRE-K M/T/W/F \_\_\_\_\_

PM PRE-K M/W/F \_\_\_\_\_

MULTI-AGE M/W \_\_\_\_\_

MULTI-AGE M/W/F \_\_\_\_\_

ABC 1-Day T \_\_\_\_\_  
ABC 2-Day T/TH \_\_\_\_\_

ABC LUNCH T \_\_\_\_\_  
ABC LUNCH T/TH \_\_\_\_\_

AM PEEP 1-Day M \_\_\_\_\_  
AM PEEP 2-Day W/F \_\_\_\_\_  
AM PEEP 3-Day M/W/F \_\_\_\_\_

PM PEEP 1-Day M \_\_\_\_\_  
PM PEEP 2-Day W/F \_\_\_\_\_  
PM PEEP 3-Day M/W/F \_\_\_\_\_

AM KEEP 2-Day T/R \_\_\_\_\_  
AM KEEP 3-Day M/W/F \_\_\_\_\_  
AM KEEP 5-Day M/T/W/R/F \_\_\_\_\_

PM KEEP 2-Day T/R \_\_\_\_\_  
PM KEEP 3-Day M/W/F \_\_\_\_\_  
PM KEEP 5-Day M/T/W/R/F \_\_\_\_\_

FOR OFFICE USE ONLY:

PROGRAM CHILD HAS BEEN ENROLLED IN: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_ FATHER'S NAME: \_\_\_\_\_

ETHNIC BACKGROUND: \_\_\_\_\_ (FOR PURPOSES OF CLASSROOM DIVERSITY INFORMATION)

HAVE ANY OF YOUR CHILDREN ATTENDED WCK IN THE PAST?  If yes, list year: \_\_\_\_\_

IF NEW TO WCK, HOW DID YOU HEAR ABOUT OUR PROGRAM?

Newspaper (which?) \_\_\_\_\_ Word of Mouth  Yellow Pages  Internet  Other \_\_\_\_\_

**POLICIES & OBLIGATIONS OF MEMBERSHIP:**

1. I agree to provide in-class co-oping in accordance with the frequency set in the school's by-laws. (By-Law #20)
2. In lieu of co-oping, a charge of \$40.00 will be made per occurrence.
3. I agree to participate in one workday. In lieu of participation, I understand I am responsible for a \$40.00 fee to cover the cost of a professional to do my share of the work.
4. In the spirit of a cooperative school, I will participate throughout the year, as I am able.
5. I understand that I can access the most current copy of the school's parent handbook and by-laws on the school's website, or obtain a copy from the office.
6. I have received and read the Peanut/Allergy Policy.
7. I have received and read the Federal Rights and Privacy Act Policy as it relates to volunteering at the school.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Registration Fee \$80.00 Check # \_\_\_\_\_; Cash \_\_\_\_\_; Rec'd by \_\_\_\_\_

This registration fee will hold your spot until June 1<sup>st</sup> and is NON-REFUNDABLE.

2. Annual tuition is payable in 10 installments. THE FIRST INSTALLMENT IS DUE JUNE 1<sup>st</sup> AND IS NON-REFUNDABLE. This installment is to secure your spot in the selected program. Any payment not received by June 10<sup>th</sup> will result in forfeiture of enrollment.

3. Subsequent payments received after the 10<sup>th</sup> of the month will result in an additional \$20.00 late fee penalty.

4. Applications made after June 1<sup>st</sup> require both a registration and tuition payment to be enrolled.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Windham Cooperative Kindergarten & Nursery

## REGISTRATION APPLICATION Teacher Copy

### FOR OFFICE USE ONLY:

#### 2011-2012 School Year

NURSERY:	AM M/W	AM M/W/F	AM T/TH	
PRE-K:	AM M/W/F	AM M/T/W/F		
MULIT-AGE:	PM M/W	PM M/W/F		
ABC:	None	1-day	2-days	Lunch
PEEP:	None	AM 1-day	PM 2-days	3-days
KEEP:	None	AM 2-day	PM 3-days	5-days

PLEASE PRINT

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_\_  
 NAME CHILD PREFERS: \_\_\_\_\_ RIGHT HANDED: \_\_\_\_\_ LEFT HANDED: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MOTHER: \_\_\_\_\_ EMPLOYER NAME: \_\_\_\_\_  
 POSITION/ JOB TITLE: \_\_\_\_\_ EMPLOYER PHONE: \_\_\_\_\_  
 CELL PHONE: \_\_\_\_\_

FATHER: \_\_\_\_\_ EMPLOYER NAME: \_\_\_\_\_  
 POSITION/ JOB TITLE: \_\_\_\_\_ EMPLOYER PHONE: \_\_\_\_\_  
 CELL PHONE: \_\_\_\_\_

### The following questions are asked so that we may have some information necessary in assisting your child in their new experience.

NUMBER OF CHILDREN IN FAMILY: \_\_\_\_\_ Please list names of other brothers and sisters at home:  
 NAME: \_\_\_\_\_ AGE: \_\_\_\_ GRADE: \_\_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_ GRADE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ AGE: \_\_\_\_ GRADE: \_\_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_ GRADE: \_\_\_\_\_

DOES YOUR CHILD PLAY WITH OTHER CHILDREN? \_\_\_\_\_  
 HAS YOUR CHILD PARTICIPATED IN GROUPS? \_\_\_\_\_  
 IF YES, WHAT? \_\_\_\_\_  
 IS YOUR CHILD CURRENTLY RECEIVING ANY SPECIAL NEEDS SERVICES? \_\_\_\_\_  
 IF YES, WHAT? \_\_\_\_\_

PLEASE LIST ANY ADDITIONAL INFORMATION YOU THINK MIGHT BE HELPFUL TO THE TEACHER.

\_\_\_\_\_

DO YOU HAVE INTERESTS/HOBBIES THAT CAN BE SHARED WITH THE CHILDREN AT THE SCHOOL?

FATHER: \_\_\_\_\_  
 MOTHER: \_\_\_\_\_

*If your child's behavior proves to be disruptive and not conducive to the general well being of the class, the Teachers and Executive Board of Directors reserves the right to review the child's behavior and social progress and can ask to have the child withdrawn.*

# Windham Cooperative Kindergarten & Nursery

## REGISTRATION APPLICATION/ VOLUNTEER JOB PREFERENCE Board Copy

In keeping with the spirit and basic principles of a cooperative organization, parents are expected to volunteer additionally in other capacities throughout the school year. Parent volunteers form the school executive board, consisting of five executive officers and several committees. Parent volunteers are essential for directing WCK.

Please indicate, in order of preference (1st, 2nd, 3rd), where either parent would be willing to serve, so we can place you in a rewarding and fun position. We would appreciate your serious consideration. If a lot of people do a little work, it's better for the whole co-op membership. See description of positions on following page.

FOR OFFICE USE ONLY:				
<u>2011-2012 School Year</u>				
NURSERY:	AM M/W	AM M/W/F	AM T/TH	
PRE-K:	AM M/W/F	AM M/T/W/F		
MULIT-AGE:	PM M/W	PM M/W/F		
ABC:	None	1-day	2-days	Lunch
PEEP:	None	AM 1-day	PM 2-days	3-days
KEEP:	None	AM 2-day	PM 3-days	5-days

### Executive Board Positions

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Vice-Treasurer
- No Preference

### School Wide Coordinators

- Fundraising Chairperson
- Maintenance Coordinator
- Purchasing Agent
- Publicity Coordinator
- Hospitality Chairperson
- Project Prep Coordinator
- Volunteer Coordinator
- Newsletter Coordinator
- Community Relations Coordinator

### School Operations

- Lending Library Assistant
- Book Club Coordinator
- Website Administrator
- Computer Cartridges
- Box Tops for Education
- Campbell Soup Labels
- Camp Assistant
- BJ's Coordinator

### \*Classroom Operations

- Publicity Assistant
- Hospitality Parent
- Maintenance Assistant
- Parent Co-op Coordinator
- Project Prep Assistant
- Chaperone Coordinator (not Nursery)

*\*Siblings may not attend class events*

### Other Committees

- Fundraising
- Hospitality

### Family Activities

- Bingo
- Story Hour

Please check off if available for the following:

- Odd jobs
- Sewing/Crafts at Home
- Substitute Teaching
- Prep Work
- Take Home Classroom
- Newsletter Work at Home
- Minor Repairs/Maintenance (Please Specify, i.e. plumbing) \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_



WINDHAM COOPERATIVE  
KINDERGARTEN AND  
NURSERY SCHOOL

# Volunteer Job Descriptions

## School Wide Jobs

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<b>Chairperson</b>	<ul style="list-style-type: none"><li>* Acts as general administrator to the school</li><li>* Prepares the agenda for and presides over meetings</li><li>* Represents WCK in the community</li><li>* Keeps abreast of operating budget and staff needs</li><li>* Handles Teacher evaluations and employee contracts</li></ul>
<b>Vice-Chairperson</b>	<ul style="list-style-type: none"><li>* Assists Chairperson in administration of WCK</li><li>* Becomes Chairperson if office becomes vacant</li><li>* Runs registration and nominating committee</li><li>* Maintains class list in conjunction with registration</li><li>* Oversees Volunteer Coordinator position</li></ul>
<b>Secretary</b>	<ul style="list-style-type: none"><li>* Records and types minutes of all meetings</li><li>* Conducts school's correspondence</li><li>* Assists Vice-Chairperson during registration</li></ul>
<b>Treasurer</b>	<ul style="list-style-type: none"><li>* Records all incoming money and other monies</li><li>* Pays salaries and all approved expenses</li><li>* Presents monthly financial statement at monthly membership meetings</li><li>* Prepares a yearly financial statement to be read at the annual meeting</li><li>* Prepares and submits a budget for the coming year to the executive board</li><li>* Handles state and federal tax forms</li><li>* This position is for a person with a working knowledge of bookkeeping/accounting</li></ul>
<b>Vice-Treasurer</b>	<ul style="list-style-type: none"><li>* Collects, records and deposits tuition</li><li>* Oversees Fundraising Committee</li><li>* Should be available to serve as Treasurer the following year</li><li>* Becomes Treasurer if office becomes vacant</li></ul>
<b>Volunteer Coordinator</b>	<ul style="list-style-type: none"><li>* Assists in filling volunteer positions for school year and fills positions that become vacant</li><li>* Ensures that new volunteers have job descriptions</li><li>* Tracks all volunteer hours for the school</li></ul>
<b>Fundraising Chairperson</b>	<ul style="list-style-type: none"><li>* Works with the Vice Chairperson to prepare, organize and oversee fundraising for the school at regular intervals throughout the year</li></ul>
<b>Maintenance Coordinator</b>	<ul style="list-style-type: none"><li>* Works with Maintenance Assistants to staff work days</li><li>* Works with the Director to extricate projects that require immediate attention</li><li>* Orchestrates the parent volunteers at all work days</li></ul>
<b>Publicity Coordinator</b>	<ul style="list-style-type: none"><li>* Organizes members of the publicity committee</li><li>* Takes pictures, stories, and announcements to the media</li><li>* Assists Vice-Chairperson by providing posters for registration</li><li>* Handles newspaper advertisements as necessary</li></ul>
<b>Community Relations Coordinator</b>	<ul style="list-style-type: none"><li>* Assists with existing community outreach at WCK (Shepard's Pantry Food Drive and Windham Women's Club Coat Drive)</li><li>* Works with the Board and Director to identify and coordinate new community outreach/partners</li></ul>
<b>Hospitality Committee</b>	<ul style="list-style-type: none"><li>* Plans and organizes school-wide parties, such as the Fall Fair and teacher holiday luncheon</li></ul>

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Newsletter Coordinator	<ul style="list-style-type: none"> <li>* Gathers and formats newsletter articles for the Coop Courier</li> <li>* Publishes and distributes newsletter bi-monthly</li> </ul>
Website Administrator	<ul style="list-style-type: none"> <li>* Keeps the website up to date with upcoming events and information</li> <li>* Updates pictures and graphics as needed, being careful to check photography</li> <li>* Must know HTML or Dreamweaver</li> </ul>
Project Prep Coordinator	<ul style="list-style-type: none"> <li>* Contact all Project Prep Classroom Assistants</li> <li>* Set rotating schedule for weekly in-school coverage</li> <li>* Communicate reminders with families and school office</li> </ul>
Purchasing Agent	<ul style="list-style-type: none"> <li>* Keeps records of purchases and reimbursements</li> <li>* Purchases supplies as requested</li> </ul>
Lending Library Assistant	<ul style="list-style-type: none"> <li>* Re-shelves old books in bin next to the bookshelf</li> <li>* Assists in labeling and shelving new books according to their category</li> <li>* Keeps the parent library, located in the conference room, organized</li> </ul>
Scholastic Book Club Coordinator	<ul style="list-style-type: none"> <li>* Distributes bi-monthly book orders for Scholastic Book Clubs</li> <li>* Collects money</li> <li>* Sends in orders</li> <li>* Distributes books upon their arrival</li> </ul>
BJ's Membership Coordinator	<ul style="list-style-type: none"> <li>* Collects membership forms in December</li> <li>* Coordinate and set-up memberships with BJ's</li> <li>* Communicate details with families</li> </ul>
Computer Cartridges	<ul style="list-style-type: none"> <li>* Gathers used computer cartridges and submits for recycling as needed</li> </ul>
Box Tops for Education	<ul style="list-style-type: none"> <li>* Collects and submits Box Tops for Education coupons 2-3 times a year</li> </ul>
Campbell Soup Labels	<ul style="list-style-type: none"> <li>* Collects and submits Campbell Soup labels 2-3 times a year</li> </ul>
Camp Coordinator Assistant	<ul style="list-style-type: none"> <li>* Assists the staff with camp planning in the early spring and the camp enrollment and registration confirmation process in May</li> <li>* Assists the director and staff during the camps as needed in late May and early June</li> <li>* MUST have Excel, Word, and Email on a computer system at home</li> </ul>
Bingo	<ul style="list-style-type: none"> <li>* Plans and carries out two bingo family events at the school (one at Halloween and one in the spring)</li> </ul>
Story Hour	<ul style="list-style-type: none"> <li>* Plans and carries out two story hour events during the year for families to attend on a weekend</li> <li>* Recruits people from the membership/community to read at the event</li> </ul>
<b><u>CLASSROOM JOBS</u></b>	
Publicity Assistant	<ul style="list-style-type: none"> <li>* Coordinates the taking of pictures at parties, events and field trips for the class and school</li> <li>* Submits pictures to Publicity Chairperson for news media</li> <li>* Makes a collage of pictures for the classrooms</li> </ul>
Maintenance Assistant	<ul style="list-style-type: none"> <li>* Organizes your class to rotate through participating in work days and other projects as requested by the Maintenance Coordinator</li> </ul>
Project Prep Assistant	<ul style="list-style-type: none"> <li>* Works on a rotating schedule with the teachers to prepare classroom projects</li> <li>* Some projects may be time sensitive</li> <li>* Projects will be in-school work</li> </ul>
Hospitality Parent	<ul style="list-style-type: none"> <li>* Purchases supplies, provides favors and assists teachers during parties</li> <li>* Arranges additional parental support for party snacks/favors as needed</li> </ul>
Chaperone Coordinator	<ul style="list-style-type: none"> <li>* Arranges chaperones for field trips during the current year</li> <li>* THIS JOB IS NOT FOR NURSERY CLASSES</li> </ul>
Parent Co-op Coordinator	<ul style="list-style-type: none"> <li>* Prepares monthly co-oping schedules of parents to help in the classroom</li> <li>* Informs teaching staff of any changes in the published schedule</li> </ul>

\_\_\_\_\_  
 LAST NAME FIRST NAME M.I. DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ BOY GIRL

\_\_\_\_\_  
 CHILD'S ADDRESS

We/I \_\_\_\_\_ give permission to obtain or release necessary information on the above child.

Please return to: \_\_\_\_\_

**HISTORY: To Be Completed by Physician (This information will be held confidential and will be used only for the benefit of this child).**

- A. Prenatal, perinatal and postnatal development: Any significant findings that could influence this child's adaptations to a child care setting (i.e. physical handicap, sensory loss, developmental irregularities)?
- B. Any chronic illness that may require medication, particularly observations or precautions in a child care setting (e.g. recurrent ear infections, seizure disorder, allergies)?
- C. Any hospitalizations, operations, or special tests of which a child care provider should be aware?
- D. Pertinent family, social or health characteristics?

**IMMUNIZATIONS FOR CHILD CARE AGENCY ATTENDANCE**

You May Substitute A Copy Of Your Own Immunization Record

Vaccine	Date	Date	Date	Date	Date	Date
DTP/DTaP						
Hib						
DTP-Hib						
Td						
OPV or IPV						
MMR						
Hep-B						
Varicella (Recommended)						
Other						

**Communicable Disease History**

**Recommended Screening & Testing of Attendees**

Disease	Date of Diagnosis	Laboratory Confirmation	Physician		Date	Method	Results
Chickenpox		Not Applicable		TB (For High Risk Children Only)			
Other:				Vision			
				Hearing			
				Speech			
				Hbg/HCT		Not Applicable	
				Urine		Not Applicable	
				Lead		Not Applicable	

LENGTH/HEIGHT ____ IN/CM    %ILE _____	WEIGHT ____ LB/KG    %ILE _____	HEAD CIRCUMFERENCE ____ IN/CM    %ILE _____	BLOOD PRESSURE ____ / _____
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Check ( ) Each Line	Normal	Abnormal	Needs Follow-up	Not Examined	Check ( ) Each Line	Normal	Abnormal	Needs Follow-up	Not Examined
Skin/Scalp					Nose, Throat, Mouth				
Nutrition					Teeth & Gums				
Neurology & Muscular					Glands inc. Thyroid				
Orthopedic & Spine					Chest, Breasts				
Eye					Heart, Lungs				
Ears					Abdomen				
Speech					Genitalia				

Temperament:    \_\_\_\_\_ Easy-going        \_\_\_\_\_ Average        \_\_\_\_\_ Difficult

Comments:

Assessment of Physical Development:

A. Estimate of level of maturation:

- a. Infancy (0-2 years)        Early: \_\_\_\_\_        Mid: \_\_\_\_\_        Late: \_\_\_\_\_
- b. Mid-Preschool (2-4 years)    Early: \_\_\_\_\_        Mid: \_\_\_\_\_        Late: \_\_\_\_\_
- c. Preschool (4 years)        Early: \_\_\_\_\_        Mid: \_\_\_\_\_        Late: \_\_\_\_\_
- d. School-age (6-10 years)    Early: \_\_\_\_\_        Mid: \_\_\_\_\_        Late: \_\_\_\_\_
- e. Adolescent (11-18 years)    Early: \_\_\_\_\_        Mid: \_\_\_\_\_        Late: \_\_\_\_\_

B. Estimate of functional capacity:

	Delayed for Developmental Phase	Consistent with Developmental Phase	Advanced for Developmental Phase	Comments:
Gross Motor:				
Fine Motor:				
Language Skills:				
Social Skills:				
Emotional:				

C. Impression of child's present state of health:

D. Recommendations regarding:

- a. Medical needs:
- b. Developmental needs:
- c. Family support:

Print Physician's Name: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Date of Next Scheduled Exam: \_\_\_\_\_



WINDHAM COOPERATIVE  
KINDERGARTEN AND  
NURSERY SCHOOL

# Allergy Policy

## School Guidelines

1. Just as our children are all different, so too are their allergies. With this in mind, WCK cannot guarantee an allergy free atmosphere.
2. We try to avoid nut-containing foods, however if your child has a severe food allergy, we suggest that you provide a separate snack for your child. On your co-op days you must provide a snack and beverage for the rest of the class as well as your child.
3. Our teachers are trained in emergency first aide and CPR, as well as the use of EPI pens. They can administer this drug to your child providing that you supply this medication as well as the supporting paperwork from your physician. By state regulations, any medication that we have on the premises must be in the original packaging and labeled by the pharmacy with the child's name and expiration date.
4. We recognize that on rare occasions it will be necessary to use inhalers for breakthrough attacks (attacks that require an additional single use of the inhaler). This will be permitted provided the child can self-administer the medication, a dedicated inhaler is kept at the school, and the supporting necessity of use form is on file signed by the physician.
5. **We do not administer oral (by mouth) medications.** The exception to this policy would be medications needed to prevent anaphylaxis. However, a doctor's note is required stating that withholding this medication could lead to an anaphylactic reaction.
  - a. We will only keep two doses of a required oral medication on school property at a time.
  - b. The dose must be a **Unit dose**: a single pre-measured amount pre-packaged by the pharmacy and labeled with the drug name, child's name and expiration date.
6. In the event that any medication must be used, 911 will be called concurrent to its administration, and any further emergency medications will be provided by EMS. The parent would also be contacted after EMS was notified.
  - a. Any time medication is administered by the school, EMS will be activated for further assessment of the child's condition.
  - b. Following the assessment, the child will either be transported to the hospital, or released to the care of his/her parent or emergency contact person – as deemed necessary by EMS.
  - c. The child will not be allowed to re-enter school until a medical clearance note is received from his/her physician.
7. If your child has a severe allergy that requires the use of an EPI pen to treat, you will be required to provide appropriate transportation and chaperoning of your child for school field trips. (An appropriate alternate person may be sent in your place.)



Parents and Teachers  
In Partnership Since 1966

12 INDUSTRIAL DRIVE / WINDHAM, NH 03087  
www.windhamcoop.com / 603.893.3069

## Please Note

- We are not responsible for goodies sent home in party bags.
- The school does not administer any regularly scheduled medications.
- **No medication is allowed in the classroom; this includes backpacks and personal belongings.** This is a safety issue for other children in the room and it is against the law.



## **Windham Cooperative Kindergarten & Nursery Volunteer Program**

### ***Federal Rights and Privacy Act of 1974***

The Federal Rights and Privacy Act of 1974 makes a very clear and strong statement concerning school children and their rights as US Citizens. The law says, simply stated, that what happens to children in their school and academic pursuits on a day to day as well as on an overall basis, is confidential. Only the parties who have a “right” to that information (i.e.: the student, parent, child, teacher, guidance counselor, etc.) may discuss that individual child and his or her difficulties. The obvious intent of the law, for our volunteer purpose, is to insure that our youngsters do not become the topic of discussion throughout the community. Not only is this a legal issue, but even more importantly, it is an ethical one.

This is not presented to our volunteers as an attempt to inhibit them from observing our program as a whole. Schools are “fair game” for whatever constructive criticism parents would like to share with us or their neighbors. If you leave the school, and then talk about the school, its programs, or whatever, we have no problems! But, if you leave the school and talk about an individual child (or children), you are making a serious breach of ethical and legal rules.