

# St. George Co-op Preschool



## Family Handbook

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50 Beverly St E, P.O. Box 353, St. George ON N0E 1N0 519-448-1835  
<http://www.stgeorgepreschool.ca>

## Welcome

### Program Statement:

St. George Co-op Nursery School (SGCNS) is a part-time preschool situated downstairs in a beautiful church at the Eastern end of the idyllic town of St. George. The school was started as a co-operative to provide families an unmatched opportunity to participate and engage in this next chapter of their children's' lives and education. For many of our children this will be their first experience being cared for and educated outside of the family unit. The co-operative is committed to creating a close community and an educational environment that embodies the core values and traditions of each co-op family. Our philosophy is to encourage our children's social, emotional, and intellectual growth in a safe, secure learning environment. SGCNS is also committed to implementing current educational best practices and following all legislation that pertains to the educational guidelines. We believe that children are competent, capable, curious and rich in potential. This program statement will outline the goals and framework of our program, outline roles and responsibilities of students, parents, and instructor, as well as highlight the preschool's philosophy and policy, such as family participation and student behaviour management.

St. George Co-op Preschool is uniquely able to optimise the four foundational conditions that support learning; belonging, well being, engagement, and expression.

As a co-op preschool we are able to replace one of the staff required by provincial legislation with two parent volunteers, or duty parents. This allows the preschool to not only operate with an extra adult supporting classroom, but to also provide a comfortable environment for our students where their families are not only welcome but vital to the day to day operations of the classroom. Duty parents each provide their own skills and experiences, which enrich the preschool generally and the daily learning experience specifically. Having their own parents/family members in the classroom provides the children with an immediate sense of belonging and well-being. This allows the students to begin from a place of calm and comfort, an optimal environment to facilitate learning. The additional adult in the classroom also uniquely facilitates engagement. The instructor is relieved of many housekeeping duties, allowing the instructor to focus primarily on the engagement of the students. This greater engagement has a positive effect on programming as the instructor is able to gain a deeper knowledge of each student's strengths and interests and is able to constantly adjust programming accordingly. Having three adults in the classroom allows more adults to be actively engaged with different groups of students throughout the classroom simultaneously. With this greater level of engagement students are provided many opportunities for self-expression verbally, developing their complex communication skills as well as providing a multitude of opportunities for expression through creativity, problem solving and mathematical behaviours.

For many of our child students, their time at St. George Co-op Preschool will provide their first exposure to formal education. From their first day in class students will be treated as curious, capable individuals with an unlimited potential for learning and developing. Each student's strengths, abilities and interests will be considered to create the most beneficial programming possible. We know that young children learn through play and inquiry. Our morning is outlined with a lot of free time play, both indoors and outdoors, where the children can be learners in the environment, following what interests them. Children will be provided a healthy, nutritious snack during the morning. The snack menu is posted monthly by the supervisor so all members can see what their children are eating each day. We encourage self-regulation in the classroom at all times. If at any time a child feels overwhelmed or needs to be alone, a safe quiet place inside the classroom will be provided where they can be supervised safely at a distance. No child will be forced to participate in any activity that they are not comfortable doing. We encourage the children to be competent learners by following their interests and planning activities based on their likes.

Parents are vital members of our co-op community. Parents enter the co-op community with a variety of backgrounds and skills that enhance and diversify the co-op. Parents are encouraged to utilize their skills and interests, and offer them to the service and betterment of the co-op through discussion with the instructor and executive board. During classroom time, parents are encouraged to get down with the children and engage, build relationships. Parents provide special skills in child care and, as a duty parent, are able to bring some of the comforts of home into the classroom for the students. Parents will engage with students, but will also care for student and classroom physical and environmental needs, making washroom trips, washing hands, help cleaning up spills, supporting positive behaviour during activities. By consciously meeting these needs during class, parents allow our instructor to focus on the education of the class as a whole as well as spend more constructive time with each child. Parents will maintain open communication with the instructor, checking the parent information board regularly for updates and important information. Each family will participate actively in the operations of the co-op through mandatory attendance at monthly meetings, participation in specific assigned/volunteer tasks, fundraising and marketing strategies. Families will provide this service and value to the co-op regardless of classroom duty status. Through this active and interested participation, families are granted an opportunity to participate in our children's early education and socialization in a way that is significant and meaningful.

Our instructor, Miss Debb, is a highly skilled educator, specializing in preschool aged children and committed to the co-operative values of the preschool. Miss Debb is interested in participating as a co-learner with the children and families and to support children's learning, development, health and well being. Miss Debb outlines the programming through her experience, knowledge of curriculum and specifically linked to the goals of the co-op families for their children. Miss Debb is able to tailor the programming based on the skills and interests of the children. We recognize that all students come with different interests and different learning strategies. We help to create a positive learning space where all our students learning and development will be supported. Our co-op preschool community is specifically interested in school readiness so Miss Debb uses her opportunities for focused lessons on these skills such as self dressing, printing child's own name, and early literacy and numeracy skills. It has been her experience, also, that the play based approach to early learning provides many opportunities for development of these skills in an organic way, through engaged activities such as dress-up, colouring, crafts, and story time.

Our instructor is the leader of the classroom and maintains several key responsibilities. Miss Debb is primarily responsible for class regulation, implementing curriculum, maintaining the health and safety of children under her care. Duty parents should support the instructor and look to the instructor for guidance in these areas. Miss Debb also works to maintain an open line of communication with every family through our parent information board located in the cubby room, email, The Remind app, Facebook and face-to-face interactions. Each month a new "flow chart" is posted in which the parents of the children can see what the children are interested in and the activities that are happening surrounding those interests.

The curriculum and program is a living document that changes each day as the children explore their surroundings.

Miss Debb is the pillar of our co-op community and will be treated with utmost respect. If you disagree with an approach or technique being used by the instructor, or have concerns about the integration or experience of your child please arrange to speak to Miss Debb privately, outside of class time, as the instructor is fully engaged with our children during class. Alternatively members of the co-op board, introduced at the September parent meeting, may be approached to help resolve any concern, issue, or conflict.

Miss Debb is encouraged and supported by our community to take part in continuous professional learning. Occasionally, professional development happens on one of our school days. Typically, our membership will

decide to take a field trip or make other arrangements to cover the day. This is decided upon by a group vote at a monthly meeting. Miss Debb will come back and share the knowledge she acquired at the professional development with the community of parents to further their knowledge as well.

Duty parents also are required to take a CPR course in September, before starting their duty days.

Our goal at St. George Co-op Preschool is for all students to feel safe and secure in our preschool environment. To ensure this we set limits, for the safety of the children, so that a child may not harm himself/herself or be allowed to harm another person, or their property. As our school is able to excel in providing the four foundations for learning we have found behaviours requiring regulation intervention very rare. Our students are generally happy and healthy, engaged and able to express themselves effectively, verbally or nonverbally. Our superior engagement means that there are adults actively participating with the students or close by. Therefore they are able to provide effective intervention before any correction would be required. The teacher and duty parents encourage positive interactions between the children and in the classroom. Approaching our students as capable, complex thinkers we are able to support the children, as necessary, through coaching, modeling positive behaviours, providing language to resolve conflict. We discuss the children's feelings and the children brainstorm with the teachers what a more positive interaction would look like. Adults in our program provide space and opportunity for our students to resolve conflict and challenging situations and behaviours independently, with the knowledge that support is close-by. In the child's eye, the teacher is the consistent authority while they are at school. The instructor should be brought in immediately if a duty parents feels that the situation might escalate to require significant disciplinary action. During our first meeting in September, we will review and discuss the behaviour management in the classroom. IF you have any questions about behaviour management in the classroom, please contact Miss Debb or a member of the executive council. Our greatest concern is that of the safety and well being of all individuals within the program, and our focused engagement with the children allows all adults in the room to ensure that our goals and expectations in this area are met.

St. George Co-op Nursery School fundamentally believes in the adage that it takes a village to raise a child. Local community partners are welcome to take an active role in the school if the school and the partner find there is a need for service. We welcome all input into the program and we open our doors to partners wishing to help support our children, their families and our staff. The teacher will set up appointments with these partners to make sure that times and dates work well for all of those involved.

Upon joining the membership of the St. George Co-op, all staff, duty parents, volunteers and support staff will review the program statement and all school policies prior to interacting with the children and at any time when the program statement is modified. Monthly, during our meeting, we will document and discuss any changes that need to be made to the program statement. Annually, all staff, duty parents, volunteers, and support staff will be evaluated by the supervisor to make sure that these approaches to interacting with children are being followed.

If you have any questions or concerns about your child, our curriculum or activities in the school, please speak with our teacher. Any ideas or concerns relating to the administration or operation of the school can be directed to the appropriate member of the executive council, or the president. If you would like to address the general membership, please advise the president sufficiently prior to a meeting.

We hope that your time at the St. George Co-op Preschool is a positive and fulfilling experience and we are excited to have you join our membership.

# **Our Policies:**

## **School Operation**

St. George Co-op Preschool is a preschool that serves children we are 27 months up until 5 years of age. We operate from September through June, observing the same holiday and break schedules as the Brant County District School Board. WHENEVER BUSES TO ST. GEORGE- GERMAN SCHOOL, AND/OR BRANT COUNTY BUSES ARE CANCELLED, OUR SCHOOL WILL BE CLOSED. In the event that we independently decide to close the school due to inclement weather, or if the teacher is sick or other personal emergency the Telephone Parent will provide notification as soon as possible.

The school year commences on the Monday following the Labour Day weekend in September. The school will, however, be open on the Wednesday and Friday. The purpose of this is for the parents to help with the set-up of the classroom for the year, drop off enrolment packages (if you have not already done so), and to get familiar with the classroom, or for more info.

## **Arrivals, Departures and Release of Children from the program**

The class runs from 9:30 to 12:00. Families are expected to arrive five minutes prior to the start of each class and a minimum of five minutes prior to dismissal. If you arrive late, you must wait with your child in the kitchen until the morning meeting is over, to limit interruptions during circle time. Once circle time has finished, you can bring your child to the teacher so that they know you have arrived and the child is placed in their care.

At dismissal time, your child will only be released to those persons approved by you in your child's file or with your advance written notification. If the person picking up your child is a person unfamiliar to the teacher, please let the teacher know before pick up time. Also, please ask the person to bring identification with them so the teacher can verify it with the name on your child's "authorized persons list" for pick up. A late fee of \$10 will be applied for every 15 minute interval the parent or guardian is late. (ex: Arriving between 12:00pm and 12:15pm will be a \$10 charge; arriving between 12:16pm and 12:30pm will be a \$20 charge; etc.)

## **License Requirements**

St. George Co-op Preschool is licensed by the Ministry of Education and adheres to the regulations set out by the Child Care and Early Years Act. These regulations address the issues of staff qualifications, programming, child/adult ratios, behaviour management, nutrition, sanitary practices, space requirements and emergency procedures.

## **Registration Procedures, Enrolment and Service Terminations**

In order to register your child for the program, you must fill out the registration package. On the front of the package, there is a registration checklist of things that the school needs in order for your child to be registered in the program. Your child cannot attend school until these requirements are met.

Where a parent desires to withdraw their child from the school, written notice must be given 30 days prior to the President and Teacher. A withdrawal fee of \$150 will apply to all withdrawals during the school year.

Parents will be responsible for duty days that fall within their period of notice of withdrawal. They will either work those days or be responsible for the substitute fee.

At the discretion of the teacher and Executive, parents may be asked to withdrawal their child (a) due to the child's failure to participate, or (b) due to the parent's failure to participate (c) if the parent's attitudes and philosophies are so at odds with those of the majority, that co-operation is impossible, or if (d) payments do not go through. A rebate will be made from the child's last day at school. This decision would be made by the executive council and your family would be giving a 30-day written notice of service termination.

## **Fee Payment Policy and Payment Options**

Monthly post-dated cheques are to be given to the treasurer before your child starts the program. You are also responsible for two fine cheques (one for missed meeting and one for non participation in community events), one withdrawal fee cheque (\$150) and a deposit cheque of \$80 (Registration and Insurance) to register. If you would prefer to pay by cash or

register bank cheque, they are also due on the first of each month. A late fee will be applied to monthly fees not submitted by the 1<sup>st</sup> of the – a \$2.00/day penalty will be applied until payment is received.

Subsidy is also available for eligible families through this website:

[http://www.brantford.ca/residents/support\\_services/child\\_care/Pages/default.aspx](http://www.brantford.ca/residents/support_services/child_care/Pages/default.aspx)

If your child is ill, or you go on vacation, full payment is still required to retain your spot in the program.

### **Disclosure of Information**

Each family is provided with a contact list containing parents' and children's names and telephone numbers. This information is shared because it is helpful for communication within the membership. It is to remain confidential and must not be released to anyone.

### **Volunteer Screening Process**

St. George Co-op Nursery School takes every reasonable step to ensure that no physical, emotional, or psychological harm should ever come to the children we serve. AS A CONDITION OF OUR LICENSING, IT IS REQUIRED THAT ALL EMPLOYEES AND VOLUNTEERS SUBMIT TO A POLICE VULNERABLE SECTOR RECORDS CHECK. Independently, each duty-day-participating-parent is required to visit their local City Police or Ontario Provincial Police department and complete a waiver (Consent to Disclosure of Personal Information) allowing the police to screen their records for evidence of criminal convictions, pending charges, previous or ongoing investigations, and probation or parole status. The applicant is given a form from the police station, which then must be presented to the school. Acceptance to complete duty days will be reviewed by the supervisor, depending the outcomes of this criminal reference check. If the results of the police check come back positive (indicating offences, convictions) the Charter of Rights and Freedoms needs to be considered as a person applying cannot be discriminated against. The supervisor will look over the police check and deem if the applicant is eligible (safe to be in a supervisory position with children). This decision is jointly made with the executive council and the supervisor if anything were to come to light on the form.

The Supervisor/ Executive Council would decide if that applicant would be able to do duty days considering these things:

- Nature of the offence/conviction
- Length of time since offence/conviction
- Rehabilitative efforts subsequently made by the applicant
- Specific duties, responsibilities and risks associated with being a duty parent in relation to the offence/conviction

If a person with a positive police check is approved by the board to do duty days, then a note must be made in their child's file. If they are not approved, the board needs to give reason in written and kept in the office, sealed in an envelope: Confidential.

Once approved, applicants can keep the original copy if they wish, however, the supervisor must see the original form in order to make an original copy of it for the files.

This process is a confidential matter. Once the criminal reference check has been submitted to the school, it will be placed in a locked cabinet that only the supervisor has access to. Duty Parents and Teachers must supply a new criminal reference checks every 5 years. In the years in which a new criminal reference check is not needed, duty parents and teachers must sign an offence declaration form. Based on what the member checks off, the board will make a decision on whether they are able to continue doing duty days.

Duty parents can still perform duty days while they are waiting for their criminal reference check to come back, however, they are never to be left in a supervisory position of children without another adult, at any time

### **Orientation Policy:**

If you would like to come and look at the centre, visitors are welcome to come and see the centre. We ask that you sign the visitor guestbook in the kitchen as you arrive. Trial play dates in the program with parent and child are welcome as well. Please contact the teacher to arrange a visit, and a playtime to come and view our school to make sure it doesn't conflict with a field trip or holiday.

Once you have registered your child in the program, parent and guardian volunteers will be required to review and sign an orientation policy binder. This binder reviews all the policies and procedures of the centre.

### **Supervision of Staff, Volunteers, Students and Duty Parents:**

At St. George Co-op Preschool, we want to make sure that your child has the best possible experience. Because of this, all staff, volunteers, students and duty parents will be monitored daily by the supervisor in program. All persons in the program will be monitored based on maintaining the principals of our program statement as well as our behaviour management policy. All persons in program must produce a vulnerable sector check to the supervisor before entering the program. AS two duty parents replace one staff member in our program, duty parents will be responsible for the supervision of the children along with the teacher. Duty parents are required to submit documents to the supervisor as required (Immunizations, criminal reference check as well as a CPR Certificate).

Volunteers and students in the classroom are never to be included in the ratio at the school, nor left alone with any children. They must provide a criminal reference check prior to being in program.

### **Safety**

Our children's safety is, of course, our #1 priority. We will ensure that a safe and healthy environment is maintained for our children, parents, teacher, and any others using our facility. All safety, health inspection and Ministry regulations are adhered to and followed at all times to the best of our ability. Our teacher and all duty parents hold a current certification in First Aid. Should an accident occur, the following procedures will be followed:

- **Minor occurrence:** Teacher/duty parents will provide immediate medical attention on the premises and you will be advised verbally at the end of the day.

### **Information about Serious Occurrences:**

Serious occurrences according to the Ministry of Education are:

1. Death of a child
2. Allegation of Abuse and/or Neglect
3. Life-threatening injury or Illness
  - A. Injury
  - B. Illness
4. Missing or Unsupervised Children)
  - A. Child was found
  - B. Child is still missing
5. Unplanned Disruption of Normal Operations
  - A. Fire
  - B. Flood
  - C. Gas Leak
  - D. Detection of Carbon Monoxide
  - E. Outbreak
  - F. Lockdown
  - G. Other Emergency Relocation of Temporary Closure

In case of a serious injury or medical emergency, a duty parent will call 911 for an ambulance. Medical attention will be administered by the teacher and without delay. The second duty parent will safeguard the other children. The parent/emergency contact will be notified, as will the family physician. An accident report will be recorded. The Ontario Ministry of Education will be contacted. Details of the occurrence will be reported to the parents as soon as possible.

The St. George Preschool has emergency management policies and procedures. All duty parents, staff, students and volunteers must review these procedures yearly. As mentioned above parents/guardians will be notified as soon as possible when a serious injury, medical emergency or emergency situation has occurred.

In accordance with the Child Care and Early Years Act, fire drills are held monthly. When the teacher and duty parents hear either the fire alarm or the fire whistle, they will firmly but calmly instruct the children to line up immediately by the door and be counted. One parent on Duty (informed which parent it is in the morning of duty) will bring the attendance clipboard and a cell phone. Once everyone is accounted for, the adults will lead the children to our emergency location. If

you detect fire, inform our teacher/duty parent(s) and follow the evacuation procedure as described, ensuring that all children are accounted for. Pull the fire alarm on your way out, or call 911 from a nearby phone.

### **Role of Parents/Guardians in Program**

Because this is a co-operative program all families are required to participate in and contribute to the operation of the school. A parent may be asked to withdraw his/her child due to the parent's failure to participate and pay fees on time. The executive council will evaluate the situation to determine what the circumstances warrant. Possibilities include a verbal or written warning, suspension and/or dismissal.

The intent of this is to encourage families to participate in the nature and spirit that a co-operative program is. It is only fair that every family share the responsibilities of running the school.

Mandatory participation is required in the following areas:

- Duty Days - The minimum requirement remains at least 2 duty days per month. If the minimum days are not fulfilled, it may result in the cashing of your fine cheque(s).
- Duty Parents are required to take a CPR course prior to starting duty days. This course will be free of charge and run in September of each year.
- Monthly Meetings & Cleaning - you are permitted to miss 1 meeting per school year. Any additional missed meetings may result in the cashing of your fine cheque(s). Meetings begin with cleaning the classroom and end with discussion of the meeting topics. Meetings will be 1.5 hours in length and parent/guardian is required to stay the full time, unless it is an emergency or reasoning has been previously aligned on. Leaving early will count as a missed meeting, which may result in a cashing of your fine cheque. If a fine cheque is cashed, you will be required to submit a new fine cheque within one week of the missed meeting. Monthly meetings are important for a variety of reasons. Since this is a co-operative, we all work together and therefore we vote on matters that are important. Being at the meetings means that you get your vote in on important happenings at the school. It is also a time to bond with the group of parents and get to know the group as a whole.
- Fundraising - the preschool relies on fundraising to meet a good portion of its financial demands; therefore, every family is expected to participate in the school's fundraisers. A buy-out option will be available for certain fundraisers, as defined by the Executive. We welcome new ideas for fundraising activities.
- Marketing/Advertising – the preschool is involved in the community and attends events to help promote the preschool and educate the public on what co-op preschool is. Every family is expected to attend a minimum of 2 events. If you do not participate in at least two community events, your second fine cheque will be cashed.

### **Health**

The Brant County Health Unit, in compliance with the Child Care and Early Years Act, requires of each student an up-to-date record of immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and haemophilus influenza type b (Hib). In addition, they ask to be informed of any additional immunizations received e.g. Varivax, Prevnar, Menjugate, etc.

Duty-day participating parents are also required to present proof of immunization against diphtheria, tetanus, polio, measles, mumps, and rubella. Parents cannot perform duty days until immunization records are received.

Any special needs or health concerns that your child has should be disclosed to our teacher, and if applicable, the membership. The purpose of our illness policy is to keep the spreading of disease and infection to a minimum. If your child is ill, he/she will be more comfortable at home and the illness will be less likely to spread to other children and adults in

the school. If you are unsure whether your child is healthy enough to attend school, please follow these recommendations before making your decision: (Please note that these recommendations are not meant to take the place of medical consultation; a physician should be consulted for any/all of your concerns.)

- **Outdoor Play:** If your child is not well enough for outdoor play, they are not well enough to attend school.
- **Fever:** Usually fever is a sign that the body is fighting off an infection or contagious disease. Fever is defined as an elevation above the normal temperature of 98.6°F by mouth or 99.6°F by rectum. A child should be fever-free for 24 hours before returning to school.
- **Diarrhea:** A child should not attend school if there is more than one instance of loose, watery stool. Your child must be 24 hours post last diarrhea bowel movement in order to attend.
- **Vomiting:** Unless vomiting is due to a non-contagious digestive condition, a child should not attend school if he/she has vomited in the last 24 hours.
- **Influenza:** A child who displays more than one of the following symptoms should not attend school: fever, persistent coughing, congestion, chills, muscle aches.
- **Sore or swollen throat:** A child should not attend school if they have a sore or swollen throat.
- **Rashes:** A child with an unidentified rash that is spreading and/or getting worse should not attend school.
- **Eye discharge:** Any child with white or yellow eye discharge, eye pain, or redness of the eye, eyelid, or skin surrounding the eye should not attend school.
- **Contagious disease:** If your child has a contagious disease such as Chicken Pox or Strep Throat, he/she should not attend school. Please inform the school of any contagious condition so the membership can be advised.
- **Head lice:** If your child is known to have head lice, please keep them home until they are nit free.

**FOR THE WELL BEING OF ALL OF OUR CHILDREN, WE REQUIRE THAT EACH CHILD BE WELL AND HEALTHY IN ORDER TO ATTEND OUR PROGRAM. IF YOUR CHILD SHOWS ANY OF THE LISTED SYMPTOMS YOU WILL BE ASKED TO COME AND PICK UP YOUR CHILD.**

### **Behaviour Management Policy**

Children are individuals and should always be treated with respect and dignity. We want all children at SGCNS to feel safe and secure. To ensure this, we set limits for the safety of the children, so that a child may not harm himself/herself or be allowed to harm another person, or their property. Limits are to be expressed firmly but warmly, and in a positive manner as children rely on adults to show them by example. Children's negative behaviours are to be guided in a positive, consistent manner, appropriate to the developmental level of the child and proportionate to their actions. Regulation should be designed to assist the child to learn appropriate behaviours and it should be implemented as soon as possible after troublesome behaviour. In the child's eye, the teacher is the consistent adult while they are at school. Please do not contradict the teacher in front of a child. If you disagree with actions taken, please feel free to speak to the teacher privately after the incident or after class to discuss any issues you may have. Our goal is to promote self-regulation, ensure health and safety, and respect the rights of others.

In accordance with the Child Care and Early Years Act, the following forms of discipline shall not be used:

- A) Corporal punishment of the child;
- B) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- C) Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- D) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- E) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- F) Inflicting any bodily harm on children including making children eat or drink against their will.

The use of any means of corporal punishment or any other form of unacceptable discipline will not be tolerated. If a duty parent contravenes the Behaviour Management Policy, an emergency meeting of the executive council will be called to determine what the circumstances warrant. Possibilities include a verbal or written warning, suspension

(switch to alternate duty-parent or to Non-Participating Option), dismissal, and/or intervention. If you are having trouble with a child, even if he/she is your own, whether at school, or elsewhere, please see our teacher for help. As a condition of the Behaviour Management Policy, duty parents will be monitored a minimum of once per year to ensure that they are following the correct procedures.

### **Other Policies and Procedures**

**Administration of medication:** Our policy is that we do not administer medication on site (with exception to Epi pens for severe allergic reactions, anti-seizure medications and inhalers for asthmatic attacks if needed). If your child is prescribed an Epi-pen, anti-seizure medication or an inhaler, you will need to notify the teacher and fill out paperwork in order for the teacher to have permission to administer medication as well as the protocol for administering the medication. The Epi pen and or inhaler will be kept in a around the waist bag in which the teacher carries at all time. If your child is prescribed a different medication and needs it to be administered at a particular time at school, you will be able to come into the classroom and administer it to your child.

**Allergies:** A list of allergies will be posted in the kitchen, beside the snack table and on the teacher's clipboard. If your child has allergies, please make sure you fill in the appropriate paperwork for the supervisor.

**Snacks:** Each morning we have a snack together. . The snacks will be nutritious and healthy, for example fruit or vegetables, cheese or yogurt, crackers or pretzels, or small sandwiches. A snack calendar will be posted in the cubby room. If you wish to donate the snack for that day, please refer to this calendar and let the supervisor know your intent. Snack preparation should comply with the Brant County Health Unit. **NO PEANUT/NUT PRODUCTS ARE TO BE USED AT ANY TIME.** Snack preparation needs to occur at school, not at home. This is to prevent cross contamination we ask that your child bring a water bottle, with a drink of your choice to class each day. If a water bottle is forgotten that day, the school will provide your child water to drink.

**Dress:** Please dress your child in comfortable, washable clothing as we do many messy, creative activities. Our program includes daily outdoor play, unless the weather is too extreme. Please ensure that your child is suitably equipped with (labelled) coat, hat, mittens, boots etc. No child can remain in the school while the others are outdoors.

**Children's Belongings:** We ask that you store a complete second set of (labelled) clothing at school in case of need. Please store it underneath the cubbies in a Ziploc bag that is labeled with your child's name on it. If your child is in diapers, the diapering items can be stored in your child's cubby as well. Any diapering required during class time will be done on the change table in the nursery room by a duty parent.

### **Communication**

Everyone's input is always welcomed in Co-op. If you have any questions or concerns about your child, our curriculum or activities in the school, please speak with our teacher. Any ideas or concerns relating to the administration or operation of the school can be directed to the appropriate member of the executive council, or the president. If you would like to address the general membership, please advise the president sufficiently prior to a meeting. If deemed necessary, there is also a complaint form, which can be filled out to document concerns involving the operation of the preschool, an issue with the board and/or with the supervisor and/or employee of the Preschool. Forms can be placed in the inbox for the Executive Board to review and determine management.

Whatever the issue, we ask that you please, do not engage in gossip as this makes for an uncomfortable and damaging environment. Things will run most smoothly if your concerns are addressed directly and respectfully. We aim to help each other out as much as possible, so that we can relax and enjoy our time spent with the children.

For day-to-day information, each family has a mail slot (cubby) and our parent bulletin board is located just outside the classroom door; both should be checked daily.

### **Child's Development**

If you would like, the teacher can use the Ages and Stages checklist to review your child's growth. You will be given copies of this screen once the teacher completes it. If you have any questions, please speak to the teacher about the screening process.

## **Birthdays**

Your child's birthday is celebrated with the children of his/her class. You are welcome to make a special snack on that day. Please, do not bring balloons, hats, or loot bags. You are welcome to make a special snack that day such as cupcakes, etc.; however, it must be on site, that day. We have the ovens available for you to be able to make nut free treats.

## **Field Trips and Off Site Activities**

Typically, our school goes on about 4-5 trips throughout the school year. For trips, you must bring your own child and stay with them at all times. When we are off site, the ratios change, so it is easier, if we are 1:1. It doesn't have to be a parent; it can be a grandparent, etc. Whomever you feel comfortable sending your child on the trip with and who is physically able to be take care of your child's needs on the trip. Payment for each trip is discussed at monthly meetings prior to the trip.

## **Jobs at the Co-op**

Being parent of a co-op means in part that it is a co-operative and that each family does their part to run the school. At our first meeting of the year, each family take a job from our sign up board and does that job throughout the year. If for any reason you cannot do your job anymore and need to modify or switch jobs with another parent, please speak to the member of the executive council.

There are two councils: The Executive Council and the General membership.

## **Executive Council**

All executive positions are twelve-month assignments. Executives are required to attend executive meetings in addition to the monthly general meetings. Executive positions are voluntary and entail no remuneration. These positions are generally filled the previous year or during the summer months.

Any parent registering a child for a second year may be required to accept an executive position if one is available.

- **President:** The president is the chief administrator of the school and main public relations officer. He/She works closely with the teacher, executive council, and the membership to ensure SGCNS operates smoothly. The president completes performance appraisals and negotiates the teacher's contract. He/she coordinates all basic responsibilities and ensures everyone is doing their jobs according to our handbook, the Day Nurseries Act, and the needs of the school. The president acts as mediator for any problems that might arise and encourages participation and cooperation. He/she organizes and chairs our monthly meetings and makes objective decisions regarding school policies and activities. He/She has signing authority, approves classroom purchases and liaises with our property owner. The president should have past experience with the school, preferably the executive.
- **Vice President:** The vice president(s) supports the president and performs the president's duties in his/her absence. Our VP is our representative on the Brant and District Co-op Council and attends quarterly meetings on our behalf. The VP also takes care of the renewal of our insurance and all other insurance-related issues. As well, the VP is responsible for applying for any grants, such as the Trillium Grant, that may provide financial aid for the school.
- **Treasurer:** The treasurer is our liaison to our hired, off site, accountant. The treasurer works closely with the accountant by relaying information, bills, etc. that the accountant needs to manage all financial operations for our school. The treasurer does the banking, and provides monthly statements, based on the accountant's info, to the executive and general council and forecasts expenditures. The treasurer is responsible for invoicing families for fees/charges, collecting receipts and reimbursing for expenditures.
- **Secretary:** The secretary prepares, distributes and files a meeting report for all executive and general meetings. He/she keeps attendance and makes note to the Treasurer any family needing to be invoiced for missed meetings.

## **Non-Executive Positions (for General Membership)**

Please note that any parent who does not volunteer for either an executive or one of the following positions will be assigned whatever is left over or to any necessary committees. A co-operative school means that all members play an active role in the school existence and are equally responsible for the success of the program for our children. Holding an exec or non-exec position does not exempt a family from participating in other support and volunteer aspects of the preschool operation.

- **Fundraising Coordinator:** The fundraising coordinator oversees the Fundraising Chair and Co- chairs. He/she ensures that there is a chair and co-chair for all fundraising events and that all families participate. The fundraising coordinator collects monies and works with the treasurer to record revenues and expenses. He/she keeps an organized log of projects with all related information, costs, profits, contacts, etc. for future councils.
- **Marketing Coordinator:** Will be responsible for advertising the preschool. Putting together and distributing flyers and/or brochures. Ensuring that the website has the-up-to-date information and all other aspects of advertising (eg. Leisure Guide, Signage)
- **Field Trip Coordinator/Graduation:** Organizes seasonal (fall, Christmas, spring) and year-end trips in consultation with the executive and teacher.
- **Emergency Duty Parent:** Takes the place of a duty parent if they are unable to attend on a scheduled day and could not find a replacement. *Must be available on short notice.* To be used as a last resort.
- **Telephone Parent:** Phones parents to inform/remind them of coming events, meetings, school cancellations and other important information.
- **Teacher's Assistant/Supplies Parent:** Helps teacher with classroom bulletin boards, special activities, assisting with crafts, and other activities. Is available to go monthly to the Ontario Early Years Center in Brantford for die pressing, collecting E.C.E. resource material, preparing craft materials, etc. Ensures that all needed supplies are available in the classroom and washroom. Obtains money from the Treasurer for approved purchases and submits all receipts
- **Maintenance/Seasonal Parent:** Arranges any major repairs and service contracts as requested by the executive. Seasonal maintenance such as putting salt on the parking lot and in front of the door as well as organizing other parents to help rake in the back yard, etc.
- **Moving Committee Coordinator:** A group of parents who help move the classroom and organize jobs for moving the classroom weekly.
- **Laundry Parent:** Responsible for ensuring all towels, rags, cloths and paint smocks are taken on Friday, washed, and returned on Monday.
- **Scholastic Book Parent:** Organizes Scholastic Book Fairs. Responsible for distributing book order forms to parents, receiving orders and submitting them to Scholastic, and distributing books to families. Also responsible for collecting Scholastic "Bonus Bucks" and using them to purchase books for the classroom.