

**Erin Mills Co-Operative Nursery School**  
**Parent Handbook**  
Serving the Community since 1974

This Parent Handbook is the property of Erin Mills Co-Operative Nursery School. A copy of this handbook can be found online at [www.erinmillscoop.ca](http://www.erinmillscoop.ca) for you to review at any time.

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## **1) INTRODUCTION**

At Erin Mills Co-Operative Nursery School our purpose is to:

- a. Provide a stimulating experience for the children;
- b. Promote a greater understanding by parents in matters relating to early children education

This Parent Handbook has been compiled to assist you, the parent, to better understand, enjoy and familiarize with the various facets of our school.

Please also refer to our Program Statement for more information about our pedagogical philosophies.

Co-operation is the very heartbeat of the parent co-operative nursery school. Each member has a responsibility to the school through his/her contribution and involvement, to make it work.

We trust that the following will help you become more knowledgeable about the organization and daily operation of the school.

## **2) PROGRAM STATEMENT**

In 1974 Erin Mills Co-Operative Nursery School established that nursery school is a place where we expect to see children playing busily, safely and happily. In their play, they learn to develop motor skills, knowledge and patterns of social behaviours that lie within the limits of their capacity. Each child is unique, and such uniqueness we should cherish.

Erin Mills Co-Operative Nursery School operates to provide a happy, worthwhile, well-balanced experience for the pre-school child in a non-political, non-sectarian environment. It provides opportunities for children to develop their own sense of time and space in an environment geared protectively to a child's dimension. The classroom is a place to foster and stimulate discovery and exploration, to provide stimulating materials that will lead the children to question and in turn, help them search for answers. It is a place for children to learn about emotions – to identify, experience and work through them. The school gives each child the opportunity to know different people – other children, the Teachers/Supervisors and parents other than their own. In other words, the school is a place where each person, both parent and child, is allowed to participate and contribute to his/her own needs.

For our children to enjoy school, we as parents, must help them feel that they are important members of the co-operative plan and that their ideas and feelings count. We must show them respect and treat them as the unique individuals that they are.

Our objective is to improve your child's attitude and ability to:

- Explore and run; share their fun; finish what's begun
- Put away when done; demand less "all or none"
- Restrict their "no", let their parent go; accept what's so

Each child develops individually and thus goals are reached at different stages. We merely provide the environment, stimulation, necessary materials, guidance and direction for your child to achieve and acquire many skills over the year – social, emotional, physical and intellectual.

Erin Mills Co-Operative Nursery School is a place where the parent TAKES rather than SENDS a child. In fact, parents and children learn and grow together.

Most parents enroll their child in a preschool program thinking only of the benefits for the child. Through their own involvement in a co-operative pre-school, parents are also put into a learning situation. They can observe the behaviour of their own child with other children, watch as they play and learn together, and participate in the teaching process.

**In 2016, Erin Mills Co-Operative Nursery School adopted the "How Does Learning Happen?" Ontario's Pedagogy for the Early Years (2014) as the guiding document under the Child Care and Early Years Act (CCEYA).**

Erin Mills Co-Op has focused our programming around the foundations of Belonging, Well Being, Engagement & Expression, as well as integrated the six guiding principles of ELECT (Early Learning for Every Child Today).

ELECT Principles:

1. Positive experiences in early childhood set the foundation for lifelong learning, behaviour, health, and well-being.
2. Partnerships with families and communities are essential.
3. Respect for diversity, equity, and inclusion is vital.
4. An intentional, planned program supports learning.
5. Play and inquiry are learning approaches that capitalize on children's natural curiosity and exuberance.
6. Knowledgeable, responsive, and reflective educators are essential.

We expanded our purpose to include the goals of the CCEYA of 2014 and outline here how our program encompasses all these goals.

**46.(1)(a) promote the health, safety, nutrition and well-being of the children.**

**Health:** Erin Mills Co-Op will make every effort to ensure the ongoing health of our students. We adhere to all municipal, Board of Education, and regional health and safety requirements and our facility is inspected yearly by the Peel Public Health authority. At the beginning of the school year at our Parent Orientation seminars, parents will be apprised of all of our health and safety policies including: immunization requirements, when to keep their child home from school, and allergy policies.

**Safety:** The safety of our children, staff, parents and volunteers is of utmost importance to us. Each teacher, supply teacher and every duty parent must hold a valid Standard First Aid & CPR/AED Level C certification. The school will organize Standard First Aid & CPR/AED Level C training each spring and summer for new families to attend and returning families to new. There is also a fully-stocked first aid kit on site for any minor injuries. It is our policy for any minor injuries. It is our policy that for any injury requiring even minor first aid that the parent is called after the child has been cared for and their injury treated. A decision would then be made between a teacher and the parent whether the child should remain in class or be picked up by the parent.

**Nutrition:** At Erin Mills Co-Op, snacks and beverages are provided by the snack committee each school day. We adhere to Canada's Food Guide to develop a snack 'menu' and offer 3-4 different snack options so that children have a variety of foods to choose from. Erin Mills Co-Op has a ZERO NUTS policy for snack foods and beverages.

**Well-Being:** The well-being of the child includes both their physical well-being and their emotional well-being. Our goals are always to protect the physical well-being of our children through our health & safety policies and by maintaining our facility and toys. We also strive to protect the emotional well-being and safety of our students by providing a nurturing, accepting, positive and encouraging environment free of harsh discipline or punishments.

**46.(1)(b) Support positive and responsive interactions among the children, parents, child care providers and staff.**

Erin Mills Co-Op Nursery School is a community of families who work together to make our coop school work. Our only two staff members are our teachers and each and every other function of the school relies on our parent volunteers. It is of critical importance to the school to support and encourage positive interactions among our families.

Our Duty Parents perform a special role within a co-op nursery school. Not only do Duty Parents perform a supervisory role within the school on their day, they also bring the wealth of their knowledge, experience, talents and enthusiasm to the classroom to share with the children and the teachers. We encourage our Duty Parents to speak with the teachers about their hobbies, passions and knowledge, we always love to expose the children to new ideas and activities. Examples of this include: having a hearing-impaired mother teach the alphabet and some words to the children in sign language, musicians sharing their musical talents, police officer parents visiting the classroom during our Community Helpers unit. The more we can include the diversity of our co-operative collective in our classroom the better.

We also understand that not all Duty Parents will necessarily have experience supervising or engaging with a group of children. We encourage those parents to ask to be scheduled on duty days with an experienced Duty Parent, and also to utilize the teachers as role models of how to create positive interactions with the children.

**46.(1)(c) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate.**

Often when a family joins Erin Mills Co-Op it will be their child's first opportunity to join in and make friends. We want to foster and encourage that by offering the child the support they need to adjust to the exciting new experience. This may look different for each child. Teachers will work with parents to make this transition a positive one for all involved.

**46.(1)(d) Foster the children's exploration, play and inquiry.**

Erin Mills Co-Op structures our programming to provide a play-based learning environment. Young children explore their environment and learn about their world through the process of play-based learning. At Erin Mills Co-Op we aim to inspire and engage our children's curiosity through providing structure and free-play activities. Each class day includes two blocks of time dedicated to free play-based learning, one at the beginning of the class and one at the end.

During this time the children are "in-charge" of their play. Opportunities for hands-on, inquiry based learning experiences that foster exploration, problem solving, discovery and dramatization are all available. We rotate these toys on a bi-weekly basis as well as providing additional toys that fit our learning theme.

The middle part of the class period is structured play-based learning and includes elements of: intentional planning of learning opportunities for whole class and small group learning; classroom materials that are meaningful, inclusive, interesting and developmentally appropriate; representative of children's thinking and learning in diverse ways; and embedding literacy and numeracy experiences in play scenarios.

**46.(1)(e) Provide child-initiated and adult supported experiences.**

**46.(1)(f) Plan for and create positive learning environments and experiences in which each child's learning and development will be supported.**

**46.(1)(g) Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care.**

Our goal at Erin Mills Co-Op is to incorporate indoor and outdoor play, as well as active play and resting activities as best as possible given the time limits of our program (2.75 hours in the morning/afternoon class).

We have several outdoor days every season to participate in seasonal activities. In the fall we spend time outside observing and enjoying the changing season, in the winter we take the children sledding in our park, and in the spring the children ride bikes and play games in the park. We bring out toys and enjoy the first warm days. We also have outdoor field trips every year, usually to a local farm in the fall and a maple bush in the spring.

During a regular class period the children have a free-time first at the start of class to explore the classroom as they please. Often this first free-play period is an active play period as the children have lots of energy and are excited to come to school and greet their friends. This is followed every day by a quieter, calmer, circle time activity with the whole class. During the two free-play periods the children are free to choose an activity that suits their interest as there are always multiple activity stations (play dough, craft, water table, sand table, building blocks, puzzles and games) set up as well as many options for toys, dress-up, imagination and assorted activities.

**46.(1)(h) Foster the engagement of and ongoing communication with parents about the program and their children.**

Our program operates with parent involvement. Parents participate in Erin Mills Co-Op through their roles as Duty Parents helping in the classroom and through their committee positions. Our teachers and administrators (the Executive Committee) communicate with parents on a daily and on-going basis.

A calendar for each month is sent to every family that outlines the activities for the upcoming month, gives parents opportunities for additional involvement in the classroom and with the school community. Additionally, we have a Facebook page that we utilize to share school events with parents and the community. Parents and families being active and engaged with the school is the essence of what co-operative education is.



**46.(1)(i) Involve local community partners and allow those partners to support the children, their families and staff.**

Erin Mills Co-Op has been part of the Erin Mills/Mississauga community for more than 40 years. Throughout that time the school has formed relationships with many of the local community members. Every fall we host our annual fundraising event and involve numerous local businesses and community partners to join with the school and enrich the experience for the children. We also take the children on 4-5 field trips per year to get them out and active in the community. At our annual Christmas Concert, we extend invitations to the Mayor of Mississauga, our local City Councillor, and our local community centre staff. It is our goal that our Erin Mills Co-Op community members feel their families have formed a greater relationship with the local community.

**46.(1)(j) Support staff, home child care providers or others who interact with the children at a child care centre to home child care premises in relation to continuous professional learning.**

In 2016 our teachers committed to participating in the Region of Peel's "Raising the Bar" program for continuing education. "Raising the Bar" is a voluntary annual quality initiative for early learning and licensed child care programs. Levels of quality are achieved in the three areas: Quality Assurance, Best Practices and Professional Education.

**46.(1)(k) Document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families.**

The Executive Committee and teachers will review the Program Statement and Handbook on a yearly basis to discuss whether our current practices are in line with our Program Statement. Changes will be suggested and approved by the teachers and the Executive Committee.

In summary, **co-operative nursery school provides the opportunity for both you and your child to experience personal growth and development.** At the end of the year, both you and your child will have benefited in some way.

### **3) ORGANIZATION OF THE SCHOOL**

#### **A) EXECUTIVE COMMITTEE**

The Executive Committee has administrative responsibility for the day-to-day operations of the school. It works within the framework of the school's General By-Laws, recommending new policies where appropriate. Many of the final decisions, however, rest with the Members. All of the Executive positions count as two committee responsibilities. Members of the Executive Committee must attend monthly meetings throughout the school year and three General Meetings.

Executive Committee positions at Erin Mills Co-Operative Nursery School and their primary responsibilities are as follows:

##### **President**

- Presides at all Executives and General Meeting.
- Is ex-officio on all committees.
- Acts as personnel consultant to deal with any personnel problems.
- Supervises the administration of all school business.

- Has signing authority for all school documents and cheques.
- Updates and distributes Executive List.
- Renews all school licenses, grants, contracts and insurance.
- Arranges for supply teachers as necessary.
- Acts as liaison between provincial and regional governing bodies and executive members.
- Attends EYCC teleconferences with the Region of Peel as necessary.
- Maintains executive emails and acts as webmaster for emails and google drive

#### **Vice-President** (and Duty Scheduler)

- Performs the duties of the President in his/her absence.
- Helps the President.
- Takes over any other Office in an emergency.
- Attends school Orientation to discuss committees and the fine system.
- Prepares Orientation packages for new families and provides new families with information about duty days, fines and committees.
- Maintains and updates committee lists, contacts new families about joining a committee and distributes updated list.
- Updates the handbook.
- Issues fines, when necessary.

#### **Secretary**

- Records and keeps minutes of all Executive and General Meetings.
- Is responsible for all general correspondence for the school.
- Send notices of General Meetings with minutes attached to school membership.
- Maintains school letterhead and other secretarial supplies.
- Registers changes in the executive with the Ministry of Consumer and Commercial Relations.
- Redirects school mail during summer months.
- Has signing authority for all school documents and cheques.

#### **Treasurer**

- liaises with the bookkeeper.
- sets budget in consultation with the Executive Committee and the bookkeeper
- responsible for all financial transactions for fundraising and grants
- reports the school's financial status at each monthly executive meeting and at all general membership meetings
- has signing authority for all school documents and cheques (with other executive members on a two to sign basis)
- deposits cheques to bank account at TD Bank
- writes all cheques, pays all bills and hands over receipts/cheque stubs to the bookkeeper monthly.
- receives monthly tuition via e-transfer from families and makes sure all payments for tuition have been received by month end.

- gives the bookkeeper a breakdown of the income in the bank account monthly.
- pays WSIB by cheque every three months when the letter is received.
- issues tax and donation receipts for the prior year in Jan/Feb

### **Registrar**

- Handles all inquiries, applications and registrations (i.e. phone calls, setting up school tours, contacting families with outstanding forms).
- Maintains a master file for each member.
- Maintains a waiting list for the school and contacts new families if a spot becomes available.
- Co-ordinates Open Houses with Public Relations.
- Updates and distributes class lists and attendance sheets.
- Updates Registration packages.
- Updates school handbook to reflect changes made to Registration packages.
- Collates Registration packages for new registrants.
- Ensures the files are correct and complete and filed in the school's fire safe box.
- Provide updated contact information to the Secretary so they can update their lists for mailings (i.e. notice of General Meetings, etc.).
- Maintains electronic management of administrative documents on gSuite.

### **Fundraising Chairperson**

- Initiates and co-ordinates all fundraisers, such as the annual Trike-A-Thon, Santa's Workshop, Spring Fundraiser, etc.
- Chairs all fundraising committee meetings.
- Liaison with Executives, Teachers and all other committees responsible for fundraising activities
- Solicits donations for the school.
- Provides a written record of the year's schedule and donation contacts for the next year's Chairperson.
- Works with the Treasurer to co-ordinate fundraising financial transactions.
- Maintains tracker of family fundraising contribution requirements to ensure all minimums are collected according to schedule

### **Public Relations**

- Creates and publishes relevant content for all channels (website, social media and advertisements).
- Cultivates community engagement by replying to comments and responding to messages on social media channels.
- Organizes and co-ordinates Year-End Picnic.
- Produces annual year books and certificates.
- Updates the historical photo album.
- Assists with picture slide shows for General Meetings and Open Houses.
- Handles all advertising through social media, support materials, mail-outs, etc.

- Co-ordinates with the Registrar for the Open House.
- Plans and implements ideas to promote school enrollment.

**Duty Scheduler (not currently staffed)**

- Generates monthly duty parent schedule for each class.
- Regular communication with all duty parents to ensure a fair and balanced class schedule
- Liaise with teachers to get monthly schedule of Field Trips, PD Days, Birthdays and special events
- Ensures duty schedule is posted at the school and sent to parents at least 3 weeks in advance of the following month
- Communicates with Registrar on all Duty Parent paperwork and eligibility for classroom volunteering
- Keeps spreadsheet of duty tracking for data purposes

**B) EXECUTIVE MEMBERS CODE OF ETHICS**

Members of the Executive Committee must:

- Represent the interest of all Members of Erin Mills Co-Operative Nursery School.
- Not use their services on this Committee for their own personal advantage or for the individual advantage of friends and supporters.
- Keep confidential information confidential.
- Approach all Committee issues with an open mind, prepared to make the best decisions for Erin Mills Co-Operative Nursery School.
- Does nothing to violate the trust of those who elected them to this Committee or of those they serve.
- Focus their efforts on the mission of Erin Mills Co-Operative Nursery School and not on personal goals.
- Never exercise authority as an Executive Member except when acting in a meeting with the full Committee, or as delegated by the Committee.

**C) ELECTION POLICY AND PROCEDURES**

1. The Executive Committee positions and Sensitive Committee positions must be filled before any general committee positions are filled. During the General Meeting in May, all Executive Members will discuss the committee positions with the General Membership and the Sensitive Committee positions will be explained by the President/Vice-President.
2. After the May General Meeting, the Secretary will email all families a form to be completed indicating if they are interested in a position on either the Executive or Sensitive Committee. This form will be submitted to the President in their file at the school and will be kept confidential between only the person who has expressed interest in the position and the President and Executive Committee for the current school year.

3. The President will then contact all persons interested in each position and discuss with them their qualifications and interest in the position indicated. In a situation where there is more than one parent expressing interest in an Executive or Sensitive Committee position, the President will contact all interested. The President, in conjunction with the Executive Committee, will then decide which parent would be best suited for the position, and offer another well-suited Executive/Sensitive Committee position to the other parent. The goal of this process is to fill the Executive and Sensitive Committee positions before the June General Meeting with members who are best suited to the positions.
4. During the General Election in June, the new Executive Committee and Sensitive Committee members will be introduced to the General Membership.
5. If there are any outstanding positions from either of these committees, they will need to be filled by a parent before the rest of the committees can be filled. Parents from the General Membership will be asked to volunteer for these positions by nominating themselves. The President will call for nominations three times. If there is only one nominee for any given position after the President has called for nomination three times, the Chair will state that the nominee has been elected by acclamation.
6. If there is more than one person interested, the President will briefly meet privately and individually with all interested parties. The General Meeting will take a brief adjournment for these meetings. Once the President has spoken with the interested parties and they and the Executive Committee have come to a decision, the Meeting will resume.
7. Next, the Fundraising Committee will be filled by asking for volunteers. As this committee is of vital importance to the running of the school, no other positions will be filled until this committee has a Chairperson who is an Executive Member, a co-chair, and ideally, 7 members.
8. Finally, any families who have not yet joined a committee will choose a random number on a piece of paper and the chair will call the numbers in order. When your number is called, you may then select which committee you would like to work on for the upcoming school year.

## **D) PROTECTION OF CONFIDENTIAL INFORMATION**

### **PRIVACY POLICY STATEMENT**

Erin Mills Co-Operative Nursery School is committed to protecting the privacy of the personal information of its members, and other stakeholders. We value the trust we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that families chose to share with us.

During the collection of information for membership purposes, we gather personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or dealing with this information is subject to consent. Our privacy practices are designed to achieve this. All members of the Co-Operative must sign a confidentiality agreement as part of the registration process.

### **DEFINING PERSONAL INFORMATION**

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and

certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

## PRIVACY PRACTICES

Personal information gathered by Erin Mills Co-Operative Nursery School is kept confidential. The Teachers and Executive Members are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Families should know that information is shared with the Region of Peel, the Ministry of Education and Social Services. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. Measures are also taken to prevent information from being lost or destroyed.

## UPDATING OF PRIVACY POLICY

We will regularly review our privacy practices and update our policy.

### **E) STAFF**

#### Teacher(s)

Erin Mills Co-Operative Nursery School places great importance on the role of their staff. Our teachers hold Early Childhood Education certificates with Special Needs qualifications. The Teachers are available for personal consultation most days; however, an interview should be previously arranged. Staff duties for the Teachers/Supervisors are as follows:

- Plan and implement the school program.
- Ensure children's health and safety.
- Instruct parents in the practical application of the program.
- Keep records on each child for evaluation and review progress with parents as required.
- With the Registrar's assistance, keep on file the school medical forms, consent forms and emergency phone number for each child.
- Keep a daily attendance record and log.
- Instruct parents on the fire drill procedure and ensure that the directions for the fire drill procedure are posted in a clearly visible place.
- Attend all Executive and General Meetings.
- Organize parent orientation at the beginning of each school year.
- Assist Vice-President with overseeing committees as required.
- Follow the Day Nursery Act.
- Follow guidelines from the Ministry of Education, the Ministry of Health, and the Fire Department.
- Ensure protection of confidential information for children and parents.
- Maintain an open line of communication with the Executive Committee.

### Bookkeeper

Duties of the bookkeeper are as follows:

- Prepares monthly & annual financial statements, keeps QuickBooks accounts up to date.
- Prepares charitable tax returns and HST returns.
- Keeps records of all accounting transactions.
- Completes monthly banking records, issues deduction slips and
- Prepares payroll bi weekly, T4 and ROE.
- Completes year end adjusting entries.
- Completes grant reconciliation and correspondence.
- Prepares contracts and budgets for the Executive Board to review.

### Business Operations Manager

Description:

As Erin Mills Co-op continues to evolve and adapt to the impacts the global COVID-19 pandemic has had on the child care industry, the demands of managing the daily operations of the school's business has exceeded the capacity of a parent volunteer executive position. The Business Operations Manager will work closely with the Executive Board President and Bookkeeper to manage any business administration responsibilities that have been impacted by the pandemic, including but not limited to implementation of health and safety policies and procedures, review funding opportunities, and provide administrative support for property management and operation agreements.

#### **Responsibilities:**

- Health and safety - review all guidelines and mandates from regional, municipal and provincial officials and make recommendations to executive committee on how to apply at EMC
- Policies and procedures - write, revise, and oversee implementation of policies and procedures applicable to staff and students at EMC
- Government funding - capture and collect elements of government-provided funding opportunities to advise executive committee on eligible expenses and application processes
- Property management - support executive committee with administrative tasks related to property management and operation agreements

## **F) COMMITTEES**

NB - The following describes pre-COVID19 Pandemic expectations, these are subject to change as the governance structure adjusts to business needs and limitations.

Each of the following committees is responsible for the maintenance of a specific school area and reports to the Vice-President, who acts as committee administrator.

In accordance with the Parent-School Agreement, each family must sign up for one committee position for each enrolled child. Parents of children enrolled in the 5am class must sign up for two committee positions, or equivalent. Parents **must** actively participate on the committee they sign up for. **The fine for failure to fulfill committee responsibility is \$50.00.**

Each position on the Executive Committee will fulfill a family's committee responsibility to the school, regardless of how many children they have enrolled.

Newsletter/Calendar Editor and Excursion Coordinator, Scholastic Book Orders and Website Administrator/Media Mogul are Sensitive positions and are appointed by the President in consultation with the Executive Committee, at their discretion. You must apply to the President if you are interested in one of these positions.

With the exception of the Executive Committee and Sensitive Committee positions, all other committee positions are determined at the June General Meeting. However, the **Fundraising Committee must have a minimum of 6 committee members** (not including the Chairperson) before the other committee positions can be filled.

### **Committee Positions:**

#### Creative Play Area and Library Committee

- Chairperson is responsible for coordinating an annual written schedule for all committee members.
- Members set up the back room and bulletin boards to reflect the theme being presented (i.e. farm, Easter, etc.)
- Chairperson is also responsible for providing a written record of the year's schedule for next year's chairperson (to be given to the Vice-President at the end of the year).
- Members set up the bookcase with theme-related books from both the public and nursery school libraries, under the direction of the Teachers/Supervisors.
- Members may be required to come up with new and creative ideas for backroom set-up.
- Members may have to make/craft props to help support the theme.

#### Fundraising Committee *(Must have 6 members before other positions can be filled)*

- The goal of this committee is to initiate, plan, co-ordinate and implement events for the school which will benefit the membership and general funds to assist in school operations.
- Committee members work with the Chairperson in initiating and coordinating several special events throughout the school year, such as a Trike-A-Thon/Silent Auction, Santa's Workshop, Adult Only events, Family nights, etc.
- The committee will be comprised as least one representative from each class
- Large commitment in the summer months to organize and promote annual Trike-A-Thon and solicit prize donations
- Large component of this committee is solicitation and collection of items for silent auction from community business contacts for various fundraising events throughout the school year.



- Must actively participate at all special events from start to finish, including set-up and clean-up.

#### Class Rep (one per class)

- Act as a liaison between their class and the Executive Committee
- Collects parent consent forms for all field trips
- Coordinates extra volunteer duty days for all field trips
- Coordinates with special events committee to collect pledge money, tickets, etc.
- Contacts their class using class lists, upon request of either the Teachers/Supervisors or Executive Committee for such purposes as emergency school closings, special reminders, etc.
- Purchases decorations, supplies and store-bought peanut-free snacks etc., for all special events and General Meetings
- Delivers and prepares snacks for event(s)
- Purchase wrapping supplies for children's gifts and assist with wrapping gifts. May have to assist with purchasing food items for Fundraising events
- This position requires the member at the school during drop-offs and pick-ups on a fairly regular basis

#### Toy Washing and Clean-Up Committee

- Chairperson is responsible for coordinating an annual written schedule with committee members and for providing a written record of the year's activity for the next year's Chairperson.
- Chairperson co-ordinates cleaning date and specific tasks with Teachers in advance.
- Disinfects the school's equipment at least three times during the year.
- Cleans up after fundraising and school events (I.e. Trike-A-Thon, School Picnic, etc.).
- Cleans school easels, paint pots, brushes and drying rack and/or fill as per the schedule (twice a month).
- Clean all toys in regular use on the toy shelf every three weeks.
- Cleaning should be scheduled for a weekday afternoon, or a weekend. It cannot take place before or during class.
- Ensures proper cleaning supplies are available at school. If not, co-ordinates with Teachers and Kitchen Management committee in advance.

#### **Sensitive Positions:**

##### Kitchen Management:

- This position may be assigned to a member by appointment of the Executive Committee discretion

- Clears the school refrigerator of all leftovers/snacks and thoroughly washes all pitchers/containers on a weekly basis
- Responsible for the laundering of the towels and dishcloths in the kitchen as necessary
- Purchases and keeps replenished the school's daily consumable and domestic supplies (list to be supplied by the Teachers/Supervisor)
- Will be reimbursed by school on a monthly basis or whenever exceeds \$50.00)

#### Newsletter and Calendar Editor/Excursion Coordinator

- This position may be assigned to a member by appointment of the Executive Committee, at their discretion.
- Produces a multi-page newsletter to the membership. It should include information from the Executives, Teachers and Membership.
- There shall be a separate calendar page for each class, which includes birthdays, field trips, classroom themes, and any other information provided by the Teachers.
- Books field trips, secures transportation for trips and creates permission forms.

#### \*\*As editor you shall:

- Handle all phases of production of the newsletter and calendar, from gathering information, to editing, to photocopying and distribution.
- Gathering information may entail being assertive in "hunting down" information/stories (may need to remind Executive and Teachers of their obligation to contribute information).
- Distribute newsletters electronically to members and on paper, when necessary.

#### \*\*As Excursion Coordinator you shall:

- The person who holds this time-sensitive position arranges for the children to visit places of interest in the community, as well as invites special visitors to the school upon consultation with the Teachers/Supervisors.
- Is responsible for sending home parent consent forms for all field trips at least one (1) week prior to the event.
- Is responsible for booking and confirming the school buses.
- Provides a written record of the year's schedule for next year's coordinator (to be given to the Vice-President at the end of the year).

#### Scholastic Book Orders

- This position may be assigned to a member by appointment of the Executive Committee, at their discretion.
- Acts as the school's liaison between Scholastic of Canada, the Teachers/Supervisors, and the Executive Committee, with respect to all aspects of the Book Club (invoices, payments, collections, etc.).
- Advises the membership at the beginning of each school year about Scholastic, how the book orders work, and of the benefits to the school.

- Post notices in the school and/or newsletter regarding due dates, offers, descriptions of books, and benefits to the school.
- Maintains proper records of moneys received from the Membership, the school and bonus coupons from Scholastic, as well as all moneys and coupons paid out.
- Gives Teachers/Supervisors copies of the Bonus Catalogue, Criterion, Elf, See-Saw and all information given in Scholastic Brochures with written qualifications for free items, special offers, contests and special coupons.
- Places copies of the Elf and See-Saw brochures in every child's art bag, with a covering letter detailing the benefits to the school of ordering from the current flyers and order deadlines (this is done monthly or more frequently, if necessary, during the year)
- Is responsible for ordering or distributing all items required by the Teachers/Supervisors, school members, Librarian and Executive Committee as applicable.
- Passes along all applicable records to next year's committee member.

#### Website Administrator/Media Mogul

- Updating the school website to reflect any changes, important dates, photos and Open House details.
- Tracking site stats and tracking keyword that help identify EMC on the web through search sites.
- Manage school Facebook page.
- Set up and manage photo sharing sites for parents to access.
- Create posters and ads in consultation with the public Relations Coordinator.

#### Other

If there is something that you can do/provide which you feel will be an asset to the school, please inform the Teachers and/or a member of the Executive Committee. A committee position may be created for you, if approved by the Executive Committee and all other committee positions have sufficient support.

### **Committee Time Chart**

This chart supplements the committee job descriptions found in the handbook. It should help you to decide which committee will work best with your schedule. Remember, you will only have to serve on one committee per child. An Executive position acts as two committee positions and might be beneficial to those families who have 2 children registered in the same school year.

Executive Committee	Members	Evenings	Weekdays	Weekends	# of Events
President Executive Position	1	10 Executive Meetings and 3 General Meetings	yes	some	All school events

Vice President Executive Position	1	10 Executive Meetings and 3 General Meetings	yes	some	School Orientation and other school events, if needed
Secretary Executive Position	1	10 Executive Meetings and 3 General Meetings	yes	some	All school events, if needed
Treasurer Executive Position	1	10 Executive Meetings and 3 General Meetings	yes	some	All school events, if needed
Duty Scheduler Executive Position	1	10 Executive Meetings and 3 General Meetings	yes	some	All school events, if needed
Public Relations Chair Executive Position (with committee)	1	10 Executive Meetings and 3 General Meetings. Plus, meeting arranged with committee	yes	yes	End of year School Picnic, Family Social Events and Open House event. All school events, if needed
Fundraising Chair Executive Position (with co-chair and committee)	1	10 Executive Meetings and 3 General Meetings. Plus, meeting arranged with committee	yes	yes	All school events
Registrar Chair Executive Position	1	10 Executive Meetings and 3 General Meetings. Plus, meeting arranged with committee	yes	yes	School Open House (x2). All school events

Non-Executive Committee	Members	Evenings	Weekdays	Weekends	# of Events
Fundraising	Co-Chair, 6 members	some	some	some	All fundraising events as determined by the committee
Public Relations	1	some	some	some	Family Social Night(s) and Year End Picnic

Toy Washing	1 Chairperson, 5 members	possible	possible	possible	Once every 3 weeks, as determined by Chairperson
Creative Play/Library Area	1 Chairperson, 2 members	possible	yes	possible	10 (dates and times determined by the Chairperson)
Newsletter Editor, Calendar & Excursion Coordinator	1	flexible	yes	flexible	Once a month for newsletter/cal, as needed for excursions
Scholastic Book Orders	1	flexible	yes	possible	Once a month
Kitchen Management	1	flexible	flexible	flexible	Once a week or by the Teacher's discretion
Website Administrator/ Media Mogul	1	flexible	flexible	flexible	On-going updates during the school year
Class Rep	3 (one per class)	yes	yes	yes	General Meeting (x3), Mother's Day Event and all inschool party and/or Fundraising events

## G) ORIENTATION

This begins when inquiries are first made about enrollment in the school and continues throughout the school year. The goals for effective Orientation are: better informed parents, open communication between parents and Teachers, and a smooth-running school with happy, relaxed children, parents and Teachers.

When parents first participate in the school program, their primary concern is to be in the right place at the right time and to learn the location of equipment and supplies. Since we function best when we know what is expected of us, it is extremely important that we are well prepared for this role as participating members of a co-operative nursery school.

As stated, due to the importance of orientation, it is mandatory to attend your scheduled orientation session for your program. A \$15.00 fine will be assessed for failure to attend orientation.

As part of your orientation, the Teachers/Supervisor will show you the facilities, the location of the equipment and supplies, fire drill procedure, emergency information and explain duty parent responsibilities. The Vice-President (committee administrator) will provide orientation

and procedures for all Members regarding their chosen committee(s). Please do not hesitate to ask if you have any questions.

It is the parent's role to assist in the management of the pre-school, as well as to assist the Teachers/Supervisors with the children's program. This is best achieved through your attendance at the required May, June, and September General Meetings, which are scheduled in the evenings. A December General Meeting may be called, if deemed necessary.

#### **4) POLICY**

##### **A) ADMISSION REQUIREMENTS AND REGULATIONS**

- Maximum enrollment of 24 children per class under the supervision ratio of two Early Childhood Educators and two participating parents, is governed by the school's Ministry of Education license.
- Applications over and above this number shall be placed on a waiting list and shall be considered in the order received for each class. We do not collect a fee or hold monies for students on the waiting list.
- Children above the age of two years old are eligible to enroll. (Note: We are restricted to three children per morning class between the ages of 2 – 2 ½ years).
- The attending child must not be sent to school in diapers. Training underpants are acceptable as a training aid.
- At a Co-Operative Nursery school parent participation is required (unless the family is opting for the non-participating option). Subject to approval of the Executive Committee and Teachers/Supervisors, exceptions may be allowed whereby grandparents, etc., might serve as your substitute.
- Children will be eligible for enrollment until March of the current school year, at the discretion of the Executive Committee and Teachers/Supervisors.
- Applications for admission made after December 31 will require an observation by the Teachers/Supervisors. The final acceptance of your child shall be at the discretion of the Teachers/Supervisor, based on the child's ability to adjust to the school's program, as per the Parent-School Agreement.

##### **B) ENROLLMENT**

The first person you will likely come in contact with is the Registrar. He/she will explain the educational opportunities for your child and the significant value to parents as members of the Co-Operative Nursery school. The Registrar will discuss the school and outline the specific parent obligations. In a prearranged appointment (made with the Registrar), interested parents are welcome to visit the school with their child.

Applications for membership are available upon request from the Registrar. Enrollments are taken on a first-come, first-serve basis. Current Erin Mills Co-Operative Nursery School Executive Members are given the first opportunity to enroll their children for the upcoming

year. Families returning to the school are entitled to register their children prior to alumni, and then registration is open to the public.

It is important to understand that before your child is considered enrolled at Erin Mills Co-Operative Nursery School:

- The following forms must be returned by July 31:
  - 1) Registration form and Registration Payment.
  - 2) Parent Consent forms.
  - 3) Protection of Confidential Information form.
  - 4) Acceptance of Parent-School Agreement and Behaviour Management form.
  - 5) Child's Medical Information form(s).
  - 6) Medical/Immunization form for Duty Parents.
  - 7) Emergency Telephone Numbers.
  - 8) Child's Immunization: Region of Peel form with 2 copies of child's Immunization Record.
  - 9) Criminal Reference Check.
  - 10) Emergency Card.
  - 11) Long Term Duty Request.
  - 12) Proof of Standard First-Aid & CPR/AED Level C or higher certification of Duty Parent.
- A \$55.00\* non-refundable registration fee. (\*Subject to change with the new school year).
- Parents must have completed an Orientation and submit a valid Criminal Reference Check and duty parent Medical form before their first scheduled duty day.

**NOTE: If all registration forms are not completed and received by the Registrar by July 31, you may lose your spot in the school. YOUR CHILD CANNOT START SCHOOL UNTIL ALL REGISTRATION FORMS AND FEES ARE RECEIVED AND COMPLETED IN FULL, PROVIDING A SPOT IS STILL AVAILABLE** (exemption includes Criminal Reference Check and duty parent Immunization; however, these forms are required within 4 weeks of your child starting school and/or before your first duty day if registration occurs after the new school year has started).

### **C) WAITING LIST POLICY**

Erin Mills Co-Operative Nursery School waiting list policy expectations include:

- a. Request of intent for registration in a program that is full at the time of request.
- b. Confirmation that fee and/or deposits are **not charged** for the placement of a child's name on a waiting list.

The order in which children are offered admission from the waitlist is by order in which the request was made by program. The waiting list is maintained and established by the school's Registrar. The waiting list order in terms of the position of the child is available to parents/guardians upon request. No information on the child's name will be given to maintain privacy.

## D) SCHOOL TERM AND HOURS

The school year begins the second or third week of September and will continue through to the second or third week of June. Actual dates vary from year to year, depending on the calendar, and are chosen at the discretion of the Executive Committee and the Teachers/Supervisors.

- 3 A.M. (3 mornings per week: Monday, Wednesday, and Friday)
- 2 A.M. (2 mornings per week: Tuesday and Thursday)
- 5 A.M. (5 mornings per week)
- 4 P.M. (4 afternoons per week: Monday, Tuesday, Wednesday, Thursday)

Morning programs begin at 9:30 A.M. and end at 12:00 P.M. Afternoon programs begin at 1:00 P.M. and end at 3:20 P.M. There may be the odd occasion when the hours will be changed (I.e. field trips, special concerts). You will be notified accordingly.

Erin Mills Co-Operative Nursery School observes all statutory holidays as per the Peel Board of Education, with the exception of Professional Development (PD) days.

Children are admitted to school the second or third full week of September on a staggered basis. By the end of the week all children will have begun. Staggered entry allows the children time to adjust in smaller groups to a daily routine and to gradually acquaint themselves with the Teachers/Supervisors and new friends.

## E) EMERGENCY CLOSINGS

Any of the following conditions may make it necessary to cancel school:

- Severe weather conditions (the school shall use the local school boards as a guide to make this decision. That is, if the school buses in the area are not running, then the Teachers may cancel school for that day).
- Other emergencies (I.e. heating problems).
- The school is unable to provide a supply teacher when the Teachers/Supervisor are absent.
- **If any of the above events should occur, the Class Representative will contact each family.**

## F) EMERGENCY MANAGEMENT POLICY

### **Purpose:**

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

### **Definitions:**



**All-Clear:** A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

**Authority:** A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee, the supervisor).

**Emergency:** An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child- specific incidents) and where 911 is called.

**Emergency Services Personnel:** persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

**Licensee:** The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator, Erin Mills Cooperative Nursery School President and Executive Board).

**Meeting Place:** the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

**Staff:** Individual employed by the licensee (e.g. program staff, teachers, duty parents, volunteers, student teachers).

**Unsafe to Return:** A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

### **Policy**

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response
2. Next Steps during an Emergency
3. Recovery

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

**Erin Mills Cooperative Nursery School Designated Meeting Place is:  
The tree outside the side door of the school.**

**For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at the tree outside the side door of the school as noted above.**

**If it is deemed 'unsafe' to return to the child care centre, the evacuation site to proceed to is:**

**Erin Mills Cooperative Nursery School Designated Evacuation Site is:  
St. Margaret of Scotland School  
2266 Council Ring Road, Mississauga, Ontario, L5L 1C1**

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the Supervisor (teacher if supervisor is not present) will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Teacher or site supervisor in the daily written record.

### **Additional Policy Statements**

Fire Drills are done monthly. Staff and duty parents are instructed on Fire Drills, Lock Down Procedures, and Emergency situations requiring evacuation at yearly orientation training. Procedures for Fire Drills and Lock down procedures are listed on the parent duty responsibility cards. Doors are kept locked during the normal span of the program and windows will be covered/closed during a Hold and Secure situation.

Children's medications (e.g. epi-pens) are stored in easy to locate clear plastic bags on their art bag hooks on the cupboard doors. The first aid kit and an emergency bag are located in cupboard number 1, to be taken to the lockdown location (the back room/dramatic play area, also accessible by the kitchen), or with the teachers in case of evacuation.

### **Procedures**

#### **Phase 1: Immediate Emergency Response (Situation and Responsibilities)**

<b>Emergency Situation</b>	<b>Roles and Responsibilities</b>
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<p><b>Lockdown</b></p>	<ol style="list-style-type: none"> <li>1. The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2. Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</li> <li>3. Staff inside the child care centre must: <ul style="list-style-type: none"> <li>- remain calm;</li> <li>- gather all children and move them away from doors and windows;</li> <li>- take children’s attendance to confirm all children are accounted for;</li> <li>- take shelter in closets and/or under furniture with the children, if appropriate;</li> <li>- keep children calm;</li> <li>- ensure children remain in the sheltered space; - turn off/mute all cellular phones; and - wait for further instructions.</li> </ul> </li> <li>4. If possible, staff inside the program room(s) should also: <ul style="list-style-type: none"> <li>- close all window coverings and doors;</li> <li>- barricade the room door;</li> <li>- gather emergency medication; and - join the rest of the group for shelter.</li> </ul> </li> <li>5. The teacher will immediately: <ul style="list-style-type: none"> <li>- close and lock all child care centre entrance/exit doors, if possible; and</li> <li>- take shelter.</li> </ul> </li> </ol> <p><b>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</b></p>
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<p><b>Hold and Secure</b></p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.</li> <li>3) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>- remain calm;</li> <li>- take children’s attendance to confirm all children are accounted for;</li> <li>- close all window coverings and windows in the program room; - continue normal operations of the program; and - wait for further instructions.</li> </ul> </li> <li>4) The Teacher must immediately: <ul style="list-style-type: none"> <li>- close and lock all entrances/exits of the child care centre;</li> <li>- close all blinds and windows outside of the program rooms; and</li> <li>- place a note on the external doors with instructions that no one may enter or exit the child care centre.</li> </ul> </li> </ol> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>
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<p><b>Bomb Threat</b></p>	<p>The staff member who becomes aware of the threat must:</p> <ul style="list-style-type: none"> <li>- remain calm;</li> <li>- call 911 if emergency services are not yet aware of the situation; follow the directions of emergency services personnel; and take children’s attendance to confirm all children are accounted for.</li> </ul> <p>The Teacher or staff member must immediately:</p> <p>a) Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</p> <p>b) Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</p>
<p><b>Disaster Requiring Evacuation</b></p>	<p>1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre’s fire evacuation procedures.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> <li>- remain calm;</li> <li>- gather all children, the attendance record, children’s emergency contact information any emergency medication;</li> <li>- exit the building with the children using the nearest safe exit, bringing children’s outdoor clothing (if possible) according to weather conditions;</li> <li>- escort children to the meeting place; and</li> <li>- take children’s attendance to confirm all children are accounted for; - keep children calm; and - wait for further instructions.</li> </ul> <p>3) If possible, staff should also:</p> <ul style="list-style-type: none"> <li>- take a first aid kit;</li> <li>- cell phone and</li> <li>- gather all non-emergency medications.</li> </ul> <p>4) Designated staff will:</p> <ul style="list-style-type: none"> <li>- help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child’s individualized plan, if the individual is a child);</li> <li>- and in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>- If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the playground and ensure their required medication is accessible, if applicable; and - wait for further instructions.</li> </ul> <p>5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.</p>

<b>Disaster- External Environmental Threat</b>	<p>1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</p> <p><b>If remaining on site:</b></p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately. 2) Staff must immediately:</p> <ul style="list-style-type: none"> <li>- remain calm;</li> <li>- take children’s attendance to confirm all children are accounted for; - close all program room windows and all doors that lead outside (where applicable);</li> <li>- seal off external air entryways located in the program rooms (where applicable);</li> <li>- continue with normal operations of the program; and - wait for further instructions.</li> </ul> <p>3) The Teacher must:</p> <ul style="list-style-type: none"> <li>- seal off external air entryways not located in program rooms (where applicable);</li> <li>- place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and</li> <li>- turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li> </ul> <p><b>If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</b></p>
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<b>Natural Disaster: Tornado/ Tornado Warning</b>	<p>1) <b>The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</b></p> <p>2) <b>Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</b></p> <p>3) <b>Staff must immediately:</b></p> <ul style="list-style-type: none"> <li>- remain calm;</li> <li>- gather all children;</li> <li>- take shelter in small interior ground floor rooms such as the hallway between the washrooms, or the back room/dramatic play area;</li> <li>- take children’s attendance to confirm all children are accounted for;</li> <li>- remain and keep children away from windows, doors and exterior walls; - keep children calm;</li> <li>- conduct ongoing visual checks of the children; and wait for further instructions.</li> </ul>
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<b>Natural Disaster: Major Earthquake</b>	<p>1) Staff in the program room must immediately:</p> <ul style="list-style-type: none"> <li>- remain calm;</li> <li>- instruct children to find shelter under a sturdy desk or table and away from unstable structures;</li> <li>- ensure that everyone is away from windows and outer walls;</li> <li>- help children who require assistance to find shelter;</li> <li>- for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible,</li> <li>- and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;</li> <li>- find safe shelter for themselves;</li> <li>- visually assess the safety of all children.; and - wait for the shaking to stop.</li> </ul> <p>2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.</p> <p>3) Once the shaking stops, staff must:</p> <ul style="list-style-type: none"> <li>- gather the children, their emergency cards and emergency medication; and - exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.</li> </ul> <p>4) If possible, prior to exiting the building, staff should also:</p> <ul style="list-style-type: none"> <li>- take a first aid kit; and</li> <li>- gather all non-emergency medications.</li> </ul> <p>5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.</p> <p>6) Designated staff will:</p> <ul style="list-style-type: none"> <li>- help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child’s individualized plan, if the individual is a child);</li> <li>- and in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>- If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the</li> <li>- playground and ensure their required medication is accessible, if applicable; and</li> <li>- wait for further instructions.</li> </ul> <p><b>The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.</b></p>
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**Phase 2: Next Steps During the Emergency**

<b>List of Emergency Contact Persons:</b>
<b>Emergency Police, Ambulance, Local Fire Station 911</b>
<b>Local Police Department (non-emergency) 905-453-3311</b>
<b>Site Supervisor : Julie Kilfoy 647-515-6814</b>
<b>Licensee Contact(s): President:</b>
<b>Child Care Centre Site Designate:</b>

- 1) Where emergency services personnel are not already aware of the situation, the supervisor, teacher, duty parent must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.
- 4) Where any staff, students and/or volunteers are not on site, the Supervisor (teacher if supervisor is absent) must notify these individuals of the situation and instruct them to proceed directly to the evacuation site if it is not safe or practical for them to return to the child care centre.
- 5) The Supervisor (teacher if supervisor is absent) must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
  - o help keep children calm;
  - o take attendance to ensure that all children are accounted for;
  - o conduct ongoing visual checks and head counts of children;
  - o maintain constant supervision of the children; and engage children in activities, where possible.
- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

**Procedures to Follow When “All-Clear” Notification is Given:**

1. The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre.
2. Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.
3. Staff must:
  - Take attendance to ensure all children are accounted for;
  - Escort children back to their program room;
  - Take attendance upon returning to the program room to ensure that all children are accounted for; and
  - Re-open closed/sealed blinds, windows and doors.
4. Teachers will determine if operations will resume and communicate this decision to staff.

### **Communication with Parents/Guardians:**

1. As soon as possible, the Teacher must notify parents/guardians of the emergency situation and that the all-clear has been given.
2. Where disasters have occurred that did not require evacuation of the child care centre, the Teachers or President must provide a notice of the incident to parents/guardians within 24 hours.
3. If normal operations do not resume the same day that an emergency situation has taken place, Teachers or President must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

### **Procedures to Follow When “Unsafe to Return” Notification is Given**

- 1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.
- 2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.
- 3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.
- 4) The Teacher will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.
- 5) Upon arrival at the evacuation site, staff must:
  - remain calm;
  - take attendance to ensure all children are accounted for;
  - help keep children calm;
  - engage children in activities, where possible;
  - conduct ongoing visual checks and head counts of children;
  - maintain constant supervision of the children;
  - keep attendance as children are picked up by their parents, guardians or authorized pickup persons; and
  - remain at the evacuation site until all children have been picked up.



## Communication with parents/guardians

- 1) Upon arrival at the emergency evacuation site, the Teacher will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.
- 2) Where possible, the Teacher or President will update the child care centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.

## Phase 3: Recovery

### **Procedures for Resuming Normal Operations:**

The President/Executive Board Members and Teachers will contact the necessary agencies (Ministry of Education Program Advisor, Insurance...etc.) to inform about the school status.

Families will be informed regarding when or how classes will resume through telephone, email and on the Erin Mills Cooperative Nursery School Facebook Page (depending upon the sensitivity of the information.)

### **Procedures for Providing Support to Children and Staff who Experience Distress**

Families who seek support will be directed to support agencies, based upon the needs of the children and staff. Peel Children's centre crisis response team is available at 416-410-8615.

### **Procedures for Debriefing Staff, Children and Parents/Guardians:**

The teachers will debrief with the children, following the event, upon the resumption of classes. The teachers and president will debrief with the staff and executive board following the event, via email/meetings. The President will debrief parents/guardians and families through email, once it is safe to do so and information is available. The Erin Mills Cooperative Facebook page will be updated with relevant information following the event, providing that the information is not of a sensitive nature.

## **G) FEES AND REFUNDS**

Our annual membership fee, which is divided into ten (10) equal monthly payments, will be determined each year by the Executive Committee. Any adjustments to fees must be approved by the Membership. Payment of non-refundable registration fee is due at the time of registration.

Payment for tuition is due by e-Transfer to the Treasurer email [treasurer@erinmillscoop.ca](mailto:treasurer@erinmillscoop.ca) on or before the 25th day of each month for the duration of the registered school year. A monthly reminder will be sent in advance for collection of monthly tuition.

Refunds will not be made for:

- Withdrawals after May 1<sup>st</sup>.
- For part of any one month's payment.
- When the school is temporarily closed due to emergency conditions.
- Donations of Fundraising dollars contributed to the school through participation in fundraising events.

Refunds for unforeseen emergency withdrawal because of lengthy illness will be made at the discretion of the Executive Committee.

Non-Participating Option – if the program is full, there will be an option for a percentage of the families to pay an extra fee per month to forgo duty days. The non-participating family will still be responsible for committee obligations. The number of non-participating options will be determined on class size and will be awarded on a first come, first serve basis.

Multiple Family Discount – families with 2 or more children in the school will be offered a discount on fees for the second or third child registered.

## H) FUNDRAISING

Fundraising is an important part of a non-profit Co-Operative Nursery School. Fundraising allows Erin Mills Co-Operative Nursery School to pay for school trips for students and volunteers, purchase educational and art supplies for the school, and purchase special treats and gifts for students. As a non-profit school, the school relies heavily on fundraising in order to run an extensive learning program for its students. Other than tuition fees, fundraising is the only other source of income the school receives from its members.

As a member of a Co-Operative, families are expected to participate in ALL fundraisers and donate at least the minimum requirement for each fundraiser, which will be outlined throughout the school year. The minimum expectation is ALL fundraisers combined shall not exceed \$150.00. However, it is hoped that families will go above and beyond the minimum requirement to ensure a successful school year.

If your family joins the school year AFTER the Trike-A-Thon has already taken place you still have a fundraising requirement for the remainder of the school year. Families that join the school after the Trike-A-Thon but BEFORE the Christmas/Holiday break are required to donate the full \$150.00 amount. IF your child joins the school AFTER the Christmas/Holiday break, your family's minimum donation is reduced to \$120.00 for the school year.

## I) WITHDRAWAL

To withdraw a child, you must give either:

- One month's notice in writing to the registrar, or
- One month's payment in lieu of notice.

If over the summer you decide to cancel your enrollment, please contact the Registrar. Withdrawals prior to the start of the upcoming school year must be **submitted in writing to the Registrar no later than June 30<sup>th</sup>, or your fees for the month of September will be forfeited.**

The Teachers and/or Executive Committee may, at their discretion, may ask a parent to withdraw their child due to:

- The child's inability to adjust to the school.
- The parent's failure to participate.
- Non-payment of fines/fees.

In the event a parent is asked to withdraw their child, an adjustment to membership fees will be made from the child's last day of school.

## **J) HEALTH REGULATIONS**

Prior to the first day of school, the Child's Medical Information form must be returned to the Registrar. As per the Child Care and Early Years Act, this form will be kept at the school in a confidential file.

Ontario law requires that all parents/guardians participating in Co-Operative Day Nursery programs must have the following:

- An up-to-date immunization against Diphtheria, Tetanus, (DT).
- Documentation of immunization against MMR.
- A Tuberculin skin test or chest x-ray completed prior to their child starting school.

Documentation of the test results must also be kept at the school in a confidential file. The young child is very susceptible to communicable diseases and must be kept home if symptoms of illness are evident. DO NOT send a sick child to school; it is unfair to the other children. It is most important that the Registrar and/or Teachers be notified if your child has a communicable disease. The school will notify all parents when any child is reported ill with a communicable disease.

If a child in the school develops symptoms of illness, the parent will be contacted. If unavailable, the person designated for emergencies shall be notified so that the child may be taken home.

When a serious accident or illness occurs to a child in the school, the Teachers/Supervisors shall immediately;

- Notify the parents of the child.
- Obtain all necessary medical assistance.

The Teachers/Supervisors shall permit at any time inspection of the Nursery school by the local Medical Officer of Health or any person designated by him or her.

Absolutely no medication will be given at school by the Teachers or duty parents unless specified on the Administration of Drug form for special medical conditions.

If your child has a particular medical problem which could occur during school hours (i.e. asthma, epilepsy, severe allergy) it is essential that the school be notified. In order to accommodate a child in this kind of situation, everyone at the school must be aware should a problem exist.

## **K) MINOR INCIDENT ACCIDENT REPORTING FORM**

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

Date of Birth: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_ am/pm

Cause of Injury (fall from, struck by, collision with, etc.): \_\_\_\_\_

\_\_\_\_\_

Outcome of Injury:

\_\_\_\_\_

Location of Injury on Child's Body (please be specific): \_\_\_\_\_

Place of Occurrence (please be specific): \_\_\_\_\_

Immediate Treatment on Site: \_\_\_\_\_

Describe how the injury occurred:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe steps which could be taken to prevent similar injuries in future:

\_\_\_\_\_

Recommendations to Parents regarding injury:

\_\_\_\_\_

Reporting Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**L) ABSENCE OF A CHILD**

Please notify the Teachers/Supervisors if you know that your child will be absent for several days whether it is due to holidays or illness.

**M) FIRE DRILL AND EMERGENCY INFORMATION**

A procedure approved by the local fire chief is established and followed in the case of fire. This procedure shall include the duties of each member of the staff and duty parents.

The Teachers/Supervisors are to carefully instruct the duty parent and children of the nursery school in the proper fire drill procedure. This procedure is posted in the school and reviewed several times during the year.

Telephone numbers of the Teachers/Supervisors and Executive Committee, the local Medical Officer of Health, a taxi, an ambulance, the nearest hospital, the fire department, the police department and other emergency information are listed on a card posted above the telephone in the school's kitchen.

**N) TRIP PROCEDURES/ACTIVITY FEES**

The children will be going on several field trips during the school year and school buses will generally be used. Ideally, money raised from fundraising efforts will cover the cost of payment of the busses and admittance to field trips. The school reserves the right to implement a non-refundable activity fee at any point throughout the school year should the school not raise enough money to cover the cost of field trips through fundraising efforts.

A Field Trip Consent Form, signed by the parents or guardians, is required before a child may be taken on field trips away from the school. Parents will be notified of impending trips. If a parent does not wish a child to go on a particular trip, it is the parent's responsibility to notify the school that the child will not be attending school for that day. Parents who wish to volunteer to assist with field trips must submit a valid Criminal Record Check in advance of the excursion.

**O) INSURANCE**

Erin Mills Co-Operative Nursery School carries accident insurance, liability insurance, property coverage, and directors and officer's liability insurance through "The Co-Operators". The insurance policy is on school premises and can be reviewed at any time.

**P) FINES**

FINEABLE ITEM	FINE AMOUNT
Failure to fulfill committee responsibilities	\$50.00
Non-attendance at Orientation	\$15.00
Withdrawal from school without 1-month written notice	One-month tuition payment
Failure to fulfill duty day responsibilities	\$25.00
Late for a duty day – one warning will be issued	\$15.00
Late pick-up of child – one warning will be issued	\$10.00
Non-attendance at a mandatory meeting	\$15.00

All fines must be paid within thirty (30) days of the date the fine letter was issued or your child will not be permitted to return to school until payment is received. Every effort will be made to mail the fine letters within ten (10) business days, excluding weekends, statutory holidays and Christmas and March Break holidays.

**Q) PETITIONING A FINE**

In the event a fine is issued that you disagree with, you may petition the fine in one of the following manners:

- You may petition your fine in person at the first Executive Meeting after your fine is issued. If you choose to represent yourself in person, you must notify the President and Vice-President of this request and the reason(s) for the petition in writing.
- You would attend the Executive Meeting, state the grounds of your appeal and the Executive would, later in the meeting, vote on your appeal.
- You may have the President or Vice-President petition your fine at the Executive Meeting that follows your fine being issued. The President or Vice-President will state your case on the grounds you feel your case is worthy. This will be done anonymously.

After this petition takes place:

- The Executives will vote on your individual request, taking into account all aspects of the handbook and sections of fineable issues. A majority vote of the Executives will determine the outcome of your specific petition.

Either the President or Vice-President will notify you of the outcome of the vote. A fine is to be paid, ten (100 days after notification of petition outcome, or by the due date on the original fine letter, whichever is earliest. **Failure to pay your fine will result in your child not being able to attend school until the fine is paid.**

You are allowed to petition a fine one (1) time only. At the time of your petition all aspects of your fine must be brought up. The majority vote of the Executives will determine the outcome of your fine, and that decision is final. If you do not notify the Vice-President before your thirty (30) days, or date the fine is to be paid on, your fine will be considered due. After this date, you may no longer petition the fine.

## **R) BEHAVIOUR MANAGEMENT**

Policies and procedures with respect to permitted and prohibited behaviour management practices.

In the province of Ontario, all licensed day nurseries must comply with the "Child Care Centre Licensing Manual" and the "Child Care and Early Years Act" governed by the Ontario Ministry of Education.

Both teachers and parents are expected to comply with the requirements of the ACT with request to behaviour management.

### **A. Monitoring of Behavioural Management**

Every two months, an Executive Member will be on duty to monitor the Behavioural Management Policy as observed by the employees, volunteers or students who provide care at the nursery school. Their findings will be documented in a file kept at the school.

### **B. Prohibited Practices**

As stated in the Child Care and Early Years Act 2014 (CCEYA) Section (48), the following prohibited practices are not permitted.

- Corporal punishment of the child;
- Physical restraint of the child, such as confining the child to a high chair, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the child care centre 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;
- Use of harsh or degrading measures of 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 their self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

### **C. Guidelines for Discipline**

Discipline should be:

- Implemented by the teacher or duty parent(s) as soon as possible after troublesome behaviour
- Related to the nature of the troublesome behaviour
- Appropriate to the development level of the child
- Used in a positive and consistent manner
- Designed to assist the child to learn appropriate behaviour; and
- Discuss with the parent(s) if a difficult situation arises with a child

## **D. Contravention of Behaviour Management Practices**

Failure to comply could result in a verbal warning initially, depending on the severity of the contravention; a written warning to confirm a previous warning; dismissal.

All stages of non-compliance shall be documented by the operator.

IF corporal punishment is witnessed, instant dismissal without notice may be permitted under the Ontario Employment Standards Act.

In less serious cases of non-compliance, due notice must be given for dismissal.

Various criteria shall be considered when determining which disciplinary measure to take. These criteria include:

- Seriousness of the offences (tone of voice, cultural differences)
- Actual or potential risk, or harm to the child (emotional, physical or psychological)
- Recent and past performances of staff/parents in general (personal problems etc.)
- Frequency of occurrence (ongoing evaluation after reminder)
- Previous disciplinary action taken
- Annual evaluation, signed by staff

In accordance with the Child Care and Early Years Act 2014 (CCEYA), these policies and procedures regarding behaviour management must be reviewed with staff upon commencement of employment. In addition, all parents must review these policies and procedures prior to any child being placed in Erin Mills Co-Operative Nursery School. These behaviour management policies and procedures must be reviewed annually by all parties.

## **S) PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES**

### **Purpose**

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

### **Definitions**

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. program room staff).

### **Policy**

#### **A. General**

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.



All issues and concerns raised by parents/guardians are taken seriously by the teachers and staff and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 7-10 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

#### B. Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

#### **Conduct**

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

#### **Concerns about the Suspected Abuse or Neglect of a child**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

## Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p><b>Program Room-Related</b>  <b>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within Click here to enter text. business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern;</li> </ul> <p>and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
		<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p><b>General, Centre-or OperationsRelated</b>  <b>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	

<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly or</li> <li>- the supervisor or licensee.</li> </ul> <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	
<b>Student- / VolunteerRelated</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> <li>-</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the executive board of Erin Mills Cooperative Nursery School.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education’s Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

## Regulatory Requirements: Ontario Regulation 137/15

### Parent issues and concerns

**45.1** Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, including details regarding,

- (a) the steps for parents to follow when they have an issue or concern to bring forward to the licensee;
- (b) the steps to be followed by a licensee and its employees in responding to an issue or concern brought forward by a parent; and
- (c) when an initial response to the issue or concern will be provided. O. Reg. 126/16, s. 31.

### Parent handbook

**45. (1)** Every licensee shall have a parent handbook for each child care centre or home child care agency it operates which shall include,

(a.2) a copy of the licensee's policies and procedures required under section 45.1 regarding how parents' issues and concerns will be addressed;

### Intent

This provision is intended to provide licensees and parents with a clear and transparent procedure to follow when a parent has brought forward an issue or concern they wish to have addressed by the licensee.

## **T) Child Care Supervision Policy**

Erin Mills Co-operative Nursery school stands firmly on the vision that all children enrolled in our school will be effectively and responsibly supervised at all times. It is the operators responsibility in accordance with Child Care and Early Years Act Regulations that every child who is in attendance in a day care location is supervised by an adult at all times (Child Care Centre Licensing Manual, Subsection 2.8)

Under no circumstances will direct unsupervised access be granted to anyone under the age of 18 years and who is not an employee of Erin Mills Co-operative Nursery School. Adult volunteers or Duty parents may be counted in the staffing ratio where two participating adults may take the place of one unqualified staff member when the Ministry has given directors approval. Co - op Students and Placement Students are not to be counted in staffing ratios.

The intent of this policy is to ensure the following: to help support the safety and well being of all children at Erin Mills Co – op, and to provide direction to staff in regards to the supervision of volunteers Co – op Students and Placement Students. This provision requires an employee always to be present with children to meet ratio requirements and respond in case of an emergency.

Co-Op Students, Placement Students and Volunteers must comply with the behavior management guidelines, policies and procedures, as outlined in the Behaviour Management section of the Erin Mills Cooperative Nursery School Policies and Procedures.

The supervisor teacher will review with volunteers, students and support staff the anaphylaxis policy of the school. The emergency procedures will be reviewed before they begin their duties in the school. The parent of each child with anaphylaxis will be required to give a training session and explanation of the individual plan for their child to volunteers who are already in place at the beginning of the school year. This training will be done at our orientation session before the start of school. Thereafter the supervisor or teacher will give training for each individual child.

Criminal reference checks are required from all volunteers, students and support staff having direct contact with the children. In the case of a student and support staff, a letter to the school or place of employment stating that they have a copy of their criminal reference check on file will be sufficient. Criminal reference checks will have to be redone if a parent leaves the school and returns with another child.

#### Procedure for monitoring Behaviour Management Practices of Volunteers

The supervisor or teacher will review with volunteers, students and support persons the behaviour management policies before they begin their duties. They will sign the behaviour management policy form, which will be kept in their file. This review and signature will be completed annually. This policy is to be reviewed by members of the board annually with the input of the supervisor and teacher.

Effective: September 2011

## 5) PARENT PARTICIPATION

The co-operative aspect of our school is stressed in everything we do. Without the parents, the school would not exist. Therefore, as an active member of this Co-Op, you have commitments to keep.

- Participating and Non-Participating families will be expected to serve on one committee through the entire school year. Families with two children in the school will have to serve on two committees. Families with children in the 5 A.M. program or with a child in more than one program will have to serve on two committees.
- As a participating family you must fulfill your duty days at school as per the duty schedule by arriving on time to help with classroom set-up, providing either drink or snack for the entire class, and assisting the Teachers with classroom activities and end of class clean-up. Families of two children in one class will have an amended number of duty days, which must be fulfilled. As a non-participating family you will not be responsible for in-classroom duty days; however, you are still expected to serve on a committee.
- Your attendance at General Meetings (which deal with school operations) is **mandatory**.
- You are expected to co-operate with the Teachers/Supervisors on your duty days.
- Your support of all school fundraising endeavors is essential.
- By being an active, fully participating member of Erin Mills Co-Operative Nursery School, both you and your child will reap the benefits of this unique and valuable experience.

### A) DUTY DAYS

#### What is a Duty Parent?

A Duty Parent is a parent or family member who assists the Teachers/Supervisors. Depending on the day and season, duties could range from assisting children on and off with clothing to the cleanliness and maintenance of the school. Parents must have a complete understanding of the important role they assume once joining a co-op. Confident, competent parents result in the nursery school being a rewarding place for everyone.

Both moms and dads are encouraged to participate in duty days and visit at any time throughout the school year.

#### Duty Parent Responsibilities:

- The duty schedule sheet will be given to each member at least two weeks prior to its date. The number of participation days will vary from month to month. A copy of the schedule will also be posted on the bulletin board.
- Any long-term special requests for the schedule must be reported in writing as soon as possible to the Duty Scheduler.
- Parents are responsible for their own substitutes. Please be considerate enough to make these arrangements well in advance. Failure to notify the Duty Scheduler leaves you responsible for your duty day, which could result in a fine.
- In case of a last-minute emergency or illness, you may call the Emergency Parent. The daily Emergency Parent is listed on the duty schedule.

- It is against Day Nursery licensing regulations to allow children other than those enrolled to attend the school. It is your responsibility to make alternative arrangements for siblings and/or other children under your care prior to your Duty/Emergency Duty day.
- On your duty date, it is essential that you be at the school and ready to begin your duties no later than 9:00 A.M. for the morning classes, and 1:00 P.M. for the afternoon class. You must remain at the school until all the children have been picked up at dismissal time and all clean-up requirements are fulfilled. Clean-up will take approximately 15 minutes to 45 minutes, depending on the program.
- Each of the following is considered failure to fulfill your duty responsibility:
  - a) Missing your duty day.
  - b) Arriving late for duty.
  - c) Leaving before all the children have been picked up at dismissal time.
  - d) Missing your Emergency duty day.

**The fine for failure to fulfill your duty day responsibility will be \$15.00 for late arrival and \$25.00 for all other infractions on each occasion. The third time may result in dismissal from the school.**

- A Criminal Reference Check must be submitted before you can participate in duty/volunteer days.

**Your Criminal Reference Check must be received within six (6) weeks of your registration date. You will not be permitted to participate in duty days until your CRC has been received BUT you will be required to make up all the duty days you missed while waiting for your CRC to be returned. If your CRC has not been submitted within six (6) weeks of your registration date, you may be required to re-submit new form and pay a \$40\* fee (\*subject to increase) to have it returned promptly. It is your responsibility to find a replacement from the class until your file is complete.**

Duty Parents must also hold a valid Standard First Aid & CPR/AED Level C (or higher) certification. Acceptable agencies for certification are limited to The Lifesaving Society, Red Cross, St. John's Ambulance or Ski Patrol.

- Please come dressed in comfortable, washable clothing. Activities require freedom, participation, and protection.
- Once you arrive, duties begin immediately. You should become familiar with every area so that the routine flows smoothly.

Your day will be busy assisting the Teachers and children. You will be one of two participating parents each session as either the "snack parent" or "milk parent". Healthy snacks and milk are to be provided for the entire class. The duties for either of these two positions are outlined on cards provided at the school. Concentrate your attention on the children rather than visiting with the adults.

**2AM** – You will be scheduled as a Duty Parent **approximately** 1-2 times per month. In addition, you will be scheduled as Emergency Parent **approximately** 1 time per month

**3AM** – You will be scheduled as a Duty Parent **approximately** 2 times per month. In addition, you will be scheduled as Emergency Parent **approximately** 1 time per month for emergency duty days

**5 AM** – You will be scheduled as a Duty Parent **approximately** 3 times a month. In addition, you will be scheduled as Emergency Parent approximately 2 times per month for emergency duty days

**4PM** – You will be scheduled as Duty Parent **approximately** 2-3 times per month. In addition, you will be scheduled approximately 2 times per month for emergency duty days

Note: The number of Duty days and Emergency days given above are based on the classes having full enrollments and full non-participating spots.

### **On Your Duty/Volunteer Day**

- Check with the Teachers/Supervisors and acquaint yourself with plans for the day.
- Be accepting of the fact that your child may find it difficult to share you with other children and realize that your child may act differently when you are not in the Nursery School.
- Know your responsibilities as Duty Parent and re-familiarize yourself with the fire drill procedure.
- Be constantly alert to the safety of all children when inside and outside. Station yourself nearby when children are climbing, sliding, balancing, etc.
- Step in when:
  - A child is in physical or emotional danger.
  - Equipment is being misused.
- Be constantly alert to allergy lists posted.
- Consult the Teachers/Supervisors if you have a question about helping a child in a certain situation. It is important to the entire group that any problem be handled smoothly and with a minimum of disruption. Remember you are assisting the Teachers/Supervisors.
- Help the children to help themselves. This is the way they learn. However, do not insist on complete self-help, particularly at the end of the day.
- Give as few directions as possible. Give suggestions in the positive – what we "do" rather than what we "do not." Show them as well as tell them. Then calmly assist the child if he/she needs help in following the directions.
- When you have to say "no", give a reason.
- Speak at a child's level of understanding, but don't talk down.
- Go to the child to speak to him/her. Always use a quiet, pleasant voice. Speak briefly, simply, distinctly and directly to the child. Speak only when you have their attention. Sit or squat so you can face the child on their level.
- Listen to the children. You will learn much about their thoughts and feelings.
- When a conflict occurs:
  - Try not to judge it for the child; you may not know all the facts.
  - Don't be too eager to help; many times, children can settle their own conflicts and learn in the process.
- Warn the children in advance of a change of activity. "It's almost tidy-up time."
- Expect co-operation and you will usually get it.
- Commend good behavior, and disregard minor unacceptable behaviour, thereby focusing the child's attention on the acceptable behaviour.



- Participating may mean being alert rather than physically rushing about. Try to create a casual, unhurried atmosphere. If things are going smoothly, take time to observe the children.
- Laugh with – never at – a child.
- Avoid judging a child by making comparisons between one child to another.
- Establish the idea of taking turns. "He is using it now. You may use it later." • Do not expect children to be constructive all the time or to enter into all the activities.
- Bring your sense of humour to the nursery school.
- When assisting the Teachers/Supervisors at circle time, participate in the activities and be alert to discipline problems.
- Put supplies away neatly and leave the nursery school as you would like to find it next time.
- The children should never be left alone at any time. There must always be at least two adults at the school at all times.
- Cultivate a relaxed, good natured attitude toward the children.

## **B) EMERGENCY DUTY PARENT RESPONSIBILITIES**

The Emergency Duty Parent is only to be used in the case of a last-minute reason for being unable to fulfill your duty day.

### **A.M. Classes**

The Emergency Duty Parent is not to be called until after 8:00 P.M., the night before the duty day in question. If before this time you know you will not be available to fulfill your regular Duty Day, you must trade Duty Days with another parent from your child's class, not the Emergency Duty Parent. In the event of a last minute TRUE emergency such as car failure or illness on the way out the door, the Emergency Duty Parent must be called no later than 8:30 A.M.

If you are scheduled as the Emergency Duty Parent, you must be available to report for regular duty until 9:30 A.M.

If the Snack or Milk parent needs to be an Emergency Duty Parent, it is the Emergency Duty Parent's responsibility to fulfill the Duty Day. If the Emergency Duty Parent is also unavailable, it is the responsibility to find a replacement, **NOT** the responsibility of the original Snack or Milk Parent. The Emergency Parent will receive a fine if they are unavailable when scheduled.

If you use the Emergency Duty Parent, you are **obliged** to take that parent's **next** regular Duty Day, or one that is mutually convenient to both parties.

Please report to the Duty Scheduler when you have used the Emergency Duty Parent and advise them of the next Duty Day you will be taking.

## **C) EXEMPTION FROM DUTY DAYS**

A maximum of three months' exemption from Duty Days is allowed for pregnancy leave. A written request must be given to the Duty Scheduler. Duty days missed during leave must be made up.

## **D) SMOKING**

There is absolutely no smoking permitted at the Nursery School

## 6) SCHOOL DAYS

### A) ARRIVAL AND PICK-UP

Your child's program will begin **promptly** at 9:30 A.M. or 1:00 P.M. **Please** adhere to these times. The inner doors will be locked until 9:30 A.M. or 1:00 P.M. Duty Parents and their children will be admitted earlier. Any other parents arriving at the school prior to 9:30 A.M. and 1:00 P.M. are responsible for their children and must remain with them in the hall until the inner doors are opened and the children are taken into the classroom.

The front door will be locked 5 minutes after the class begins and will reopen 5 minutes before class ends. If you are late, please use your discretion and the side door. Every parent is responsible for:

- Assisting their children (and those in their carpool) with removal of outer clothing, if necessary.
- Taking the children to the Teachers/Supervisors and ensuring she knows they have arrived.

The children will be ready to leave at 12:00 P.M. and 3:20 P.M. Please be sure they are picked up promptly at these times. You will be notified of any early closings ahead of time. **A fine of \$10.00 will be charged for any child who is not picked up within five (5) minutes of class dismissal.** You will be given a warning on your first occurrence. Each additional occurrence will result in a \$10.00 fine.

Once you have come to the classroom to pick up your children, they become your responsibility.

The Teachers/Supervisors must be notified in writing if someone other than the parents or persons named on the Emergency Card will be picking them up. Emergency Cards should be updated throughout the year with the witness of an Executive Member or Teacher.

### B) PREPARING YOUR CHILD FOR NURSERY SCHOOL

Give your child the experience of being separated from you (i.e. baby-sitter). If you have other children, it is easy to forget that they become dependent on each other and when left among strangers' you child may feel lost.

Try and acquaint yourself with someone who lives nearby who will be going to the nursery school at the same time and have them over.

Talk about the school. Tell him/her what he/she can expect to find when he/she goes there, what he/she can do, who will be there and your responsibilities to the school.

You must be sure of your own feelings. Your child will pick up attitudes of apprehension, fear, or a desire to keep him/her with you a little longer.

Check the public library for books on starting school (I.e. The Berenstain Bears Go to School).

### **C) YOUR CHILD'S FIRST DAY AT SCHOOL**

Even though the children begin school on a staggered basis and the class may not be very large, we must appreciate that to your child, the adults are strangers, other children are sometimes noisy and activities are often confusing. So much is new. In time they will feel at home, so reassure yourself because they will adapt.

Come prepared to stay, keeping in mind that siblings and/or other children under your care cannot stay with you. Stay as long as your child needs you. This may be necessary for more than just the first day of school.

When it is time for you to leave, don't be swayed by your child's pleas or cries. Just explain that you will be back later and go. Hesitating, loitering in the hall or coming back for another "goodbye" will make it harder for your child to adjust.

### **D) CLOTHING**

Dress your child in appropriate clothing so that they will feel free to participate fully in any and all activities (some may be quite messy). Ensure that their clothing is such that it will be easy for them to go to the restroom on their own. Belts, buttons and zippers can be overwhelming for duty parents, as when there are 20 of them. Outdoor clothing should be adequate for prevailing weather. A smock will be provided for painting and water play. Indoor shoes should be brought to school on a daily basis. Shoes with rubber soles should be worn at all times to ensure safety during school activities and fire drills.

Remember – easy clothing means independence. A lost and found box is located in the school. It is recommended that a change of clothing also be brought to school on a daily basis.

### **E) CLASS PROGRAM**

Our program is set up to offer all of the following activities:

- Learning circle.
- Toy tables.
- Snack time.
- Creative tables.
- Theme-related sensory areas.
- Outdoor play.
- Dramatic Play centre.
- Puzzle table.
- Music listening centre.

- Reading centre.

## **F) TIDY UP TIME**

Inform each child in your duty area what will be happening next and that he has a few minutes to finish what he/she is doing and then tidy up. The child then has time to prepare him/herself mentally and physically for what is to come.

During Tidy Up Time, expect each child to tidy up or at least help, so that each may learn responsibility for his or her school and equipment. Offer assistance, if required, so that the child may learn independence and co-operation.

## **G) SNACK TIME**

**Nutrition:** At EMC snacks and beverages are provided by a dedicated snack committee for each school day and program. We adhere to Canada's Food Guide to develop a snack "menu". We offer 3-4 different snack options so that children have a variety of foods to choose from. At least one item from each of the following Food Guide categories is provided: grains, vegetables/fruit, and dairy. Meat is not required (as we only provide a morning or afternoon snack). We also require that all snacks are inclusive for all our children. To avoid all allergens, the list of items will be revised as necessary. EMC has a **ZERO NUTS** policy for snack food/beverage which is part of our orientation and also posted clearly throughout the building as a reminder.

EMC has a 4 week snack-planning schedule that is followed by the Snack Committee and organized in advance under guidance from the Teachers. This is posted in an inconspicuous place for parents to view at any time.

## **H) BIRTHDAYS**

If your child's birthday occurs during the school year, we have a special day when we sing the birthday song. We try to do this as close to the child's birthday as possible and have his/her parent scheduled to be on Duty that same day. Birthday treats, such as cupcakes or brownies, may be included for snack, making the child's birthday even more special.

## **I) LIMITS AND RULES**

- Children are discouraged from bringing toys to school from home. They can easily be lost or misplaced and we cannot be responsible for them.
- No gum chewing is allowed.
- The children should not bring any money into the school.
- No running is permitted in the school.
- Equipment in the various activity centres should not be removed from that area.
- Smocks are to be worn when painting or at water play.

- Toys should be tidied up before another is taken or before beginning another activity.
- Careful handling of all school equipment is stressed with the children.
- Children are not allowed in the hall unless going to the bathroom.
- Hands must be washed following visits to the toilet and before snack.

These guidelines will be discussed with the children several times during the year by the Teachers/Supervisors so they will become familiar with them.

## J) DISCIPLINE

When an incident occurs, the situation should be handled in the following manner:

Talk to the child or children and try to work out a solution.

- A. If the problem continues, give the child a warning that if they cannot manage they will need to find another activity or area to play in.
- B. If the problem still persists, remove them from the activity regardless of the situation.

If there is bodily injury or any kind of aggressive behaviour, the children are immediately separated and removed from the situation

It is prohibited to:

- A. Use physical discipline at any time, even with your own child.
- B. Use any deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect.
- C. Confine a child in a separate room when the child has been withdrawn from the other children.

If you are witness to some unsuitable disciplinary measures, it should be reported immediately to either the Teachers/Supervisors or any Executive Member. Immediate actions will be taken.

## 7) COMMUNICATION

Open lines of communication are vital between parent members, the Executive Members and staff, to facilitate the efficient operation of the school.

### A) GENERAL MEETINGS

As per the Parent-School Agreement, it is mandatory that a representative from each family attend these meetings. **Failure to do so will result in a \$15.00 fine.** They are held in May, June, September for the purpose of administration of school business. A General Meeting may also be called in December, if the Executive Committee and Teachers deem it necessary. At this time such items as school policies are discussed and voted upon by everyone. General Meetings are also an opportunity to communicate your feelings, ideas or concerns to the Membership. These General Meetings are not necessarily strictly for business purposes. They can also include parent awareness discussions or guest speakers, making the evening both interesting and informative.

## **B) CHILDREN'S ART BAGS**

Your child's first activity at school will be the decoration of his/her own "Art Bag" (bags will be supplied). The bag should be returned to the school at the beginning of each week. In addition to your child's artwork, which is sent home on a weekly basis, this bag will also be used to relay special notices, permission forms, etc. It is important that you check it regularly to keep up to date on what is happening in the school.

## **C) BULLETIN BOARD**

The bulletin board is a tool that enables parents to share useful information with other families. It is available for use by any parent member. Duty Schedules are posted on the bulletin board near the classroom doors and the class programs are also posted on a bulletin board opposite the wall.

## **D) NEWSLETTER**

This is one of our strongest communication devices, conveying information between the Executive Committee, Teachers/Supervisors, Parent Membership and the community. It is published each month and includes such things as: administrative news, special events, helpful hints, classified ads, creative arts and crafts.

## **8) CONCLUSION**

This Parent Handbook was compiled to acquaint you with the Erin Mills Co-Operative Nursery School, to explain the administration and day to day functioning of the school and your role as an assistant to the Teachers/Supervisors.

Enjoy your time in the school and above all, enjoy the children.

## **9) AMENDMENTS**

Amendments may be made to the Parent Handbook at any time by a majority vote of the Executive Committee.

## **Lunch Club**

For children who will attend an A.M. and P.M. program (under six hours), a lunch club is offered if needed for children who are 3 yrs old and up. Children will be supervised by a staff member.

Limited spots will be available and will not exceed eight students. Parents will provide a bagged lunch in an individual container, labelled with the child's name. Lunches will be placed in the child's cubby. Parent will ensure that all food items sent will be free from anaphylactic causing agents. The list of items will be revised as necessary depending on the allergies of the children enrolled.

## **GENERAL BY-LAWS OF ERIN MILLS CO-OPERATIVE NURSERY SCHOOL INC.**

BE IT ENACTED AND IT IS HEREBY ENACTED AS A BY-LAW OF THE ERIN MILLS COOPERATIVE NURSERY SCHOOL INC. (hereinafter called the "Co-Operative") as follows:

### **ARTICLE 1 – GENERAL**

The Head Office of the Co-Operative shall be located at 2264 Council Ring Road in the City of Mississauga in the Regional Municipality of Peel. All business correspondence must be mailed to that address except from the Mississauga Recreation and Parks Department, which is to be mailed to the President's home. The Co-Operative is a non-profit organization licensed under the Ontario Provincial Day Nurseries Act.

The Corporate Seal of the Co-Operative shall have inscribed there-on the words: "ERIN MILLS CO-OPERATIVE NURSERY SCHOOL INC."

The Seal impressed in the margin of these By-Laws is hereby adopted as the Corporate Seal of the Co-Operative.

The General By-Laws are strictly governed by the Ontario Provincial Day Nurseries Act and the Co-Operative Corporations Act, (hereinafter called "the Act"), unless the Act so states these By-Laws to govern. If amended so must these By-Laws be.

The AIM of the school is threefold:

1. To provide an opportunity for healthy, physical, social, emotional and intellectual growth.
2. To prepare the child for more formal education.
3. To provide sound parent education through parent's participation in the school program and other activities of the association.

These By-Laws must be carried by each Executive Member and at least one copy is to be present at all General and Executive Meetings.

Neither these By-Laws nor any By-Laws to amend these By-Laws are effective until they are passed by the Executive Members and confirmed with or without variation by at least two thirds of the votes casts at a General Meeting of the Members of the Co-Operative duly called for that purpose.



## ARTICLE 2 MEMBERSHIP

Membership in the Co-Operative shall consist of the immediate families of an enrolled child whose written application for Membership accompanied by a non-refundable Registration/Membership fee per course per child, and this application approved by the Executive Members.

A Member of the Co-Operative may withdraw from Membership in the Co-Operative by giving to the Registrar one month's written notice of her intention to withdraw.

Membership in the Co-Operative shall not be transferable unless authorized by the Executive Members and shall terminate with death.

A Member of the Co-Operative may be expelled from Membership by the Executive Members for cause, providing the procedure for expulsion is in accordance with the Act.

A person whose Membership has been terminated under Section 3 or 4 of this Article, shall be refunded tuition fees from termination day forward and in the manner prescribed by the Act.

## ARTICLE 3 – FEES

The fees paid by the Membership shall be in two parts:

- A non-refundable Registration/Membership fee: not to increase more than \$5.00 in any given year. Any changes must be approved by the General Membership vote at a meeting duly called for that purpose.
- A tuition fee: shall be based on enrollment and legitimate expenses and actual balance sheets plus a reasonable cost of living increase. The fees may be adjusted at any time during the school year provided actual financial statements are available, and the adjustment is deemed necessary for the continued operation of the school. All changes must be approved by a General Membership vote at a meeting duly called for that purpose.
- Subsidies are available. For eligibility details please visit [peelregion.ca/hsapply](http://peelregion.ca/hsapply) or call 905-793-9200

## ARTICLE 4 – STAFF

Staff members are employees of the school who shall have an advisory role at General Meetings but have no voting rights.

The staff shall consist of a Supervisor and the necessary Teachers. The Supervisor must have completed an approved training course in Early Childhood Education (pre-school children) and be approved by the Directors of the Day Nurseries Branch of the Ministry of Education. The hiring of Teachers for the school shall be subject to the approval of the Supervisor and the Executive Committee, and be approved by the Director of the Day Nurseries Branch of the Ministry of Education.

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## **Staff Employment**

The terms shall be contained in a contract to be signed annually before the final meeting of the school year. The school shall abide by the provisions of the Ontario Employment Standards Act.

### Staff Duties (Teachers/Supervisors)

The Teachers/Supervisors shall be responsible for:

- Planning and implementing the school program.
- Planning and orientation day for registered families.
- Consultation with parents regarding their children.
- Instructing the parents in the practical application of the school program.
- Keeping on file at the school medical forms, consent forms and emergency numbers for each child.

## SECTION 5 MEETINGS OF MEMBERS AND EXECUTIVE

1. The Annual Meeting of the Members for the election of the Executive Members for the coming year and the transaction of such other business as may properly be brought before an annual meeting of the Members, shall be held at such place as the Executive Committee may determine, in June.
  - a. Wherever possible, the President shall act as Chairman. Otherwise the VicePresident shall act as Chairman and one other Executive Member.
  - b. They shall seek out nominations and prepare a slate for the Executive Committee prior to the Annual Meeting.
  - c. Other nominations shall be permitted from the floor at the Annual Meeting.
2. Other meetings of the Members may be called by order of the President, Vice-President, or the Executive Members at any time and at such place as the Executive Committee may determine and the Secretary shall send the requisite notice of such Meeting to the Members of the Co-Operative.
3. Executive Meetings shall be held once a month at the call of the President. Any Member of the organization may attend such meetings as an observer.
  - a. Ten (10) percent of the Members of the Co-Operative may requisition Executive Members to call a General Meeting of the Members for any purpose connected with the affairs of the Co-Operative that is not inconsistent with the Act.
  - b. The requisition shall state the general nature of the business to be presented at the Meeting and shall be signed by the requisitioners and deposited at the head office of the Co-Operative and may consist of several documents in like form, each signed by one or more requisitioners.
  - c. Upon deposit of the requisition, the Executive Members shall call forthwith the Meeting of the Members for the transaction of the business stated in the requisition.
  - d. If within thirty (30) days from the date of the deposit of the requisition the Executive Members do not call and hold the Meeting, any of the requisitioners

may call such Meeting, which shall be held within sixty (60) days from the date of the deposit of the requisition.

- e. A Meeting call under this Section shall be called as nearly as possible in the same manner as Meetings of the Members are called under Section 1 and 2 of this Article.
  - f. Any reasonable expenses incurred by the requisitioners by reason of the failure of the Executive Members to call such Meeting shall be repaid to the requisitioners by the Co-Operative and any amount so repaid shall be retained by the Co-Operative out of any monies due or to become due, by way of fees or other remuneration for their services, to such of the Executive Members as where in default, unless, at the Meeting, the members by a majority of the votes cast, reject the reimbursement of the requisitioners.
4. At a Meeting of the Members called under Section 2 and 3 of this Article, only the business stated in the notice calling such Meeting may be transacted.
  5. Notice of any Annual or other Meeting of the Members shall be deemed to be will and sufficiently given notice is given or sent electronically and sent at least ten (10) days but not more than fifty (50) days prior to the date fixed for the holding of such Meeting.
  6. When notice is received generally by the Members, the accidental omission to give notice to any member thereof, or the non-receipt of any notice by any Member therefore, shall not invalidate any resolution passed or any proceedings taken at such Meeting.
  7. Notwithstanding anything contained in these By-Laws, no notice of any Annual Meeting or other Meeting of the Members shall be necessary:
    - a. Where all the Member families entitled to vote at such Meetings are present in person, and in the case of the Annual Meeting, consent to the transaction of business, or in the case of any other Meeting, consent to the transaction of the business for which such Meeting is being held; or
    - b. Where the Members entitled to vote at such Meeting who are not present either before or after the Meeting, waive in writing notice of the Meeting and the purpose for which it is being held.
  8. At any votes taken at the General Membership Meeting to implement or amend school policies or these By-Laws shall be valid by a majority vote of regular Members present provided a quorum is established.
  9. Members of the Co-Operative are entitled to one single vote per family at any General Meeting. A family that has a child enrolment in two (2) or more programs or a family that has two (2) or more children enrolled is still only entitled to one vote. Voting by proxy shall not be permitted.
  10. Two Members present in person shall be a quorum for any Meeting of Members for the choice of a Chairman and the adjournment of the Meeting; for all other purposes a quorum for any Meeting shall be:
    - a. The quorum for the General Meeting shall be one half of the Members entitled to vote present in person
    - b. The quorum for the Executive Meetings shall be a majority of the Executive Members present in person.
  11. No business shall be transacted at any Meeting unless the quorum requisite is present at the commencement of the business.

If at any Annual or other Meeting of the Members a quorum is not present within thirty (30) minutes of the time for which the Meeting is called, the Meeting, if convened upon

requisition of the Members, shall be dissolved, and in any other case a presiding Executive Member shall adjourn the Meeting to a date not less than seven (7) and not more than fifteen (15) days thereafter, and the decision of the adjourned meeting shall be binding upon the Co-Operative provided that at least two (2) members are present. Notice of the adjournment Meeting shall be given by the Secretary in the manner therein provided five (5) days previous to the date of the adjourned Meeting.

#### ARTICLE 6 EXECUTIVE MEMBERS IN THE CORPORATION

1. The business of the Co-Operative shall be under the direction and control of a board of eight (8) Executive Members to be known as the "Executive Committee", who may exercise all such powers and do all such things as may be exercised or done by the Co-Operative and are not by the By-Laws of the Co-Operative or by statute, expressly directly or required to be done by the Co-Operative at Meetings of the Members.
2. The qualifications of each Executive Member shall be that she be at least eighteen (18) years of age and that they be a Member of the Co-Operative, having a child or children currently enrolled in the school. In an instance where there is no active member interested in the position, then alumni can volunteer, with the approval of the General Membership.

All active Members of the organization except members of the school staff shall be eligible for election to the Executive.

The Executive Committee shall include a President, Vice-President, Secretary, Treasurer, Registrar, and three (3) members at large. Executive Members are members of the organization having a child or children currently enrolled in the school or enrolled in the previous 3 years. Each Executive Member shall be considered a regular member and shall be entitled to vote at the General Meeting. No Executive Member shall be entitled to more than one vote except that the Chairman of a meeting shall have a second or casting vote when the votes are otherwise equal.

Any Executive Member who needs to resign must do so in writing and automatically forfeits the Executive position held. The Organization may remove from office any Executive Member by a two-thirds vote of the membership cast at a General Meeting provided that advance notice (two weeks) of such a motion has been given. It may then fill the vacancy created by a simple majority vote. The Executives shall be responsible for the administration of all school business.

The Executive may form special committees of regular Members throughout the year.

The affairs of the Corporation shall be arranged by the Executive who shall serve as Executive Members at the annual General Meetings held in May, June and September of each year, and they shall hold office for the duration for the fiscal year.

Any vacancies in an Executive Office occurring between the annual elections may be filled through appointment by a majority of the Executive Members.

All school property, correspondence, files and supplies, etc., must be turned over to the newly elected or appointed Executive Member within two weeks of the

vacancy for the position. In the event of dismissal or resignation of an Executive Member, all school property must be returned to the President immediately.

3. At each meeting of members in June, eight (8) Executive Members shall be appointed by the current Executive Committee prior to the meeting or elected by the general membership at the meeting to serve for one year. They are eligible for re-election upon completion of their term up to five years.
4. At a meeting where the Executive Members are to be elected, the Meeting before nominations are called for, shall choose its Chairman for the purpose of conducting the elections if the President does not wish to act as such. Nominations shall be on an individual basis and the Chairman shall not accept a blanket motion to elect Executive Members until after the nominations have been closed.
5. Every Member entitled to vote at an election of the Executive Committee shall cast a number of votes equal to the number of Executive Members to be elected, and the Members shall distribute the votes among the candidates in such manner as she sees fit, but no candidate shall receive more than one vote from each Member.
6. The office of an Executive Member shall be vacated:
  - a. If she becomes bankrupt or suspends payment or compounds with her creditors or makes an authorized assignment or is declared insolvent;
  - b. If she becomes mentally incompetent;
  - c. If she ceases to have the necessary qualifications for office;
  - d. If she is absent without leave of the Executive Committee from three (3) consecutive regular Meetings of the Executive Committee;
  - e. If by notice in writing of the Co-Operative she resigns her office;
  - f. If by resolution passed by a majority of the votes cast at a Meeting of the Members called for that purpose, she is removed from office.
7. Wherever any vacancy occurs on the Executive Committee, the remaining Members thereof, so long as there is quorum in office, may fill a vacancy from among the persons having the necessary qualifications and the person so appointed shall hold office for the unexpired portion of the term of the Executive Member causing the vacancy.
8. Regular meetings of the Executive Committee shall be held at such times as the Executive Members may from time to time determine, by at least once a month.
9. Meetings of the Executive Committee may be held at the Head Office of the CoOperative or at such place as the Executive Committee may be convened by the President or any three (3) Executive Members shall convene a meeting of the said Executive Members. Notice of such meeting shall be sent to each Executive Member not less than 10 days (exclusive of the day on which the notice is delivered) before the meeting is to take place; provided always that meetings of the said Executive Committee may be held at any time without formal notice if all the Executive Members are present or those absent have waived notice or have signified their consent in writing to the meeting being held in their absence. Notice of any Meeting or any irregularity in any Meeting or notice thereof may be waived by an Executive Member.

In the case of the first Meeting of the Executive Committee to be held immediately following the June annual meeting, or in the case of the Executive Member elected to fill a vacancy of the said board, it shall not be necessary to give notice of said Meeting to the newly-elected Executive Member or members in order to legally constitute the Meeting, provided a quorum of Executive Members is present

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10. A majority of the Executive Members shall constitute a quorum at any meeting of the Executive Committee by no business shall be transacted unless a majority of the quorum are a Canadian resident.
  11. Questions arising at any Meeting of the Executive Committee shall be decided by majority of votes.
  12. No Executive Member at any time shall receive any remuneration of any kinds for acting as such.
  13. Executive Members shall be entitled to be reimbursed for expenses properly incurred by them in connection with the business of the Co-Operative.
  14. In the case of the absence or inability to act of the President, Vice-President, or any other officer of the Co-Operative or for any other reason that the Executive Members may deem sufficient, the Executive Members may delegate all or any of the powers of such Executive Members to any other Executive Member for the time being, provided that the Executive Members concur therein.
  15. The President shall, if present, preside at all Meetings of the Members and Executive Members. She shall sign all instruments which require her signature and shall perform all duties incident to her office and shall have other such powers and duties as may from time to time be assigned to her by the Executive Members.
  16. The Vice-President shall assist the President whenever and wherever necessary. She shall be vested with all the powers and shall perform all the duties of the President in the absence or disability or refusal to act as the President. The Vice-President shall also have such powers and duties, if any, as may from time to time be assigned to her by the Executive Committee. The Vice-President shall also act as Duty Coordinator and shall arrange and maintain a roster of parents to assist the staff in the Co-Operative. She shall assist in arranging for replacement of a parent in case of sudden illness and shall keep a record of such replacements.
  17. The Secretary shall keep or cause to be kept suitable records wherein shall be kept recorded:
    - a. A copy of the Certificate of Incorporation with the Articles of Incorporation;
    - b. All By-Laws and Resolutions of the Co-Operative;
    - c. A register of Members in which is set out the information required by the Act;
    - d. A register of Executive Members in which is set out the names and residence addresses while Executive Members, including the street number, if any, of all persons who are or have been Executive Members of the Co-Operative with several dates on which they have become or ceased to become Executive

Members;

- e. The minutes of all proceedings at Meetings of the Members, directors and any Executive Committee, and make them available to the General Membership.

She shall sign with the President or other signing officers of the Co-Operative such instruments as require her signature and shall perform such other duties as the

terms of her engagement call for the Executive Committee may from time to time properly require of her.

She shall issue or cause to be issued, notices for all Meetings of the Members and Executive Members when directed to do so. She shall also be responsible for any general correspondence.

All correspondence initiated by the school must be typewritten on official Erin Mills CoOperative Nursery School Inc. letterhead by the Secretary.

18. The Treasurer or some other officer specifically charged with the duty shall have the care and custody of all the funds and securities of the Co-Operative and shall deposit the same in the name of the Co-Operative in such bank or banks, credit unions, or with such depository or depositories as the Executive Committee may direct. She shall keep or cause to be kept, proper accounting records in accordance with the Act. She shall at all reasonable time exhibit her books and accounts to any Executive Member upon application at the office of the Co-Operative during business hours. She shall sign or countersign such instruments as require her signature and shall perform all duties incident to her office or that are properly required of him/her by the Executive Committee. She will draw up with the Executives a budget, including a fee schedule during the third term of the school year preceding that in which these fees are to be effective. Such fees may be increased or decreased at any time by resolution adopted by not less than two-thirds of the votes cast at a General Meeting of the Members called for the purpose.

Expenses with actual cash balances of accounts. She shall prepare a quarterly financial statement package with Full Balance Sheet, a Statement of Income and Expenses and a Comparative Income Statement to the budget.

19. The Registrar shall handle the registration of all Members, being responsible for the registration forms and fees, (the latter to be turned over to the Treasurer), seeing that Health and Admission requirements are met and handling matters of withdrawal of a child from the Co-Operative. The Registrar shall be responsible for the annual enrollment campaign, co-operating with the Executive and Publicity Committee.
20. The three (3) members at large shall be designated positions of Fundraising Chairperson, Public Relations Chairperson and Duty Scheduler. The Fundraising Chairperson shall chair a committee of at least six (6) other persons to organize and execute events to raise funds to supplement the fees paid by the members. All such fees to be turned over with reports or explanations to the Treasurer. The Public Relations Chairperson shall implement or cause to implement literature which advertises the school and its events to the local community. The Duty Scheduler shall compile a monthly schedule outlining when parents are on duty for each class and send said schedules to the Members in a timely manner.
21. The immediate past President may act as an Advisory Member of the Executive Committee. She may act as Chairman of the Nominations Committee; otherwise the Chairman shall be appointed by the Executive Committee, but has no voting privileges except as a member if she has a child enrolled.

## ARTICLE 7 – INDEMNIFICATION

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Every director and officer of the Co-Operative, and her heirs, executors and administrators respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Co-Operative only from and against;

1. All cost, charges and expenses whatsoever such director or officer sustains or incurs in or about any action suit or proceeding that is brought, commenced or prosecuted against her for in respect to any act, deed, matter or thing whatsoever, made, done, or permitted by her, in or about the executing of the duties of her office.
2. All other costs, charges and expenses she sustains or incurs in about or in relation to the affairs of the Co-Operative, except such cost, charges, and expenses as the occasioned by her own negligence or default, or failure to act honestly, and in good faith with a view to the best interest of the Co-Operative.

#### ARTICLE 8 – DISTRIBUTION OF SURPLUS

1. Before any distribution of the surplus arising from the business of the Co-Operative in each fiscal year, the Co-Operative may set aside such sum or sums as it deems advisable as a reserve funds for such purpose or purposes as it deems conducive to the interests of the Co-Operative or its Members, and may invest the several sums to set aside in such investments as it thinks fit from time to time, deal with and vary such investments and dispose of all or any part thereof for the benefit of the Co-Operative.
2. The distribution of the net surplus shall be determined by the resolution of the Executive Committee and must be donated to a non-profit registered charitable organization related to the health of children.

#### ARTICLE 9 – BORROWING POWERS

1. The Executive Members may from time to time:
  - a. Borrow money on the credit of the Co-operative.
  - b. Charge, mortgage, hypothecate or pledge all or any currently owned or subsequently acquired real or personal movable or immovable property of the Co-Operative, including book debts, rights, franchises and undertaking to secure any debt obligations or any money borrowed or other debt or liability of the CoOperative.
2. The powers hereby conferred shall be deemed to be in supplement of, and not in substitution for, any powers to borrow money for the purposes of the Co-Operative possessed by its Executive Committee independently of a borrowing by-law.

#### ARTICLE 10 – AUDITORS

1. In any financial year, the Co-Operative will be exempt from appointing an auditor to prepare the audited statement if the Co-Operative has:
  - a. Capital not exceeding \$500,000 as shown on the financial statement of the Co-Operative for the preceding year; and



- b. Assets not exceeding \$500,000 and sales or gross operating revenues not exceeding \$500,000 as shown on the financial statement of the Co-Operative for the preceding year.
2. The Members at each Annual Meeting may appoint an Auditor who is familiar with Co-Operative accounting practice, to prepare a simple unaudited report. The Auditor when appointed shall hold office until the next Annual Meeting, and if an appointment is not so made, the Auditor in office may continue until a successor is appointed. The remuneration of the Auditor shall be fixed by the Executive Committee.
3. No person or persons appointed to prepare either an audited or unaudited financial statement shall be related to an Executive Member of the Co-Operative.
4. The financial reports shall contain:
  - a. Statement of Income and Expenses;
  - b. A balance sheet showing assets and liabilities with comparative figures;
  - c. Amount of non-member contributions.
5. The Auditor shall have access to the books, accounts and vouchers of the Co-Operative and may require from the Executive Committee, such as information and explanations as may be necessary for the completion of the annual financial report.
6. The financial report whether audited or unaudited shall be approved by the Executive Committee and mailed to the Membership and to the Ministry of Consumer and Commercial Relations, ten (10) days prior to the holding of the September Annual Meeting.

#### ARTICLE 11 – CHEQUES, DRAFTS AND NOTES

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers or person or persons whether or not Executive Members of the Co-Operative and in such manner as the Executive Committee may from time to time designate.

If a cheque is payable to one of the signing officers or her family, the other two signing officers must endorse the cheque.

Except as provided, expenditures must be previously approved by the Executive. Any single expenditure or group of associated expenditures over \$100.00 shall be approved by the Executive. The Executive Committee has the authority to approve all expenditures within the yearly budget approved by the General Membership. Any single purchase over \$1,000.00 not detailed in the budget shall be approved by the General Membership.

#### ARTICLE 12 – CUSTODY OF SECURITIES

All shares and securities owned by the Co-Operative shall be placed for safe keeping (in the name of the Co-Operative) with a Chartered Bank, Credit Union, or Trust Company, or the Province of Ontario Savings Office, or with such other Corporations as may be determined from time to time by the Executive Committee.

#### ARTICLE 13 – EXECUTION OF INSTRUMENTS

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1. Contracts, documents or any instruments in writing requiring the signature of the CoOperative may be signed by the President, Secretary or the Treasurer and all contracts, documents and instruments in writing shall be binding upon the Co-Operative without any further authorization for formality. The Executive Committee shall have power from time to time by resolution to appoint any Executive Member or Members, person or persons to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents and instruments in writing on behalf of the CoOperative.
  2. The Seal of the Co-Operative shall be fixed in the custody of the Secretary and may, when required, be affixed by her or by any Executive Member or Members, person or persons appointed by resolution of the Executive Committee to contracts, documents and instruments in writing signed as aforesaid.

#### ARTICLE 14 – FISCAL YEAR

The financial or fiscal year of the Co-Operative shall terminate on the 30<sup>th</sup> day of June in each year.

#### ARTICLE 15 – DISSOLUTION

In the event of dissolution of the Co-Operative and after payment of all debts and liabilities, the remaining property of the Co-Operative shall be distributed or disposed of to charitable organizations carrying on their work solely within Canada.

#### ARTICLE 16 – NOTICES

1. The signatures to any notices to be given by the Co-Operative may be written, stamped, typewritten or printed.
2. Any notice may be given by the Co-Operative to any Member or Executive Member either personally or by sending it through the post in a prepaid envelope or wrapper or by telegram or fax addressed to such Member or Executive Member at their address as same appears in the books of the Co-Operative or if no address is given therein then to the last address of such Member or Executive Member known to the Secretary.
3. A certificate of the Secretary or other duly authorized officer of the Co-Operative in the office at the time of the mailing of the certificate, as to the facts in relation to the mailing and delivery of any notice shall be conclusive and evidence thereof and shall be binding on every Member or Executive Member of the Co-Operative as the case may be.

#### ARTICLE 17 – GIFTS

Only gifts (except to the children currently enrolled in the school and their siblings) to a registered non-profit, charitable organization shall be made by the school, in accordance with the budget set at the September General Meeting.

#### ARTICLE 18 – INTERPRETATION

In all By-Laws of the Co-Operative, the singular shall include the plural and the plural the singular; the feminine shall include the masculine and the masculine shall include the feminine; the word "person" shall include firms and corporations in the Co-Operative; and the word "Act" shall mean THE CO-OPERATIVE CORPORATIONS ACT 1987 and any act that may be substituted therefore or as from time to time amended, wherever reference is made in the By-Laws to any statute or section, as the case may be.

## ARTICLE 19 – CONFLICT OF INTEREST

### Definition

1. A conflict of interest exists where the personal or business interests of an officer or director of the Erin Mills Co-Operative Nursery School (hereinafter referred to as the "Centre") conflict with the best interests of the Centre and included any circumstances where an officer, director or family member of an officer or director receives a direct or indirect personal benefit, advantage or privilege as a result of business conducted by or with the Centre.

### Prohibitions

2. No officer or director or family member of an officer or director shall enter into a relationship, arrangement, contract or agreement with the Centre that gives rise to a conflict of interest
3. The Centre shall not employ or retain the services of an officer, director or family member of an officer or director.
4. No officer or director shall directly or indirectly receive any remuneration from his or her position.
5. No officer or director may pursue a relation, arrangement, contract or agreement or apply for employment with the Centre while on the board.
6. Relationship, arrangement, contact or agreement as used in the By-Law shall not refer to the obligations that arise in the regular course of the duties of an officer or director.

### Potential Conflicts

7. Where an officer or director believes that a conflict of interest may exist, that officer or director shall disclose her interest and the general nature of the interest to the Board and leave the meeting where the matter is discussed and the Board shall decide whether there is a conflict of interest.

### Minutes of Meetings

8. The minutes of all meetings of the Board of Directors and their committees, if any, shall record all conflicts of interest and potential conflicts of interest.

### Ongoing Obligation

9. All officers and directors of the Corporations shall monitor potential and actual conflicts of interest.

### Distribution of By-Law

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10. A copy of this By-Law shall be given to all new directors upon their election to the Board.

#### ARTICLE 20 – SERIOUS OCCURRENCE

1. As of November 1<sup>st</sup>, 2011, following the submission of the Serious Occurrence Report and within 24 hours of the serious occurrence occurring the Supervisor or designated person will also complete and post a Serious Occurrence Notification form. This form will inform parents at Erin Mills Co-Operative Nursery School about the serious occurrence in question. This form will be posted outside the kitchen next to the Centre's license and Licensing summary.
2. NO personal information will be recorded on the form (i.e. Child's name, staff name, date of birth, age, etc.)
3. The Supervisor or designated person will not complete the Serious Occurrence Notification form if there is allegations of abuse or unverified complaints until the following have been concluded:
  - a. The Children's Aid Society (CAS) has concluded an investigation and the allegation is either verified or not verified; or
  - b. CAS has determined that any investigation will not be conducted; and
  - c. The Ministry has investigated any associated licensing non-compliance.
4. Upon completion of the above investigation by the CAS, the Supervisor or Designated person will fill out and post the Serious Occurrence Notification form.
5. The Supervisor or designated person will update the form with additional new information, if necessary. The Serious Occurrence Notification form will be posted for ten (10) days after the last update.
6. Erin Mills Co-Operative Nursery School will keep the Serious Occurrence Notification form on file at the school in the Supervisor's files for two (2) years after the serious occurrence has been reported. The form will be made available for parents, licensing and municipal services if requested.
7. Within seven (7) days of submitting the Initial Notification Report (INR) the Supervisor or designated person shall submit the Serious Occurrence Inquire Report. A copy of both reports shall be submitted to the Executive Committee.
8. When the Ministry is notified of a serious occurrence, they may request further information. If further action is required, Erin Mills Co-Operative Nursery School will comply.
9. Erin Mill Co-Operative Nursery School may submit a complete Serious Occurrence Inquiry Report (IR) in lieu of Initial Notification Report(INR) if the report is sent within 24 hours of the occurrence and all the necessary action has been taken and documented.