

HORNBY



CO-OPERATIVE
NURSERY SCHOOL

PARENT HANDBOOK

Revised September 2011

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INTRODUCTION

The co-operative preschool has two primary goals:

- a) To provide an enriching and rewarding preschool experience for children.
- b) To promote greater understanding and participation by parents in the early education of their children.

The successful operation of a co-operative school requires that all of its members work together sharing duties and responsibilities, and participating in functions during the school year. If anyone fails to do their share, then the smooth operation of the school is put in jeopardy.

The purpose of this handbook is to inform each family of all aspects of our preschool. It contains information about how the school operates and general information to help make your child's school experience more positive. It also contains the By-Laws and Policies and Regulations which allow us to operate as Hornby Co-operative Nursery School Inc.

SCHOOL HISTORY

In the summer of 1975, a Play School Program was started at Hornby Community Centre by two area parents. As a result of this summer program a need was recognized in the community so in February 1976 a group of parents from the Hornby area met with the purpose of establishing a Co-operative Nursery School. The parents felt that this type of preschool would be of great benefit to the children of this area.

After many people had accomplished a great deal of work, the Hornby Co-operative Nursery school opened in September 1976 at the Hornby Community Centre. On December 29, 1977 the Hornby Co-operative Nursery School became incorporated (corporation #371661) under the Co-operative Corporation Act of the Government of Ontario as a non-profit organization licensed by the Ministry of Community and Social Services. In September 1980, Hornby Co-operative Nursery School became a member of the Shoreline Co-operative Preschools Corporation, now known as the Association for Preschool Education (APE).

SCHOOL PHILOSOPHY

The overall goal of the school is to provide the child with a stimulating environment that will promote their optimum development in all areas: physical, social, emotional, intellectual and language competency.

a) **Socially**

Socialization and interaction among the children is encouraged throughout the program. They learn to listen, solve problems and to supplement their own ideas and suggestions with those of their peers. Building feelings of trust, self-worth, independence and initiative are important at this stage.

b) **Emotionally**

At the early preschool age, it is common to find children still attached to their parents and very sure they are the only important person to be seen or heard. A happy, loving atmosphere at the preschool provides security at this separation time. Children quickly learn to control their fears as they become absorbed in a new environment that is full of interesting things. Occasionally frustration results in unsociable behaviour and children are guided to curb their initial reactions and to be compatible in all situations. They discover the joy of completing a task and in being part of a group that can grow together.

c) **Physically**

Large muscle equipment is used daily, indoors and outdoors, to develop the child's gross motor skills. A varied selection of smaller toys and creative activities are used daily to develop fine motor co-ordination. All efforts are made to help the child mature well physically.

d) **Intellectually**

The whole new world of nursery school increases the child's intellect daily. The child is encouraged to interact with their peers, the teachers and other adults. They absorb new ideas and concepts through listening, talking, playing and observing.

The preschool provides an environment in which the child is content to learn by discovery and to improve their talents by experience.

The role of the teachers is that of guide to aid each child to develop at their own level. They must provide the best environment possible, both physically and emotionally. They encourage, stimulate and control disputes when necessary. The duty parents are an important part of our philosophy too. We believe that parents can contribute by bringing new abilities and ideas into the program. The parent can benefit by observing their own child and other preschool children in a new setting. Parents can benefit by observing their own child and other preschool children in a new setting. Parents can improve their parenting skills by sharing ideas and experiences with other parents. The children also become accustomed to seeing and responding to adults other than their parents and are enriched by the experience.

SCHOOL STRUCTURE

The School consists of a Board of Directors, members and teaching staff. The Board of Directors consists of nine Directors elected annually by the members:

- President (acts as Chairperson of the Board of Directors)
- Vice-President
- Secretary
- Treasurer
- Registrar
- Special Events
- Household & Equipment
- APE Representative (Association for Preschool Education)
- Fundraising Coordinator

The School has two classes of membership. Full Members are the parents or legal guardians of registered children. Associate Members are interested parents who are former Full Members and who pay a fee in September prior to their child's enrollment. The paid teaching staff consists of a Supervisor, an assistant Supervisor, and a Teaching Assistant if required. A Resource Teacher may be provided by the Region for children with special needs. On occasion, student teachers may be present.

BOARD OF DIRECTORS DUTIES & RESPONSIBILITIES

PRESIDENT

- Shall preside in all meeting of members.
- Is charged with the general management and supervision of the affairs and operation of the Nursery School. This includes preparing agendas for the meetings, ultimate responsibility for action of the Board of Directors, all formal dealings with the teachers (evaluations, contracts, hiring, concerns, etc.), legal problems, insurance, lease, etc.
- Shall be an ex officio of all committees.
- Shall be a signing officer
- Shall be responsible for all matters pertaining to the Ministry of Community and Social Services, including license renewal and reporting of changes of the Board of Directors.
- Shall have the power to initiate the emergency telephone network.
- Shall be responsible for keeping the School Handbook up to date.
- Shall attend occasional APE meetings.
- Is responsible for revising program evaluation questionnaire, distributing, collecting, and compiling data from the questionnaire with the potential to implement changes based on results.
- Participating in duty parenting shall be optional.

VICE PRESIDENT

- Shall be prepared to conduct Board of Directors' meetings and General meetings in absence of the President.
- Shall assist the President in miscellaneous duties.
- Shall be responsible for Advertising Volunteer position which shall include seeking newspaper coverage of special events, preparing and distributing publicity flyers at time of registration, making posters, as requested, for school functions.
- Shall handle applications for various grants.
- Shall handle rentals of the facility
- Shall be a signing officer
- Participating in duty parenting shall be optional.

BOARD OF DIRECTORS DUTIES & RESPONSIBILITIES Continued

SECRETARY

- Shall attend all meetings, and record facts and minutes of all proceedings of the Board of Directors. This also includes three Annual General Meetings for all members.
- Shall prepare copies of the minutes for the Board of Directors and teachers. These will be distributed one week after the meetings.
- Shall maintain a master file of all correspondence, school data, records, and documents (except documents kept by the Registrar or other officers approved for that purpose).
- Shall type any other documents as by the Board of Directors.
- Shall be responsible for answering emails received through the website and phone messages.
- Shall remind Board of Directors of monthly meetings two to three days prior to the meetings.
- Participating in duty parenting shall be optional.

TREASURER

- Shall be a Signing Officer.
- Shall make payments of all accounts received.
- Shall deposit all cheques and monies received to the bank.
- Shall set up, and report on, an annual budget
- Shall keep a ledger book and enter in all receipts and payments made.
- Shall calculate and pay teachers' salaries every two weeks, make mandatory remittances to Revenue Canada including UIC, CPP, and tax payable by the 15th of the following month; prepare UIC separation certificates within five days of school year end, if necessary.
- Shall calculate and remit payment for Employers' Health Tax and Workers' Compensation on a yearly basis.
- Shall calculate and pay teachers their percentage of the Government of Ontario Wage Subsidy Grant on their pay (as long as school is in receipt of the Grant).
- Shall prepare a financial report for each of the monthly Board of Directors meetings.
- Shall be responsible for supplying an auditor (as appointed by the President) with necessary material for preparation of annual statement. If statement is not audited, all Directors must sign an audit exemption form.
- Shall remit a copy of the Comparative statement and Balance Sheet to the Ministry of Financial Institutions at fiscal year end.
- Shall prepare and file an Annual T2 return with Revenue Canada within 6 months of fiscal year end.
- Shall prepare any other financial reports as requested by funding agencies.
- Participating in duty parenting shall be optional.

BOARD OF DIRECTORS DUTIES & RESPONSIBILITIES Continued

REGISTRAR

- Shall be responsible for enrollment requirements and shall answer inquiries of prospective members
- Shall send and receive applications and forms for enrolment.
- Shall keep a record of all forms received and dates when received.
- Shall notify members of their admission and of enrolment of their children.
- Shall keep a current list of enrolled pupils and members and inform teachers and Board of Directors of any changes.
- Shall keep a record of duty parents, substitute duty parents, non-duty parents and writing lists, as well as record for all programs for current and ensuing years.
- Shall keep all members up to date regarding changes in membership.
- During the summer, shall co-ordinate the volunteer positions and supply the appropriate Board of Directors with their lists of volunteer names for the following year.
- Shall verify criminal reference check forms for compliance with school policy.
- Shall be responsible for snack list and duty volunteer names for the following year.
- Shall be responsible for the snack list and duty list volunteer positions.
- Shall be responsible for the toy wash sign up and co-ordination.
- Participating in duty parenting shall be optional.

SPECIAL EVENTS

- Shall be responsible for the following volunteer positions – photography, school pictures, and refreshments
- Shall be responsible for researching and booking field trips, excursions, and speakers for the children in consultation with the teachers.
- Shall be responsible for posting sign up sheets for things to be bought for special events (IE. Christmas party, year end picnic, etc.)
- Shall organize and co-ordinate (with the help of volunteers) the Family fun day, including but not limited to contacting potential corporate sponsors, choosing food and organizing entertainment and games.
- Participating in duty parenting is optional.

Association for Preschool Education Representative (APE)

- Shall attend APE meetings and report to the Board of Directors and teachers
- Shall be willing to assist other Board of Directors as required.
- Manage the advertising tasks of Hornby Co-operative Nursery School
- Participating in duty parenting shall be optional.

BOARD OF DIRECTORS DUTIES & RESPONSIBILITIES Continued

HOUSEHOLD AND EQUIPMENT

- Interface with the Town of Halton Hills (owner of the facility) with respect to the building.
- Co-ordinate quote process for any new suppliers.
- Manage the outcome of the annual Fire inspection.
- Maintain a maintenance log.
- Oversee the following volunteer positions: indoor maintenance, outdoor maintenance, supplies, and laundry.
- Participating in duty parenting shall be optional.

FUNDRAISING

- Shall research and obtain all necessary information of all appropriate fundraising options the school may have in any given year.
- Shall act as a liaison between the school and fundraising organizations.
- Shall manage all fundraising activities on a monthly basis.
- Shall provide monthly reports to the Board of directors on all fundraising activities.
- Shall manage a list of all parents and the money they earn through their participation of the fundraising activities during the year.
- Shall organize and run (with the help of volunteers) the silent auction, including, but not limited to contacting potential corporate sponsors, obtaining food and organizing entertainment and games.
- Shall be responsible for sending thank you notes to all corporate sponsors.
- Participating in duty parenting shall be optional.

VOLUNTEER POSITION DUTIES & RESPONSIBILITIES

Our school is a co-operative and as such our fees are based on the assumption that parents, rather than hired workers, will assist in school operations. Appendix A is a list of the volunteer positions necessary for the smooth operation of Hornby Co-operative Nursery School. A member position of the Board of Directors is responsible for outlining the necessary work involved in each position and for ensuring that it is done. Approval from the Board of Directors must be obtained prior to implementing any major plans or expenditures.

TEACHING STAFF DUTIES & RESPONSIBILITIES

SUPERVISOR

- Shall be responsible for the preparation and implementation of a good preschool education program.
- Shall give due consideration to suggestions from the Assistant Supervisor and Teaching Assistant.
- Shall supervise the parent assistants in the carrying out of their duties.
- Shall assess the behaviour management practices of the duty parents and the Assistant Supervisor prior to licensing.
- Shall consult with Special events Director to decide on school field trips.
- Shall report on school progress and exchange ideas with the Board of Directors.
- Shall attend Fall General Meeting, Spring General Meeting and Board of Directors' Meetings, in an advisory non-voting capacity.
- Shall obtain Board of Directors' approval for trips taken from the School premises and of hiring persons for special school programs.
- Shall be available for parents' consultations on their child's progress.
- Shall verify criminal reference check forms for compliance with school policy (Along with the Registrar).
- Shall plan and be present at the Duty Parent Orientation Program/set-up Day prior to commencement of school.
- Shall be responsible for carrying out directives issued by the Ministry of Community and Social Services.
- Shall update inventory of supplies at year-end.
- Shall contribute to the school newsletter.

ASSISTANT SUPERVISOR

- Shall assist in the preparation and implementation of the school program, and shall cooperate with the Supervisor in carrying out the program.
- Shall feel free to make suggestions to the Board of Directors and Supervisor with regard to school program.
- Shall attend Fall General Meeting, Spring General Meeting, and Board of Directors' Meeting if the Supervisor is unable to attend, in an advisory non-voting capacity.
- Shall assist the Supervisor in assessing the behaviour management practices of the duty parents and shall assess the behaviour management practices of the Supervisor prior to licensing.
- Shall assist and be present at Parents' Day.
- Shall assist in the preparation of the classroom prior to commencement of classes September and January.
- Shall attend the Duty Parent Orientation Program/set-up prior to the commencement of school and assist the supervisor if necessary.

TEACHING STAFF DUTIES & RESPONSIBILITIES Continued

TEACHING ASSISTANT

- Shall assist in the preparation and implementation of school program, and shall cooperate with the supervisor in carrying out the school program.
- Shall feel free to make suggestions to the Board of Directors and Supervisor with regard to the school program.
- Shall attend Orientation Night, Spring General Meeting, Fall General Meeting, Parent Education Night and Board of Directors' Meetings if Supervisor is unable to attend.
- Shall help and be present for Parents' Day.
- Shall help to prepare the classroom prior to commencement in September and January.

MEMBER RESPONSIBILITIES

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

DUTY PARENT DUTIES & RESPONSIBILITIES

- 8:50 Bring up tub of soapy water from kitchen and place on chair beside craft centre. Disinfect washrooms and check paper towels, toilet paper and soap are filled. Put artwork in cubbies if necessary.
- 9:00 School begins. Check with teachers to see if you are needed outside to support with children. If not, finish up with duties below.
- 9:40 Assist in undressing children in cloak room and send to teacher at circle when undressed. Tidy up cloakroom (shoes boots against walls, no clothes on floor – this is a fire regulation). Wash floor if necessary.
- 10:00 Disinfect tables for snack and set up with plates and cups. Make sure snack is organized in the classroom and ready to be served. Join in circle and help support children if necessary.
- 10:30 **CHECK WITH TEACHERS ABOUT ANY ALLERGIES.** Set snack on plates and help children settle in a chair as they come back from washroom. After snack, wipe down tables, and wash any serving dishes in the kitchen. Let air dry. Make sure kitchen is tidy and garbage is brought up if there is food in it or if it is full. Bring up tea towels if they are dirty and make note of any cleaning items, tea towels, etc. that are running low and inform teacher. **ON THURSDAYS, TAKE RECYCLE BOX TO CURB.** Supervise children at play, or assist teacher as needed.
- 11:15 Help clean up craft area. Wash table, brushes, paint easel, glue pots and sticks as needed. Sweep and wash floors in classroom. Empty and replace bags in garbage cans in classroom and washrooms. Place bags into shed outside at side of school.
- 11:30 Dismissal of children. Please do not leave until all duties have been completed and all children have been dismissed.

Attitude Toward Your own Child while in the school as a duty parent – When you first participate in class, your child may feel very unsure. They may be jealous of the attention you give to the other children. Reassure your child that they are special. They may want to help you and follow you around. This is ok to let them. They need to know that you understand their uncertain feelings. After you have been in the classroom a few times, your child will become accustomed to the idea and gladly share you with their friends while following their own pursuits. Some children seem very unconcerned about their mothers' helping. Some are fine at first, then cling, show off or are particularly obstreperous. We are there to help the children to learn and they will if we are understanding, consistent and patient.

POLICIES & REGULATIONS

ADMISSION REQUIREMENTS

1. Hornby Co-op Nursery School is non-profit, non-political, and non-sectarian.
2. Maximum enrolment under daily supervision of two qualified teachers and two participating parents is 24 children per class.
3. Participating children must be three years old on or before March 15 of the school year in which they are attending (some discretion may be used by Registrar).

REGISTRATION & ENROLMENT

1. Pre-registration of children up to one year in advance is possible for members (full and associate).
2. After January 1st, following a request for membership, a registration form will be sent out.
3. Applications are accepted in the order in which they are received and must be accompanied by a registration fee.
4. Children of returning members are given first placement for the following year until January.
5. Priority will be given to the children of duty parents.
6. The Registrar will notify you after January, when your child is placed on a class list or waiting list.
7. All forms will be sent out prior to registration day in March, to be returned, complete with all fees (registration fee and post-dated cheques).
8. Open House is highly recommended as an opportunity for you to visit the school and introduce him/her and yourself to the teachers. No siblings are allowed (some exceptions may be allowed).
9. Alternate arrangements are to be made with the registrar.

FEES & REFUNDS

1. A registration fee per child is to be enclosed with the application. This fee is only refunded if the child is not accepted.
2. Fees are calculated annually, for the total school year, thus covering staggered entry and holidays.
3. Ten post-dated cheques covering the fees for the year must be included with your completed forms. The cheques are payable to Hornby Co-op Nursery School Inc. and dated August 15 to May 15 inclusive. These must be received on or before June 1st.
4. Refunds will not be made if the child is absent due to sickness, vacation, or temporary school closure due to unavoidable circumstances.
5. Please notify Treasurer if you change bank accounts or are unable to meet a monthly payment. A penalty of \$10.00 must be paid for any returned cheques.
6. Failure to meet payments inclusive of monthly dues, fundraising, AGM and Toy Wash cheques will result in HCNS consulting a Collection Agency for assistance.

POLICIES & REGULATIONS Continued

WITHDRAWAL

1. A parent may be asked to withdraw his/her child due to the child's failure to adjust to nursery school routines or procedures. In this instance, a rebate will be made from the last day the child attended.
2. In cases of withdrawal of a child before year-end, one month's notice in writing must be sent to the Registrar. This period must be paid for. Any remaining cheques will be returned.
3. If you move or cancel during the summer months, please contact the Registrar.

HEALTH REGULATIONS

1. A medical certificate and parent consent form will be sent out to parents before admission. These will be kept in the school in the child's confidential file. Under no circumstances will a teacher or parent volunteer administer medication to any child.
2. Proof of a TB test and DPT (Diphtheria, Polio, Tetanus) immunization are required by the Health Department for all duty and substitute duty parents. The TB test is required every two years and the DPT booster is required every 10 years. Proof of this must be on file within the school prior to school commencing.
3. Young children are very susceptible to communicable diseases, therefore parents are asked to keep any child showing signs of fatigue or ill health at home. Once the child has been symptom free for 24 hours, he/she may return.
4. If a child in school develops symptoms of illness, the parent (or person designated for emergencies) shall be notified so the child may be taken home.
5. Communicable diseases and prolonged illness shall be reported to the Supervisor and the Vice-President.
6. When a serious accident or illness occurs to a child in the school, the Supervisor shall immediately
 - Obtain necessary medical assistance
 - Notify the child's parents
 - For accidents, an appropriate form shall be completed and filed at the school

ABSENCE OF CHILD

Please notify the Supervisor if your child will be absent.

POLICIES & REGULATIONS Continued

SCHOOL TERMS AND HOURS

1. The school term is 39 weeks
2. The mornings and/or afternoons the school operates may vary from year to year. See the current information at the back of the handbook.
3. Classes are 2.5 hours in length – 9:00 am to 11:30 am
4. The school observes all statutory holidays as per the Public School system.

TRANSFER

A child may transfer from one class to another if space is available.

EMERGENCY CLOSING

Severe weather or other unavoidable emergencies may make it advisable to cancel school. Listen to the radio and if it is reported that the Halton Board has cancelled school buses, then Hornby co-op will not be open. In an emergency the teachers and Board of Directors will call to let you know that school is closed.

SANITARY PRACTICES (DNA 0802-03)

1. Tables are disinfected before and after snack
2. Children's hands are washed with soap and running water and dried with paper towels before snack and after toilet routine.
3. Toilet and sinks are cleaned and disinfected after each session.

CHILD ABUSE CASES

The local Children's Aid Society must be notified of all suspected abuse cases as required by the Child and Family Services Act, 1984, section 68 (2) (3) (4). It is the legal responsibility of every person who performs professional or official duties with respect to a child, to report abuse encountered in the course of one's work, to a Children's Aid Society. This responsibility extends to include any volunteers, students or support staff that has contact with the children. Suspected cases of child abuse by a staff member of the School must be reported to the Ministry of Community & Social Services, as well as the Children's Aid Society.

SMOKING

Smoking is prohibited on the property (inside and outside the building).

LATE POLICY

At Hornby Co-operative Nursery School, we recognize that our parents' and teachers' time is valuable. If you will be unexpectedly delayed when picking up your child, please phone the school to notify the teachers at your earliest convenience so that they may plan their time accordingly.

Each family's first late pick up will be excused. Subsequent delays will be billed at the rate of \$1.00 per minute, after the first 5 minutes. Payment is due within 7 days of receipt of invoice. Late penalties may be waived in extraordinary circumstances at the discretion of the teacher(s).

POLICIES & REGULATIONS Continued

SERIOUS OCCURANCE (DNA 0802-04)

The staff, or any other witness should report the occurrence to the Supervisor/designate at once. Providing any person with immediate medical attention is necessary. The supervisor/designate follows the steps outlined below.

1. Contacts the parents of the child involved,
2. Ensures all persons having knowledge of the occurrence remain at the site until excused.
3. Contacts the operator.
4. Contacts the program supervisor within 24 hours. If he/she is not available, contacts Area Manager.
5. Writes and signs a preliminary report which should answer the following questions.
 - What happened? (description of the incident)
 - When did it happen? (date, time, etc.)
 - When was it reported?
 - Who was involved?
 - Where did it happen?
 - Why did it happen? (if known, and to the best of reporting person's knowledge).
 - What action was taken?
 - What further action is proposed?
 - Who was notified about the incident? (Parents, police, Children's Aid Society, Crown Attorney, Ministry of Community & Social Services).
 - Would a more thorough investigation seem necessary?
 - Will there be a follow-up report?
6. Submits the preliminary report to the program advisor at the Ministry of Community & Social Services within five working days of the occurrence.
7. Once the inquiry has shown that the incident meets the criteria of a serious occurrence, the operator is responsible for informing other relevant authorities (Police, Children's Aid, etc.).

POLICIES & REGULATIONS Continued

BEHAVIOUR MANAGEMENT (DNA 0802-06)

1. Discipline, Punishment, and Isolation Measures
 - i. Diversion will be used to redirect the child's unfavorable behaviour into more constructive channels (ie. If a child is throwing blocks, he/she will be reminded that "blocks are for building with" and "let's build a garage for your car" or "let's go and find a ball to throw". If a child is extremely disturbing to the group, the teacher may need to remove him to another room until the child can cope again in a group setting. If a child is removed, several factors will be considered: length of time (as short as possible), child's understanding of purpose (child should know why he/she was removed) and safety (safety and supervision of the child while outside the group will be assured)
2. No Operator will permit:
 - i. Corporal punishment of a child
 - ii. Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self respect;
 - iii. Deprivation of a child's basic needs including food, shelter, clothing or bedding
3. No operator shall, unless otherwise approved by a Director:
 - i. Lock or permit to be locked for the purpose of confining a child, the exits of the school, or
 - ii. Use a locked or lockable room or structure to confine a child who has been withdrawn from other children.

The Behaviour Management policy of the school will be reviewed with duty parents and staff prior to the commencement of their duties and a record of this review will be kept on file. The Behaviour Management practices of the staff and volunteers will be monitored annually.

All staff and volunteers are expected to comply with the program's stated policies and procedures and the requirements of the DNA with respect to Behaviour Management. Failure to comply will result in a verbal warning initially, followed by a written notice and finally, dismissal. Various criteria will be considered when determining which disciplinary measures to take. Criteria will include:

- Seriousness of the offence
- Actual or potential risk or harm to the child
- Past performance of the employee
- Recent performance
- Frequency of occurrence
- Previous disciplinary action taken

POLICIES & REGULATIONS Continued

ADMINISTRATION OF DRUGS (DNA0811-08)

Where an operator agrees to the administration of drugs or medication, the operator shall ensure that:

- a) A written procedure is established by a legally qualified medical practitioner or a nurse registered under the Health Professions Act for:
 - i. The administration of any drug or medication to a child in attendance in a day nursery operated by the operator, and
 - ii. The keeping of records with respect to the administration of drugs and medication, including those records required under the Narcotic Control Act (Canada)

- b) All drugs and medications on the premises of a day nursery are:
 - i. Stored in accordance with the instructions for storage on the label
 - ii. Administered in accordance with the instructions on the label and authorization received under clause (c)
 - iii. Inaccessible at all times to children, and,
 - iv. In the case of a day nursery, are kept in a locked container.

- c) One person in each day nursery operated by the operator is in charge of all drugs and medications and that all drugs and medications are dealt with by that person or a person designated by that person in accordance with the procedures established under clause (a)

- d) A drug or medication is administered to a child only where a parent of a child gives written authorization for the administration of the drug or medication and that included with the authorization is a schedule that sets out the times the drug or medication is to be given and amounts to be administered. (Medication Authorization Form and Administration Record are kept in the Supervisor's File).

- e) A drug or medication is administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labeled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and instructions for storage and administration.

- f) Despite clauses b (iii) and (iv) and clause (c), the operator may permit a child to carry his or her own asthma medication or emergency medication in accordance with the procedures established under clause (a).

POLICIES & REGULATIONS Continued

INSURANCE

The school has comprehensive insurance coverage under a policy for co-operative schools. It is a bulk insurance package, which covers Association of Preschool Education member schools. Its administration is handled through The “Association of Preschool Education Inc.” Our share of the Premium is related to the number of children enrolled, number of staff and volunteers usually on duty and the value of our assets. The coverage includes the following:

- 1. Automobile** – The school is protected against liability from the use of automobiles belonging to others and in use on behalf of the school. This insurance is secondary coverage of the insurance carried by the owner of the automobile. Members should review their personal coverage prior to entering any car pool arrangements or volunteering to drive for a school trip.

- 2. School**
 - Tenants Liability Coverage – includes damage to the occupied premises.
 - Property protection against replacement of School’s owned, rented, or leased property or assets.
 - Incidental Malpractice – should the administering of first aid result in suit for damages, the policy would respond to such a claim.
 - Voluntary Medical Payment – this coverage picks up any incurred medical costs which the school is responsible for, but not necessarily legally liable for (ie: cost of ambulance).
 - Named Insured’s – the policy includes the School, its employees, students and volunteers as named insured.

- 3. Accident & Sickness** – This policy provides a benefit for injuries to children, teachers, and volunteers while engaged in any school activity.

BY-LAWS

See Appendix B

POLICIES & REGULATIONS Continued

CRIMINAL REFERENCE CHECK POLICY (DNA 0804-10)

This policy meets the requirements set out by the Ministry of Community and Social Services in the Day Nurseries Act (DNA) and has been prepared after consultation with the Halton Regional Policy Service.

1. Criminal reference checks must be completed by the following persons:
 - Successful candidates for the positions of teaching supervisor, assistant supervisor, and teaching assistant.
 - Any volunteer, including duty parents and car pool drivers, who has direct unsupervised contact with the children and has not previously had a criminal reference check done for the school or was not a volunteer at the school in the previous school year.
2. Students, substitute teachers, or resource personnel should provide notice in writing from their school or employer that such a criminal reference check has been verified or by showing the school Registrar a recent (within 3 months) criminal reference check.
 - Present the criminal reference check to the Registrar prior to commencing duties. The criminal reference check must not be dated more than six months prior to the date when commencing duties. The Registrar and Supervisor will read the check and return it immediately. The Registrar will then record that the check was received and indicate whether the person is acceptable or unacceptable for the position according to school policy.
 - The school cannot accept criminal reference checks done for other organizations because the information is provided selectively by the police based on an agreement signed with the school.
 - All information will remain strictly confidential.
 - If the school Registrar requires a criminal reference check, it will be verified by the President and Supervisor.
3. A positive criminal reference check does not necessarily preclude employment or volunteer status. The School President will consider the nature and circumstances surrounding the charges and any rehabilitate efforts made. The President may consult the Board of Directors but the identity of the individual will not be revealed to the Board.
4. A Memorandum of Understanding Re: Information Disclosure has been signed by the School and the Halton Regional Police Service and allows for the disclosure of the following information:
 - Convictions or pending charges related to violence against children or vulnerable adults.
 - Convictions or pending charges related to dangerous or impaired driving.At the start of each school year, the school President and Registrar must meet with the Halton Regional Police Service to review the Memorandum of understanding prior to witnessing consent forms.
5. If a criminal reference check cannot be obtained prior to the commencement of duties, the individual will hand in the receipt proving that they have applied for their criminal reference check. This will be placed in their child's file. The individual will only be allowed supervised access to the children, until such time as a criminal reference check has been provided. This period time should not exceed 2 weeks.

COMMUNICATIONS

Communication is essential in our nursery school to promote understanding, problem solving, efficiency and the introduction of new ideas. There are various channels of communication within our school.

HANDBOOK

The school handbook contains the official school philosophy, policies, by-laws, duties and responsibilities of the Board of Directors, teachers, and volunteers and other important information. Copies of the handbook will be available for sign-out in the classroom and will be available on the school's website. Please make yourself familiar with the information contained in the handbook.

CUBBIES

Newsletters, crafts, and other pertinent information are put in your child's cubby and may be taken home daily. Your child's work is very important to him/her, so parents are encouraged to spend a few minutes when your child brings something home to let them tell you about it. Each child also has a plastic bin in which to keep indoor shoes or slippers.

BULLETIN BOARDS

The board of Directors and the teachers put information on the bulletin boards. These are used for schedules, snack lists, APE news, newsletter, upcoming events, etc.

NEWSLETTER

This lets you know what the teachers and Directors have planned for the coming months. It is important to read it thoroughly when you receive it and make notes on your calendar to remind you of impending trips, special events, meetings, and any items requested by the teachers.

MEMBER MEETINGS

All members are required to attend two general meetings held during the school year. The first one is held in early fall and is an opportunity for parents to meet the new Board of Directors, the teachers and other members, as well as learning what your child will be doing in the coming months and how you can participate in the smooth running of these plans. The second meeting is held in April. In addition, there is Election night meeting in May, when all returning members and new members must attend to vote in next year's Board of Directors.

ASSOCIATION OF PRESCHOOL EDUCATION (APE) CORPORATION

APE is an umbrella organization for preschools in Peel-Halton Region involved in the ongoing education of parents, children and teachers. Presently there are 28 schools involving 1800 families and is continually growing. The member schools are licensed by the Government of Ontario and meet all the standards set by the Ministry of Community and Social Services. For a membership fee paid by the school, they provide many services to their family of schools which include bulk insurance, bulk buying, hiring consultants, President, Treasurer and teacher workshops, speakers for meetings, etc.

Nursery school routines & GUIDELINES

IMPORTANT REMINDERS

1. School Hours – Your child's time of arrival and departure should be as close as possible to school hours of 9:00 am and 11:30 am. You are asked to arrive no more than 5 minutes prior to session as the teachers need this time to prepare for the day's activities and will not be available to your children until then.
2. Clothing - Please label any clothing to be left at the school, including slippers, shoes, boots, sweaters, coats, hats, and any show and tell items that come to the school for the day. Shoes and slippers need to have rubber, non-skid soles for your child's safety.
3. School Bags - Please provide your child with a school bag. The child's first name should be on the front top and centre in bold letters.
4. Parking – Please do not park along side the fence gate or in front of the school entrance. This is for the children's safety and to make it easier to see them as they arrive to or leave the school. Also, do not leave your engine running as this creates additional hazards for the children. Please back into parking spaces if possible.
5. Outdoor Play - Thirty to forty minutes are set aside at the beginning of each day for outdoor play. Ensure that your child is dressed appropriately. Please be advised there is limited outdoor play in the winter months due to inclement weather.
6. Pick Up – No child will be released to another parent unless that parent is on the child's emergency contact list and the teacher has been authorized with a phone call from the parent stating they will be late. Teachers will only give child permission to be released to an adult known to the teachers. Please wait for your child in the cloakroom until they have been dismissed by the teacher. If you wish your child to be released to someone other than the regular pick up, please notify the teacher with a note or verbally, giving name and relationship.
7. Handbook – The school handbook contains the official school philosophy, policies, by-laws, duties and responsibilities of the Board of Directors, teachers, and volunteers, and other important information. Please make yourself familiar with the information contained in these handbooks.
8. School Snacks – The school is a PEANUT FREE ZONE due to allergies. Each family is placed on our snack list to bring enough snacks for each child and the supervising adults to have one helping each during snack time. A full morning class has 24 children and 4 adults. Please ask the teachers for numbers if you are unsure about how much to bring. A six day snack schedule has been given to you. Please note which cycle day you are on when doing duty and bring that snack for that day. Please let us know if your child has any food allergies. There is a posted list in the kitchen and classroom listing the children with known allergies.
9. Birthday Snacks – Every child's birthday is special and we would like to help you celebrate. The Duty parent coordinator will try to have your duty day assigned on/near your child's birthday. Some special treats could include mini cupcakes, rice crispy squares, cookies, ice cream (all treats should be prepackaged and store bought and be peanut free). Please accompany the birthday snack with a nutritional item from your snack list.

NURSERY SCHOOL ROUTINES & GUIDELINES Continued

CLASS ROUTINE

9:00 – 9:40	Outdoor Play*
9:40 - 9:50	Cloak Room
9:50 -10:25	Weather, Calendar, Teaching Circle
10:25 -10:40	Washroom & Snack time
10:40-11:15	Free Play & Creative
11:15-11:30	Music or story time
11:30	Dismissal

*IN THE EVENT OF INCLEMENT WEATHER, OUTDOOR PLAY WILL BE CANCELLED AND GROSS MOTOR WILL BE IN THE CLASSROOM

TRIPS & SPECIAL EVENTS

Occasionally, as part of our program, we will be going on planned field trips or having special visitors to the school. This is an enriching experience for the children that will help to stimulate and expand their learning about the world around them. To help fulfill the purpose of the trip and to help the children receive the maximum benefit, the teachers will have planned related activities both before and after the trips or visits. Parents will be informed of all trips and visits well in advance and are encouraged to discuss the activities with their child.

1. Written permission, signed by parent or guardian, must be taken on a trip away from the school. Parents are notified of impending trips.
2. Enjoy the experience with the child by talking about what they see on the way, where they are going, etc.

TEACHING PHILOSOPHY

Our teaching goal is to develop in each child a positive self-image and to foster joy of learning. Planned activities are designed to expand the child's understanding, increase manipulative skills, unleash creative potential and give each child successful experiences. Children are encouraged but not forced to participate in all the planned activities. Opportunity will be given to use materials freely in a creative environment. Consistent guidelines are provided to give each child a sense of security. Positive reinforcement and immediate feedback will be given to each child at all times. Each child will be given opportunities to have positive interactions with their peers in a supervised environment.

DISCIPLINE

Diversion will be used to redirect the child's unfavorable behaviour into more constructive channels. For example, if a child is throwing blocks, he/she will be reminded that "blocks are for building with and let's build a garage for your car" or "go and find a ball to throw" Occasionally, it may be necessary to remove a child from a situation. If this should be necessary, several factors will be considered.

1. Length of time - will be as short as possible
2. Child's understanding of purpose – the child should know why he/she was removed.
3. Safety and supervision of the child while outside the group will be assured.

Refer to the Policies & Regulations Section IV of this Handbook for the detailed policy on Behaviour Management, which is in accordance with the Day Nurseries Act.

NURSERY SCHOOL ROUTINES & GUIDELINES Continued

FIRE DRILL PROCEDURE

Upon hearing the fire drill whistle, a teacher will indicate that staff, children and duty parents leave the school at designated exits (either front or back door). Everyone is to stop what they are doing and leave everything. Duty parent will be responsible to make sure all children are out of classroom and washrooms, and close all doors before exiting school. **DO NO TIDY UP! DO NOT PUT ON COATS!**

Assistant supervisor leads children to safe area outside (playground when leaving from cloakroom, side parking lot when leaving from front doors of school). Supervisor takes attendance record, emergency card box, all medication and the telephone. In the event of a real emergency, 911 will be called by the Supervisor. If necessary, children will be taken to the Coffee Time Donuts at 7962 Trafalgar Road and parents will be called from there.

DUTY PARENTS WILL ASSIST IN MAKING THIS TRANSITION SAFELY BY HELPING TO MAKE SURE CHILDREN STAY TOGETHER IN A LINE.

APPENDIX B – BYLAWS

ARTICLE I – NAME AND GENERAL AIM

The name of this organization shall be Hornby Co-operative Nursery School Inc., herein referred to as the School. This is a parent-owned non-profit and non-sectarian school whose general aim is to provide a structured program of recreational and educational activities for the pre-school child. The school is licensed under the Day Nurseries Act of Ontario and incorporated under the Co-Operative Corporation Act of Ontario.

ARTICLE II – DISSOLUTION

In the even of dissolution of the School, all net assets, after payment of liabilities, shall be distributed or disposed of to charitable organizations or to organizations whose objectives are beneficial to the community.

ARTICLE III – MEMBERSHIP

1. The School shall consist of Full and Associate Members.
2. All parents or legal guardians of children registered in the school shall be full Members.
3. Associate Members are interested parents who are Former Full Members, and who pay the fee of \$5.00 in the September prior to their child's enrollment. Associate Members shall have the following benefits:
 - i. Shall receive all newsletters and publications,
 - ii. May participate as a volunteer,
 - iii. May attend all adult social events, education nights, and parent meetings
 - iv. Shall receive application for registration for the upcoming year at the same time as current Full members. It is the responsibility of each Associate Member to contact the Registrar one year prior to their subsequent child's enrolment.
4. Application for membership shall be in writing on the forms provided and shall be submitted to the Directors for acceptance.
5. A registration fee must accompany each application. This fee is only refundable if the Directors refuse the application.
6. **Withdrawal:** In cases of withdrawal of a child before year-end, one month's notice in writing must be sent to the School. This period must be paid for. Any remaining post-dated cheques will be returned. A parent may be asked to withdraw his child due to the child's failure to adjust to the School routines or procedures. In this instance, a rebate will be made from the last day the child attends. The last date for withdrawal of a child will be May 15. Written notice of this must be received by April 15. Parents giving notification of withdrawal of their children after April 15 will be responsible for the fees for the balance of the School year.
7. **Lateness:** Program hours run from 9:00 am to 11:30 am, Monday to Friday. Children are not to be dropped off any earlier or picked up any later than the times specified. In the event of late pick-up, the parent will be penalized in accordance with the late policy, as stated in the parent handbook.

ARTICLE IV – CONFLICT OF INTEREST

Conflict of interest exists where the personal or business interests of an Officer or Director of Hornby Co-operative Nursery School conflict with the best interests of Hornby Co-operative Nursery School and includes any circumstances where an Officer, Director, or family member of an of an Officer or Director, receives a direct or indirect personal benefit, advantage or privilege as a result of business conducted by or with Hornby Co-operative Nursery School.

Prohibitions

1. No Officer or Director or family member of an Officer or Director shall enter into a relationship, arrangement, contract or agreement with Hornby Co-operative Nursery School that gives rise to a conflict of interest.
2. Hornby Co-operative Nursery School shall not employ or retain the services of an Officer, Director, or family member of an Officer or Director.
3. No Officer or Director shall directly or indirectly receive any remuneration from his or her position. Officers and directors may be entitled to compensation for reasonable expenses incurred in the performance of their duties for the Corporation.
4. No former Officer or Director may pursue a relationship, arrangement, contract or agreement or apply for employment with the Corporation for a period of one year from the date that he or she ceases to be an Officer or Director of the Corporation.
5. 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

Where an officer or director believes that a conflict of interest may exist, that Officer or Director shall disclose his or her interest and the general nature of that 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

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

All Officers and Directors of the Corporation shall monitor potential and actual conflicts of interest.

Distribution of By-Law

A copy of this by-law shall be given to all new Directors upon their election to the Board.