

Stittsville Co-operative Nursery School
Handbook and Policies for Parents



2018-2019

SCNS Executive Team

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WHAT IS THE NURSERY SCHOOL ALL ABOUT?

In 1971, a group of parents interested in providing a worthwhile pre-school experience for their children opened the Stittsville Co-operative Nursery School (SCNS). In 1981, the members Incorporated the Nursery School operation and it has been an icon in the community ever since. The licensed Nursery School is a parent co-operative and is administered by an elected Executive Committee of volunteer parent members.

The Executive team manages the facility, hire qualified staff and handles the business of the Nursery School. The parents support the teachers in the classroom on a rotational basis, contribute their own personal skills and labour by volunteering on one of the committees and fundraise as required. This is the only way the fees can be kept at a minimum, while obtaining the best possible nursery school experience for the children.

While each parent agrees to be responsible for specific tasks, the hope is that he or she will feel free to participate in many aspects of the school and the program. The co-operative philosophy is that the more people get involved in the school, the richer the rewards for both parents and children. This environment offers parents the opportunity to actively participate in their child's first school experience. Nursery School is a place for everyone to grow.



PROGRAM STATEMENT

At SCNS, our goals for children are consistent with the Ministry of Education – Early Learning Division. Ontario's Pedagogy framework for the Early Years is "How Does Learning Happen?" This is a professional learning resource guide highlighting the importance of learning through relationships for those working with young children and families.

At SCNS, our goals for children include the following:

- ★ Every child has a sense of belonging when he or she is connected to others and contributes to their world.
- ★ Every child is developing a sense of self, health and well-being.
- ★ Every child is an active and engaged learner who explores the world with body, mind and senses.
- ★ Every child is a capable communicator who expresses himself or herself in many ways.

Official link to How Does Learning Happen:

<https://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

Children are competent, capable, curious and rich in potential. SCNS recognizes each child as a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity.

The teachers at SCNS provide an environment which fosters curiosity and allows children to explore and play. We believe that every child deserves a safe and caring environment in which to grow and develop to their maximum potential. We understand and recognize the importance of taking children's stages of development into consideration when planning and creating positive learning experiences so we can offer the next steps to develop their skills. As an inclusive program, it is our duty to ensure that every child, regardless of their needs, is treated with dignity, respect and equality and are given the opportunity to excel and flourish in all areas of development.

At SCNS, our play based curriculum, which is rich in skill development, offers a balance of child initiated and adult supported activities and experiences both indoors and outdoors. Every child is an engaged learner and we encourage activities that spark critical thinking, self-expression, imagination and creativity. Children have the opportunity to learn at their own pace in an environment of trust and belonging.

Program Goals:

The following goals, set out by the Ministry of Education – Early Learning Division’s policy statement on programming and pedagogy are outlined below with SCNS’s approaches how they are achieved:

1) Promote the health, safety, nutrition and well-being of all children in its care.

SCNS is a licensed child care operator, and meets all health and safety requirements of the Ministry of Education – Early learning Division and local government bylaws. All staff, students and volunteers working with the children must have a criminal reference check that includes a vulnerable sector screening. All staff must have a valid standard first aid certification.

SCNS is a nut-free facility and provides nutritious snacks that meet Canada’s Food Guide standards using whole fresh foods when possible. Snack will be inclusive of children with food allergies, sensitivities and lifestyle choices.

- daily checks are made of the classroom, play areas (inside and outside) to ensure the equipment and surrounding play areas are safe and in good repair before the start of program;
- daily and by-monthly cleaning of toys and equipment are done in accordance with our sanitation policy;
- through baking activities, children are given the opportunity to engage in the process of making their own snack;
- to encourage independence, the children may pour their own water and clear up when they are finished.

2) Support positive and responsive interactions among the children, parents and staff.

The teachers at SCNS know that children flourish in all areas of development when they are in supportive, caring and responsive relationships with adults. Parents and staff work together to enrich the children’s school experience in the classroom and through the operation of the school.

- SCNS welcomes parents into the program to share their time, skills, and special talents;
- SCNS staff take time to learn about each child, their families and respect their culture, values and morals;
- SCNS Staff has open communication with parents to answer questions and give advice on child’s developmental growth such as potty training, separation anxiety and behavioural concerns.

3) Encourage children to interact and communicate in a positive way and support their ability to self-regulate.

By creating an inclusive environment, the children will learn to feel secure and are encouraged to express their own feelings in positive social interactions. Through observing and modelling language, the educators will support children in developing strategies to remain calm and to regulate their emotions while recognizing the effects of their actions on others;

- use visual supports identifying emotions and calming techniques;
- model appropriate behaviours and language to support the children in their efforts;
- an area of the classroom is designated as the Quiet/Book area to provide a safe, quiet and comforting space.

4) Foster children’s exploration, play and inquiry.

By forming a connection with the children and engaging in their play, the educators will provide a variety of materials to expand on ideas and extend play, when needed, giving the children the time to solve or expand the play on their own or as a group. Our daily schedule is creative, flexible and will adapt to support children’s needs.

- establish trusting relationships through communication and play to allow children to take risks, overcome challenges and expand learning opportunities;
- provide open ended materials that reflect the children’s interests for them to explore;
- post visual documentation of their play for them to reflect and build upon.

5) Provide child-initiated and adult supported experiences.

Children learn as a result of their own doing through actions, relationships, inquiries, opportunities and repetition at their own pace. Educators will provide a variety of materials and opportunities that inspire children to be original and use their own creativity and imagination to develop new experiences.

- provide a variety of materials to inspire originality and imagination;
- explore science experiments based on children’s interests and inquiry.

6) Plan for and create positive learning experiences in which each child's learning and development will be supported.

Indoor and outdoor activities will support problem solving, critical thinking, creativity and imagination. Open communication with educators, parents and children and feedback on activities and ideas supports future planning.

- reflections on success of daily events and activities;
- observe and document children at play and create an environment that expands on their ideas.

7) Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day and give consideration to the unique needs of the children.

- have gross motor activities available at all times;
- provide a quiet/book area;
- outdoor classroom activities;
- make sure parents have children prepared with appropriate play clothing for outdoors.

8) Foster the engagement of and ongoing communication with parents about the program and their children.

Parents know their children best and are the foundation for a child's early learning and development. We know that partnerships with our families help our program to best meet the needs of the children. We encourage ongoing communication with parents about our program and their children at daily drop-off and pick-up times, as well as with daily photos, pic-collage, emails, monthly newsletter and social media updates.

- staff are available and will set time aside to discuss any concerns of parents;
- feedback and suggestions through surveys;
- bulletin boards outside each classroom displaying "How does Learning Happen;"
- provide community resources, supports and information on our parent and community boards.

9) Involve local community partners and allowing those partners to support the children, their families and staff.

SCNS is open to all support services in the community to train our staff, contribute to individual program plans or work in the program as additional support in the classroom. Our staff will work cooperatively in a professional partnership with all services in place for the success and well-being of the child, such as Children's Inclusive Support Services and Ottawa Children's Treatment Centre.

We provide learning opportunities and practical work experience, when possible, to members of the community through volunteers or students on placement.

- provide community resources, supports and information on our parent and community boards;
- offer various field trips or special guests throughout the year to enhance connections with the community;
- when needed, service coordination meetings are setup to set goals and discuss what is in the best interests of the child and their family.

10) Support our staff in relation to continuous professional learning.

The SCNS teaching seek out opportunities to develop their knowledge and to stay current in the profession through regular workshops, seminars/webinars, conferences and written material.

- attend discussion groups through the Community of Practice;
- members of Nursery School Network;
- review and discuss information pertinent to our profession;
- SCNS provides professional development days throughout the school year.

11) Document and review the impact of our Program Statement on the children and families

SCNS recognizes the strength of every child and adult in our preschool and community. We understand that the environment enhances the education of the child and their development. A sense of self-worth and well-being provides the child with a safe foundation from which to learn. Through documentation and review of the program we will continually revisit and incorporate relevant pedagogy and early years programming to maintain a high quality learning environment.

- recording in the Daily Log
- monthly staff meetings
- monthly executive meetings with parent board.
- reviewing compliance checklist on approaches to goals
- surveys asking for input on our program and family needs

As a living document, SCNS program statement will be reviewed and amended through regular observation and documentation on an ongoing basis and not less than annually to ensure it is aligned with the Ministry of Education – Early Learning Division policy statement. All Staff, RECEs, supply teachers, parents, volunteers

and students, before working in the program with the children, will review the program statement and be invited to collaborate with staff in the implementation of the document into the program. SCNS has a policy for monitoring the compliance of all of our policies, including the program statement and everyone involved in the program. The program statement is incorporated into our handbook and provided on our website for all current and prospective families and staff to review. SCNS website: www.scns.ca

Prohibited Practices

In accordance with Ontario Regulation 137/15 48, which states that "No licensees shall permit, with respect to a child receiving child care at a child care centre it operates or at a premise where it oversees the provision of child care,

- i. corporal punishment of the child;
- ii. deliberate use of harsh or degrading treatment or threat or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- iii. depriving the child of basic needs, including, food, clothing, shelter, toilet use or bedding;
- iv. locking the exits of SCNS for the purpose of confining the child or confining a child in an area or room without adult supervision, unless the confinement occurs during an emergency and is part of the preschool emergency policy;
- v. physical restraint of a child for the purpose of discipline or in lieu of supervision unless for the purpose of preventing a child from hurting themselves or others and is used only as a last resort and only until the risk of injury is no longer imminent;
- vi. inflicting any bodily harm on a child including making them eat or drink against their will."

OUR PROGRAM

Children thrive on routine activity and being able to anticipate what to expect next. The daily schedule for classes is similar each day so the children can expect and become familiar with the program at SCNS.

The program at SCNS is designed to facilitate growth and development while children learn individually and within a group.

Our teachers promote learning by "setting the stage" and creating a climate for discovery.

Children are introduced to a variety of art media such as paint, chalk, markers and crayons. Different techniques such as marbling, sponging, and finger-painting are explored. Through the use of glue, scissors, pencils and brushes children are given opportunities to practice and gain fine motor skills. Children experiment with colour, texture and design while encouraging expression of feelings and emotions.

Children can investigate and manipulate through their senses in all areas of the classroom. We provide sensory activities that involve many different experiences including water, sand, play-dough, goop, shaving cream, allowing children to manipulate, measure, scoop and pour.

Construction play allows children to develop motor and spatial skills while encouraging a capacity for creative and divergent thinking. We have a selection of large wooden, foam and unit blocks for many forms of building and fun and opportunities for cooperative play and problem solving skills.

At nursery school we provide a variety of materials such as wooden puzzles, shape and colour sorters and games for both individual and group participation. As children engage in this area of play they can master a host of fine motor, perceptual and cognitive skills.

By providing a variety of material and props such as dress up clothes, hats, dishes and dolls, children are able to expand and elaborate on their play. When children come together in pretend play they learn how to share ideas and solve problems while increasing a sense of belonging and understanding of the world around them.

Circle time is a time to come together as a group to share ideas, learn new concepts and develop turn-taking skills while exploring music, games, stories and rhymes. Materials and props such as instruments, puppets and felt board activities provide opportunities for children to connect with others and express ideas.

Outdoor play is an important part of our daily routine. Our large fenced in yard with play structure offers opportunities for climbing, sliding and exploring movement. We have a selection of bikes and riding toys to use on the pathway.



GENERAL INFORMATION

School Year

The school year runs from September to June. SCNS follows the Ottawa-Carleton District School Board (OCDSB) and Ottawa Catholic School Board (OCSB) school year, including Christmas and mid-winter breaks and statutory holidays. SCNS has two Professional Development days (PD days) for the staff during the year that do not normally coincide with those held by the school boards.

Programs Offered

SCNS offers part time nursery school programs for both 2 and 3 year old children. The general guideline for age grouping is children must be turning 2 or 3 years of age by December when enrolling from September through June. Fees for our programs are listed in the Registration package that accompanies this Parent Handbook.

Hours of Operation

Programs run from Monday through Friday, between 9:00am-11:45am and, if registration demands, may run in the afternoon from 1:00pm-3:30pm. Start and finish times are staggered for some classes to eliminate congestion in the halls, parking lot and the playground.

In order for the teachers to get the classroom set up for the day, the doors will be open 5 minutes prior to class. If you arrive earlier than that, please feel free to watch your children in the play yard until the doors are opened.

Parking

Parking is available in the main parking lot in front of the Nursery School and is shared with A. Lorne Cassidy Elementary School. **We are not permitted to park and leave vehicles along the sidewalk closest to the school – this is an emergency vehicle lane and violation tickets may be issued.**

Please do not leave any children unattended in your vehicle at any time!

School Structure

There is a minimum of one Registered Early Childhood Educators (RECE) in each classroom.

The teachers will only release children to the adults named on the registration form unless parental written approval is received by the nursery. Anyone given permission to pick-up a child must be at least 18 years old. Transportation to and from school is the responsibility of the parents. The adult accompanying the child is responsible for marking the attendance record book upon arrival and departure.

School Cancellation

The general school cancellation policy is that when the Ottawa Transportation Authority cancels school buses in the area due to inclement weather, SCNS may also cancel program that day. If poor weather predictions are outside of our program window, the President and Program Supervisor may decide to hold program and open the school. Either way, families will get an email from their teachers before 8am on the day in question.

This reinforces the importance of keeping us updated with emergency contact information.

Program fees will not be refunded in these circumstances.

Emergency Management

SCNS has an Emergency Management policy with detailed procedures. A licence requirement is for SCNS to practice with the children monthly. **We also participate in all A. Lorne Cassidy E.S. drills.**

Clothing

Children are encouraged to dress themselves and to be responsible for their clothing. Children will be more comfortable if dressed in durable and washable clothes that he or she can manage independently. Expect the children to have paint spills, toileting accidents, and get dirty while exploring during program, in spite of smocks and supervision. **Shoes must be worn at all times**, so you should bring a bag with footwear and extra clothing every day. Having a bag with you will also help transport your child's artwork at the end of each class and to safely bring home any other information you need to read.

Outdoor play is an important part of the program and we try to get out every day, weather permitting. Please make sure that your child's clothing (especially winter wear) is easy for them to get into. **All removable clothing should be clearly marked with your child's name.**

Snack

Part of your child's monthly tuition fee includes an allowance for daily snacks for the year. We are a nut-free facility and work with parents to accommodate children with allergies or dietary restrictions. Because allergies can be serious and, in some cases, life-threatening, our policy is that **NO FOOD** be brought into the school, other than what is provided by our Food Committee or what is prepared during a cooking activity in the program. If your child has specific dietary needs that requires snacks other than what we offer at the nursery school, parents may be asked to bring in pre-packaged items which are clearly labelled as nut-free. Please talk to one of the Teachers if you have any concerns or need clarification.

Every day, children should bring a cup from home with **names clearly marked**. This cup will be used at snack time. It will be rinsed at school, but at the end of the day, it should be brought home and properly washed.



HOW DOES SCNS OPERATE?

The Nursery School is a non-profit co-operative and a Canadian registered charity that is licensed by the Ministry of Education, Early Learning Division. It is owned and administered entirely by the member families that are enrolled in the school. Member families handle all decisions concerning the school. SCNS operates financially by collecting monthly tuition fees that include a small fundraising levy, voluntary fundraising campaigns and Provincial Grants.

The involvement of ALL parents is an essential part of the success of the school. The degree of co-operation received is directly related to the quality program the staff can offer. Upon registration, parents should be prepared to:

1. Provide the school with a current Police Record Check issued by the Ottawa Police.
2. Participate in rotational parent volunteer days, by supporting the teachers in the classroom.
3. Pay a monthly fee that includes both the program fee and a small fundraising levy.
4. Attend, or send a representative to, the General Orientation Meeting (GOM) in September and the Annual General Meeting (AGM) of the Nursery School in February/March (as per the Incorporations Act.)
5. Participate on one of the committees that help the school run smoothly.

Parent Volunteer Days in Program

Being involved in your child's preschool experience is rewarding for everyone. We hope every family will participate but we understand in some cases that is not always possible. Please discuss your situation with the school if you cannot fulfil the parent classroom volunteer expectation. You will be scheduled, at most, once per month, and the school can be very accommodating with desired days that suit your needs. If you know in advance that you will be unable to perform your assigned day, parents are asked to try and arrange for a replacement. Generally, this means that you will contact another parent in your class and try to trade your day with them. We understand that "life happens" and sometimes, at the last minute, you are unable to come to program on your assigned day.

Classroom Parent Volunteers are asked to arrive **a few minutes early to help the teachers.**

Police Record Check (PRC) for Service with the Vulnerable Sector

We are required, by the Ministry of Education, to have a policy in place for Police Record Checks (PRC). All adults in the classroom (who are at least 18 years) must have a PRC in their child's file.

ALL families, upon enrolment, will be provided with instructions to apply directly to the Ottawa Police. This is an online process but in some cases people are asked to apply in person. This is free service for volunteers.

PRC results are either emailed or mailed directly to the applicant and are to be forwarded to or brought to the school at the time of your child's intake interview. *We must see the original PRC.*

★★ **ONLY a Police Record Check for Service with the Vulnerable Sector will be accepted.** ★★

Families with an approved PRC on file, and are enrolling their children for consecutive years can continue to use their original PRCs until the 5th anniversary of the most recent PRC on file. In Lieu of a new PRC, returning Staff and parents will be required to sign a Criminal Offence Declaration to confirm there have been no changes to the police record standing since the original PRC was approved.

The Ministry of Education requires we have a policy and procedures for the **Supervision of Volunteers and Students**. Staff at SCNS take the health and safety of your child seriously.

Field Trips

Field trips are a planned part of the 3-year-olds program. Approximately three field trips a year (fire hall, winter bird walk, etc.) are arranged. Parents will be notified of the field trips and permission forms will be sent home. While we welcome adult volunteers on the field trips, parents are not required to stay. Parents are responsible for getting children to and from the field trip location. If your assigned volunteer day falls on a field trip, we would love your help at snack time. Unfortunately, we cannot accommodate siblings on the field trips.

Committees

As a co-operative, ALL families are required to participate on a committee that helps run the school. Committee work ranges from outdoor maintenance, toy repair and housekeeping to Executive positions. Every position is an integral part of the success of the nursery school operation. You have an opportunity to sign up for a committee at the General Orientation Meeting in September but spaces are limited so in some cases, we will need to assign you to a committee that needs your support. It is important that everyone work together so missing committee assignments will add to the load of your team. Missed committee commitment may result in a fine being levied by the Vice President.

Fundraising

As a non-profit organization, the school relies on fundraising to help offset the operational costs of running the school. A small fundraising levy is added to the monthly tuition fee and the Fundraising committee organizes campaigns throughout the year for voluntary participation. Your support is appreciated.

SCNS Code of Conduct

1. The school is a smoke-free facility. Smoking is prohibited inside the building and on school property.
2. No hot drinks are allowed in the classrooms or in the children's areas during program time.
3. Personal telephone calls are discouraged during program hours. Emergency calls are, of course, fine.
4. Office equipment is restricted for school business use.
5. Home-made food cannot be brought into the nursery due to some life threatening allergies.

General Meetings

General meetings of the membership are held twice a year. We are required by the Incorporations Act to hold these meetings and parent attendance is mandatory. Missing them may result in a fine.

The **General Orientation Meeting (GOM)**, held in September, and serves a few purposes; to orient parents into the Nursery School, to present the operating budget for the year, to elect the Executive Committee and for parents to sign up for their committee assignment.

The **Annual General Meeting (AGM)**, held in February/March, is to present and accept the audited financial statements from the fiscal year ending on August 31st and to appoint the external accountants.

Participation Fines

The success of the nursery school depends directly on the effort members put into its day-to-day operation. Without parent volunteer time to look after different jobs around the school, SCNS would, subsequently, have to hire people to have them done. This expense increase would result in higher fees. The co-operative philosophy of everyone working together for a common good is what we strive for. We know everyone gets sick and sometimes it is unavoidable, but there are a number of ways to ensure your duties are covered.

SCNS hopes to avoid having to levy fines for missed commitments. Missing commitments due to family emergencies are, of course, taken into consideration and will be dealt with in a very sympathetic way. For families who miss more than one commitment, an escalating fine schedule has been created and may be enforced. Any fines that are levied by the Vice President are due upon receipt:

Missing the semi-annual BIG Housekeeping Clean. ★★ Automatic \$50 FINE ★★			
Fine frequency:	1 st	2 nd	3 rd
Missed Mandatory Meeting (GOM in Sept. & AGM in Feb.)	\$35	\$50	N/A
Missed Committee Meetings/duties.	\$35	\$50	\$65



Executive & Committee Positions:

Executive Committee ~ (monthly meetings at the school)

The Executive Committee manages the facility, hires qualified staff and handles the day-to-day business of the Nursery School. The Executive is elected at the GOM in September and anyone is welcome to stand for election. If you would like to volunteer for one of these positions, please let the school know as soon as possible. Otherwise, we will try to recruit people to fill them. Depending on enrolment, some positions may be combined.

President

- Co-ordinates the administration of the Nursery School with Program Supervisor and Business Manager.
- Performs contract negotiations and handles staff relations.
- Schedules and chairs the Executive and the general membership meetings, providing agendas published in advance.
- Prepares annual budget with the Treasurer and Business Manager.
- Oversees all Executive and school business.

Vice-President & Secretary

- Administers Police Record Check (PRC) procedures and Parent Involvement forms.
- Levies participation fines as required.
- Liaises with all committees and reports back to the Executive Committee.
- Organizes the Christmas Charities supported by SCNS (i.e.) Snow Suit Fund collections and Stittsville Food Cupboard Christmas Hamper donations
- Records meeting minutes.
- Prepares Executive meeting minutes for distribution.

Treasurer

- Accounting experience is preferred.
- Excel knowledge, a working printer and scanner are required
- Responsible for the finances of the School including payment of invoices, monthly journals, budgets and government forms.
- Works with Bookkeeper.
- Responsible for writing all cheques.
- Maintain files that will be sent to the Auditor

Executive Committee Positions Continued:

- Registrar**
- Responsible for preparing and collecting Registration and Welcome packages.
 - Maintains up-to-date class lists.
 - Receives and responds to telephone inquiries concerning the school and maintains waiting lists.
 - Ensures all Health forms are sent to the Health Department.
 - Maintains current and past member email distribution lists in order to send mass emails as requested.
- Fundraising & Social Chairperson**
- Work with the Executive team to determine the amount needed to fundraise in order to offset the budget.
 - Plan and execute campaigns with the Fundraising team.
- Community Relations Chairperson**
- FACEBOOK and other Social Media experience is preferred.
 - Knowledge of WORDpress is an asset.
 - Work with the Executive team and is responsible for any/all external print coverage (ie. newspaper coverage, advertising, flyers, website content and SCNS Facebook page.
 - Get as much advertising done through social media as possible.
 - Work with the Web Developer (if membership numbers support having one.)

Executive Support Positions ~ (*positions will be filled by families ONLY if membership numbers allow*)

- Website & Social Media Support**
- Supports the Community Relations Chair by keeping the SCNS website up to date and promoting advertising on other social media sites when needed.
 - The SCNS website uses the WORDPRESS editor so familiarity with creating, editing and uploading WORDPRESS documents is essential.

Specific Committees ~*attend meetings/duties as scheduled by the Director/Team Leader.*

All committees are filled at the General Orientation Meeting (GOM) in September on a first-come, first-served basis. Please note that in order to maintain an appropriate balance and communication throughout the school, we will try to fill committees with a member from EACH class. We will try to accommodate everyone's committee preferences, but it may be necessary to **ASSIGN** individuals to a committee.

- Food & Prep**
- Coordinated by the Program Supervisor PLUS 1-2 members to do grocery shopping, Library duty and help teachers with Christmas decorating.
 - Usually reserved for families of children with food allergies/sensitivities.
 - SCNS has an account at Brown's YIG – and members will be given the account card for their turn buying groceries.
 - Unpack groceries at school and take inventory of supplies in kitchen before weekly shop.
 - SCNS has a library card and members will be given the card for their turn getting library books.
- Fundraising & Social**
- The Director sits on the Executive PLUS 6-8 members.
 - Help run the various fundraising campaigns throughout the year in order to raise money to offset the budget.
 - Help organize the end-of-year school picnic.

**Indoor and
Outdoor
Maintenance**
(formerly 2 groups:
Housekeeping and
Maintenance)

- ☑ Our Largest Committee.
- ☑ 3-4 Team Leaders with teams of 5-7 members
- ☑ On a rotational basis, teams will be scheduled to clean the school and sanitize toys and/or do general outside maintenance.
- ☑ During the rotation, there will be 2 big outdoor seasonal maintenance days where the yard will weeded, trees trimmed, hedges trimmed, sand turned paths cleared of sand, "traffic" lines repainted, and under-hedges raking.
- ☑ No outdoor maintenance will be scheduled during the winter/snowy months.
- ☑ Other duties that may be delegated to the group are: general repairs of toys, furniture and other miscellaneous minor carpentry (shelves etc.) as required.
- ☑ During the rotation, there will also be 2 big inside cleaning days to clean classrooms a bit more thoroughly.
- ☑ Regular inside maintenance days will include jobs like; disinfecting toys and equipment, tidying shelves, wiping down chairs and removing paint from the easels.
- ☑ Team members are responsible for switching with someone from another team or paying a replacement \$25 to clean on their behalf.
- ☑ Missing the BIG Clean you sign up for may result in a \$50 fine levied by the Vice President.



ADMISSION POLICIES

Admissions

We welcome applications from any family interested in participating in a co-operative nursery school environment. Children should reach the program age requirement by December 31st of the year of registration.

Children are generally accepted on a "first-come, first-served" basis. We encourage children in the 3-year-old program to be toilet trained or in the process of training. The teachers are happy to support your efforts while your child is in program with them.

Identified Special Needs Children are welcome and the teachers fully support the inclusion of every child. The Program Supervisor should be contacted prior to registration to discuss placement and to ensure that the school is aware of the child's needs so any applications for support are processed if necessary.

In order to secure any child's spot on the registration list, it is imperative that all of the required forms and post-dated cheques are handed in at the time of registration.

Immunization Forms

Quoted from:

<http://www.parentinginottawa.ca/en/immunization-requirements-for-schools-and-child-care-centres.aspx>

Parents/guardians are now responsible for ensuring that their child's immunization record is updated with OPH. Doctors (in most cases) will no longer be submitting that information on parent's behalf. Every time your child receives immunization from your doctor, Parents/guardians are responsible for updating *both* SCNS (by proving us with an updated copy of the immunization record) AND by updating the online OPH ICON Tool at the following website: (<http://www.parentinginottawa.ca/en/reporting-immunizations.aspx>)

SCNS is obligated to send a list of all children enrolled in our program to OPH. OPH will review the immunizations records and will contact parents if there is something missing. If, after a period of time, OPH does not receive your child's updated information OPH may direct SCNS to suspend your child's enrolment in the school.

If you choose to not immunize your child, you must apply for a Statement of Medical Exemption. You can find more information about this at: <http://www.parentinginottawa.ca/en/immunization-requirements-for-schools-and-child-care-centres.aspx#Choosing-not-to-immunize>

Late Registration

Anyone who registers after the program has started will be guided through the process by the Registrar directly.

- You and your child will be scheduled to meet the Program Supervisor and/or teachers.
- You will be assigned to, rather than choose, a committee.
- You will be added to the Classroom Parent Volunteer schedule at some time in the near future.
- A pro-rated monthly tuition rate may be calculated prior to start date if enrolment starts mid-month.
- Enrollment after January 1st, if space allows, will be at the discretion of the Executive Team and the Program Supervisor.

Staggered Entry

At the beginning of the school year, children may be phased in gradually. Bringing in smaller groups of children ensures that each child receives the attention they need to facilitate a successful and happy entry into nursery school. Parents and children will have an "intake interview" with the child's teacher. This is a 20-30 minute visit, and parents will stay with their child. The teachers will collect signed forms (from the Welcome package sent to you in August,) get to know you and your child, and walk you through the daily routine at school. The next school visit may be with only ½ of the class, allowing children and teachers the chance to get to know one another better. The first day of school is a very important and possibly anxious day for a child. Please make sure the school has up-to-date phone numbers and emergency contact information so you can be reached at all times. Please let the Program Supervisor or teacher know of any changes to this information.

Probation Period

Every child is admitted on a trial basis. If a child does not appear to have adjusted after a reasonable length of time, the Program Supervisor or Teacher may discuss with the parents the benefits of withdrawing the child. Some children may not be ready to cope with the school situation. When a mutual decision is made during this probation period, all remaining monthly fee cheques will be returned to the parents.

If the removal of the child is based on any other reason, the Withdrawal Policy and penalties will be followed.

Fees

The fee structure for the school year is as follows:

- A \$60 non-refundable registration fee to cover membership in the co-operative. This fee will be prorated for families enrolling later in the year.
- Ten (10) post-dated cheques from September 1st through June 1st, inclusive, to cover **monthly fees**. Monthly fees include both class tuition and a \$10 fundraising levy. Families who have more than one child registered in the school pay only one fundraising levy! **Appendix A of the Registration package contains information about class fees and program times.**

All cheques should be made payable to the Stittsville Co-operative Nursery School Inc. (a stamp will be available for your use at registration). Your cheques should also include your child's name on the front. Registration packages without all required information may not guarantee your child's enrolment in the nursery school.

Fees in Arrears

Fees in arrears and returned cheques are to be re-paid by the family as soon as possible. All returned cheques will be subject to a fee of \$25 and any other bank charges incurred by the school. The Executive team has the right to ask any family, who has subsequent NSF cheques, to pay monthly fees in cash. Parents will not be allowed to pre-register until any outstanding fees are paid in full.

Waiting lists

When a space becomes available in a program, the first person on the waiting list is usually contacted. In some instances, the age of the child determines who is offered the vacancy. If the order of the waiting list is not able to be followed, the Executive Team is informed and the decision is put to a vote.

Income Tax Receipts

Income tax receipts are issued every February (for the period of September through December) and in June (for the period of January through June). It is the family's responsibility to retain these receipts for tax purposes. The receipt will include the monthly tuition fees paid (less the fundraising levy.) The fundraising levy cannot be included in the tax receipt because the Canada Revenue Agency does not consider it to be a voluntary transfer.

As a not-for-profit, registered charity, we can issue Charitable Donation Tax Receipts for donations over \$25.

Withdrawals

Parent initiated requests for withdrawing a child from the school, for reasons other than adjustment or SCNS teaching concerns require written notification to be sent to the Registrar. Removal of the child can happen immediately or you can set the date that he/she will be leaving. Because filling your child's spot may take some time (if we can fill it at all) the withdrawing family may be required to pay monthly fees as follows:

<i>Written notification to SCNS:</i>	<i>Families must pay monthly fees up to and including:</i>
<i>Prior to September 1st:</i>	<i>Registration fee only.</i>
<i>Between the 1st – 14th of the month:</i>	<i>Family pays the current monthly fees in full.</i>
<i>Between the 15th – 31st of the month:</i>	<i>Family pays the current monthly fee PLUS the following monthly fee.</i>
<i>After April 15th:</i>	<i>All fees up to the end of June to be paid because SCNS cannot fill the child's spot that late in the year.</i>

Grievances

Grievances should be directed, in writing, to the President on the Executive so that problems can be handled confidentially and promptly. Problems concerning the program will be referred to the Program Supervisor, unless otherwise indicated.



Emergency Medication

Staff and parents will not administer any medication, with the exception of emergency medication. All of the staff members have been trained in administering various types of emergency medications, for example, Epipens and puffers. Should your child require emergency medication, please let the school know. A Medical form, to be kept on file, will be required and is to **be signed by the child's doctor before we will accept responsibility for holding/administering the medication.**

When your child is sick

In a nursery school environment, children play in close proximity to one another and illnesses can travel quickly. To help preserve a healthy school, if you know your child won't enjoy the program because they aren't feeling well, please keep them at home. If a child comes to school with obvious signs of illness, the teachers may ask parents to take them home. If your child is absent with vomiting/fever/diarrhea, they should be symptom free for 24hrs before returning to program.

Public Health has a list of communicable diseases that require us to report and exclude children from the program. When calling the school to report an absence, please give us as much detail as possible.

Program fees are non-refundable for the first 30 days of an absence due to an illness. For absences longer than one month, the Executive team will determine if any refunds will be issued. If there is a waiting list for

that program, regular fees will be required if a parent wishes to guarantee the child's continued enrolment.

Sanitary Practices

In the classroom, all teachers spray down the toys used that day to sanitize them.

Parents assigned to the Housekeeping Committee do rotational bi-weekly clean and toy sanitation. The OCDSB custodial staff from elementary school we are attached to (A. Lorne Cassidy) do a routine, nightly clean of the facility. There is a Sanitary practices policy that outlines how we ensure things are disinfected.

Regular Sanitary Practices:

Children are allowed access to the washroom at all times and are encouraged to be independent. They are taught to wash their hands immediately after using the toilet. A diapering table may be used when necessary and must be disinfected after each use. Disposable gloves are provided. Diapers/Pull-ups and wipes are to be supplied by parents. Dirty diapers are bagged before disposal in the garbage.

Children wash their hands in the washroom before eating. Tables are sanitized before and after snack. Children bring a cup with them and return home with it for washing each day. Paper napkins, plastic cutlery and disposable cups are provided; depending upon the snack scheduled that day.

There are spray bottles in each classroom and the kitchen that are used for daily sanitization. The ratios of bleach:water has been set out by the Public Health Department and is posted in the Utility room where the bottles are prepared each week. If there is a presence of blood or bodily fluids, the ratios of bleach:water change and are posted in the utility room as well.

WHEN YOU HAVE A QUESTION

If you have any questions you can direct them to your teacher. For your convenience, we have listed the types of questions you may have and with whom you can find answers.

- | | |
|---|--|
| Program Supervisor | <input checked="" type="checkbox"/> Questions regarding the overall programming of the Nursery School. |
| | <input checked="" type="checkbox"/> Any serious concerns you have. |
| Teachers | <input checked="" type="checkbox"/> Program related topics. |
| | <input checked="" type="checkbox"/> Your child's progress at the Nursery School. |
| | <input checked="" type="checkbox"/> Field trip information. |
| President | <input checked="" type="checkbox"/> Questions concerning the administration of the school. |
| | <input checked="" type="checkbox"/> Any serious concerns you have in the classroom |
| Vice-President | <input checked="" type="checkbox"/> Questions regarding committee work, PRCs or fines. |
| Registrar | <input checked="" type="checkbox"/> Questions regarding registration or withdrawal. |
| | <input checked="" type="checkbox"/> Changes to contact information. |
| Fundraising & Social Coordinator | <input checked="" type="checkbox"/> Questions regarding fundraising campaigns and Social activities. |
| Business Manager | <input checked="" type="checkbox"/> Questions concerning the daily operation of the Nursery School. |



NURSERY SCHOOL POLICIES AND PROCEDURES

Because SCNS is licensed by the Ministry of Education, Early Learning Division and governed by the Child Care Early Years Act (CCEYA) SCNS is responsible for ensuring that policies are read, agreed to, reviewed and signed by anyone who is in the classroom in a staff, volunteer and/or student volunteer position.

Once families have successfully registered their child in our program, an email will be sent which outlines the instructions to a link that has ALL of the policies the Ministry of Education requires that all Staff, Parents and Volunteers (who are in direct contact with children) are required to read and agree to.

There are certain policies that the Ministry of Education requires we publish in our handbook for all families to be aware of when considering the enrolment of their child in our school.

POLICY FOR ADDRESSING PARENT ISSUES AND CONCERNS - CCEYA section 45.1

Policy Intent:

In accordance with the Child Care Licensing Manual (CCLM) in conjunction with the Child Care Early Years Act, Ontario Regulation 137/15 (CCEYA) the Stittsville Co-operative Nursery School (SCNS) is responsible for ensuring that there is a process for addressing Parent issues and concerns.

Policy Purpose

Parents are encouraged to take an active role in SCNS and regularly discuss what their child is experiencing in our Program. In alignment with our Program Statement, we support positive and responsive interactions among children, parents/guardians, volunteers and staff. We foster the engagement of and ongoing communication with parents/guardians about the program and their child. SCNS Staff are able to engage parents/guardians in conversations and support a positive experience during every interaction. All issues and concerns are taken very seriously at SCNS.

This policy will demonstrate 1) the steps parents can take to bring an issue or concern forward; 2) the steps SCNS will follow to respond and resolve the issue or concern and; 3) establish a timeline for responding to issues or concerns.

Procedure for parents to bring an issue or concern forward:

- Issues and/or concerns can be brought forward verbally or in writing.
- Issues and/or concerns can be brought forward to any one of the following people (depending on the comfort of the parent): the Program Supervisor, Teacher, Business Manager or President.

SCNS commitment to respond to parent's issue or concern:

- Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff and volunteers EXCEPT when information must be disclosed for legal reasons (e.g. to the Ministry of Educations, College of Early Childhood Educators, law enforcement authorities or the Children's aid Society.)
- The person who raised the issue or concern will be kept informed throughout the resolution process with the level of detail provided to the parent/guardian while respecting and maintaining confidentiality of all parties.
- An initial response to an issue or concern will be provided verbally or in writing upon request within 2-3 business days.
- Investigations will be fair, impartial and respectful of all parties involved.
- All documentation with regard to the issue will be kept in a separate section of the Daily Log binder.

SCNS Conduct:

SCNS is proud to maintain positive interactions, communication and role-modelling for children. Harassment and discrimination will therefore not be tolerated from any party. If, at any point, the parent/guardian, volunteer or staff member feels uncomfortable or threatened, they may immediately end the conversations and report the situation to the SCNS program Supervisor and if necessary the Ministry Supervisor. SCNS is required, by law, to report suspected cases of child abuse or neglect by calling the Children's aid Society.

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>Program Room-Related</p> <p>For example: schedules, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> ✓ the classroom staff directly; ✓ the SCNS Program Supervisor ✓ the Ministry Supervisor 	<ul style="list-style-type: none"> ✓ Address the issue/concern at the time it is raised. ✓ arrange for a meeting with the parent/guardian within 2-3 business days business days. <p>Document the issues/concerns in detail. Documentation should include:</p>
<p>General, Centre or Operations Related</p> <p>For Example: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> ✓ the SCNS Program Supervisor ✓ SCNS President 	<ul style="list-style-type: none"> ✓ the date and time the issue/concern was received; ✓ the name of the person who received the issue/concern; ✓ the name of the person reporting the issue/concern;
<p>SCNS Staff, Program Supervisor, Duty Parent</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> ✓ the individual directly ✓ the SCNS Program Supervisor ✓ SCNS President <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 Program Supervisor as soon as parents/guardians become aware of the situation.</p>	<ul style="list-style-type: none"> ✓ the details of the issue/concern; and ✓ any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p>Student / Volunteer Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> ✓ the SCNS Program Supervisor responsible for supervising the volunteer or student ✓ the SCNS President <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>	<p>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>Compliance with the CCEYA Related</p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> ✓ the Ministry of Education's Child Care Quality Assurance and Licensing Branch. 	<p>Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca</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 SCNS Parent Elected President.

Policies in full

- 1) How parent issues and concerns are addressed
- 2) A statement about the waiting list.

Waiting List Policy - CCEYA section 75.1

Intent:

In accordance with the Child Care Licensing Manual (CCLM) in conjunction with the Child Care Early Years Act (CCEYA) the Stittsville Co-operative Nursery School (SCNS) is responsible for having a Waiting List policy. This policy does not need to be signed or reviewed with staff, participating parents, volunteers and students on an annual basis. If the policy is amended, all staff should be made aware of the new requirements.

Policy:

This policy will demonstrate how SCNS; 1) establishes and maintains a waiting list; 2) determines the order in which children are offered admission.

How a waiting List is created:

There is no charge to have your child placed on our waiting list. The SCNS Registrar creates a waiting list as soon as a class is at capacity. SCNS maintains a waiting list for only the current year of program. Generally, no children are added to the program after March.

Information gathered on waiting list:

When a program is full and a parent wants their child placed on the waiting list, the Registrar will collect the following information:

- i. Parent names and contact information,
- ii. Child's name and sex,
- iii. Child's date of birth,
- iv. Allergies or special needs,
- v. Preferred start date.

How the waiting list is maintained:

When a space becomes available in a program the Register would discuss the vacant space with the Program Teachers. Usually, the first person on the waiting list would be contacted. SCNS gives equal opportunity for families with fee subsidies.

Executive Team involvement in the waiting list:

If the Registrar is not going to follow the order of the waiting list, it is brought to the Executive team for a vote. Reasons why SCNS would not follow the order of the waiting list:

- vi. SCNS is running a mixed age group program and the child needs to be a certain age to keep SCNS in compliance with Ministry ratios and age restrictions;
- vii. SCNS is not able to safely integrate the child into the class.
- viii. Enrolment is happening in January and the teachers feel that a certain child would be better for the program (ie) a returning family, has been in a child care setting before.

Confidentiality of the waiting list:

The waiting list is maintained and managed by the Registrar and is not published to anyone. The information provided by families is kept confidential.



This [Parent Handbook](#) is a condensed version of the [Policy Manual](#) and is issued to you as a guide. It is an overview of the formal policies and program details of the Stittsville Co-operative Nursery School. An expanded version of these policies and procedures is documented in the [Policy Manual](#) maintained by the School's Executive committee. If you have any questions regarding a specific policy, please contact the Business Manager, Program Supervisor or the President and they will provide clarification. The [Policy Manual](#) takes precedence over this handbook.

