

Stittsville Co-operative Nursery School
Handbook and Policies for Parents



2021-2022

COVID-19 PANDEMIC ANNOUNCEMENT

Because SCNS does not know if there will be operational restrictions in September 2021, SCNS will start registration by offering ONLY 5 mornings/week programs for both the 2 & 3 year-olds.

As soon as SCNS can open more programs and offer a variety of program days we will do so.

**Sections in this HANDBOOK that will not apply if SCNS is operating with restrictions are marked with by ★.
Please ALSO refer to the Enhanced Health & Safety Protocols.**

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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 and, sometimes, non-member families from the community who have the nursery school's best interests at heart.

The volunteer 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.

The co-operative philosophy of "the more people get involved in the school, the richer the rewards for both parents and children" rings true at SCNS. The co-operative environment offers parents the opportunity to actively engage 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 they are 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 themselves in many ways.

For your reference, the official link to How Does Learning Happen:

<http://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 their 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 educators 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. Thoughtful planning offers a program that supports and encourages further development of children's skills. As an inclusive program SCNS ensures that every child, regardless of their needs, is treated with dignity, respect and equality and is given the opportunity to excel and flourish in all areas of development.

The play based curriculum, which is rich in skill development, offers a balance of child initiated and educator supported activities and experiences both indoors and outdoors. Every child is an engaged learner and is encouraged to participate in 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, Public Health and local government bylaws. Staff, students and volunteers working with the children must obtain an approved Police Reference Check for service in the vulnerable sector. Staff must also have current 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 inspections 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/sanitizing 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 clean up when they are finished.

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

The educators at SCNS know that children flourish in all areas of development when they have supportive, caring and responsive relationships with adults. Parents and educators 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 educators take time to learn about each child, their families and respect their culture, values and morals;
- SCNS educators have open communication with parents to answer questions and give advice on the child’s developmental growth, such as; toilet training, separation anxiety and behavioural concerns/challenges.

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 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 behaviour and language to support the children in their efforts;
- designate an area of the classroom as a Quiet/Book area to provide a safe, tranquil 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 allow the children time to solve problems and expand the play on their own or as a group before providing a variety of materials to help them. The daily schedule is creative, flexible and adapts 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 so they can reflect, build on and grow.

5) Provide child-initiated and adult supported experiences.

Children learn best by doing things on their own, at their own pace through actions, relationships, inquiries, opportunities and repetition. Educators 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 where each child's learning and development will be supported.

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

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

7) Incorporate indoor and outdoor play, active play, rest and quiet time, into the day and consider the unique needs of the children.

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

8) Foster the engagement and ongoing communication with parents regarding the program and their child(ren.)

Parents know their children best and are the foundation for a child's early learning and development. Educators foster partnerships with families to meet the needs of the children in program. Educators support ongoing communication with parents regarding program and/or their children at pick-up/drop-off time, with daily photos, emails, monthly classroom newsletters and through social media updates.

- Educators are available and will set time aside to discuss any parent concerns;
- feedback and suggestions from parents are encouraged (in person or through communication box);
- bulletin boards outside each classroom displaying "How does Learning Happen;"
- community resources, supports and information are available on our parent and community boards.

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

SCNS is affiliated with a plethora of support services in the community that help train our educators, contribute to individual program plans and/or support the program with additional assistance in the classroom. Our school works cooperatively with professional partnerships and services with the success and well-being of the child in mind. Children's Inclusion Support Services and Ottawa Children's Treatment Centre are prime examples of the support SCNS engages with.

SCNS supports the community by using local businesses to purchase food/supplies, and provides learning opportunities and practical work experience to students on co-op placements.

- Educators will help facilitate connection to community resources/supports.
- Coordinate meetings to set goals and discuss what is in the best interests of the child and their family.

10) Support the educators with professional learning.

SCNS educators look for any opportunity to develop their knowledge and to stay current in business and the ECE profession through regular workshops, seminars/webinars, conferences and written material.

- attend discussion groups through the Early Childhood Professional learning community of Ottawa;
- members of Nursery School Network;
- review and discuss information pertinent to ECE profession;

- SCNS pays educators for professional development days throughout the school year.

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

The strength of every child and adult at SCNS is recognized. It is understood that the SCNS environment enhances the education and development of a child. A sense of self-worth and well-being provides a child with a safe foundation from which to learn. SCNS revisits and incorporates relevant pedagogy and early years programming regularly to maintain a high quality learning environment through documentation and review of the program.

- recording in the Daily Log;
- monthly staff meetings;
- monthly executive meetings with the parent board;
- reviewing compliance checklist on approaches to goals;

As a living document, the SCNS program statement will be reviewed and amended through 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 SCNS Staff, parents, volunteers and students, will review the program statement and be invited to suggest enhancements and content prior to working in the program with the children. SCNS has a policy for monitoring the compliance and contravention of all of our policies, including the program statement. The program statement is incorporated into our handbook and is located at the school and on our website for all current and prospective families 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,

- corporal punishment of the child;
- 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;
- depriving the child of basic needs, including, food, clothing, shelter, toilet use or bedding;
- 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;
- 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;
- 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. The daily schedule for classes is similar each day so the children can become familiar with the program.

The program at SCNS is designed to facilitate growth and development while children learn individually and within a group. Our Educators 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 being encouraged to express feelings and emotions.

Children are encouraged to investigate and manipulate through their senses in all areas of the classroom. They are provided with sensory activities that involve many different experiences including water, sand, play-dough, goop and shaving cream. All of these allow children to manipulate, measure, scoop and pour.

Construction play allows children to develop motor and spatial skills while inspiring a capacity for creative and divergent thinking. With a selection of large wooden, foam and unit blocks there are many forms of exciting building opportunities to promote cooperative play and problem solving skills.

SCNS has a selection of table top toys like puzzles, sorters, games and more 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 materials and props like 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. Resources and tools 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 the daily routine. The private fenced in yard with a play structure, mud kitchens, a bicycle path, seating for children and a large grass area offers opportunities for climbing, sliding and exploring movement. A variety of activities are provided for the children to enhance outdoor play time.



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. Although SCNS allows for Professional Development time for the educators during the year, those days do not normally coincide with those held by the school boards and are less frequent. Families are provided with a list of important dates of program closure and are reminded by emails.

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 31st when enrolling from September through June. Fees for our programs are listed on the SCNS website at www.scns.ca and/or in the Registration Package.

Hours of Operation ★

The 2 year-old program runs from Monday-Friday between the hours of 9:15am-11:45am and the 3 year old program runs Monday-Friday, between the hours of 9:00am-12pm and from Tuesdays-Thursday afternoons from 1:00pm-3:30pm. Start and finish times are staggered for some classes to keep the 2 and 3 year-olds separated and to eliminate congestion in the halls, parking lot and/or the playground.

Educators need to set up for the day so doors will only be opened a few minutes before program start time. If parents arrive earlier than that, they are free to watch their children in the play yard until the doors are opened.

During the Global Pandemic, SCNS will offer ONLY 5 mornings/week programs for both the 2 & 3 year-olds.

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 are Registered Early Childhood Educators (RECE) in each classroom to adhere to the required Ministry ratios guidelines.

The Educators will only release children to the adults named on the registration form unless parental written approval is received prior to pick-up time. 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 (signing in/out) upon arrival and departure.

★ During the Global Pandemic, SCNS will outline specific Drop-off and pick-up protocols.

Weather policy

We try to get outside every day and will take into consideration the outside temperature (wind chill and/or heat advisory) and sunlight when deciding whether or not to go outside and for how long to stay. Our play yard is very sheltered so, if it is safe and comfortable, we will go outside. Please have your children prepared for outdoor play every day.

School Cancellation

When the Ottawa Transportation Authority cancels school buses in the area due to inclement weather, SCNS will generally cancel program as well. If, however, poor weather predictions are outside of our program window, the President and Program Supervisor may decide to hold program. Either way, families will get an email from their teachers by 7:30am on the day in question.

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

Program fees will not be refunded if the school cancels program due to weather.

If there is a need to close the school for an extended period of time, ALL future monthly fees will be stopped and the SCNS Executive teams will continue to communicate to SCNS members throughout the closure.

Emergency Management

SCNS has an Emergency Management policy with detailed procedures. Ministry of Education licence requirements include that SCNS must practice emergency evacuation with the children on a monthly basis. SCNS *also participates in all* A. Lorne Cassidy E.S. *evacuation drills.* Parents will be notified by email or phone if there is an actual emergency.

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 they can manage independently. In spite of smocks and supervision, expect children to have paint spills, toileting accidents and get dirty while exploring during program. **Shoes must be worn at all times**, so your child should bring a bag with footwear and extra clothing every day.

★ **Having a big enough backpack or bag will allow children to take home treasured artwork and other important information you may need to review.**

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

Daily snacks are provided by SCNS. 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 the

school. If your child has specific dietary needs that require snacks other than what we offer at the nursery school, parents may be asked to bring in unopened, pre-packaged items which are clearly labelled as nut-free. All families who have children with food allergies and/or food restrictions will be required to sign the snack calendar everyday their child is in to approve snack for the day.

- ★ **Every day, children should bring a cup from home with names clearly marked. This cup will be used at snack time and will be emptied 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, 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 we can offer.

Upon registration, parents should be prepared to:

1. Pay monthly tuition fees.
2. Participate in rotational parent volunteer days, by supporting the program. ★
3. Provide the school with a current Police Record Check issued by the Ottawa Police. ★
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 AND Buy out Options ★

Being involved in your child's preschool experience is rewarding for everyone. We hope every family will participate but we understand in some cases it 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 to switch with another parent or fill in on a day that is not assigned to anyone. We understand that "life happens" and occasionally, at the last minute, you are unable to come to program on your assigned day.

If you know upon registration that you cannot fulfil the monthly parent classroom volunteer expectation, we have created a buy-out option at \$15/month. This fee will be collected upon enrolment and will be paid for the full school term. If you enrol after September, the buy-out will be pro-rated.

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 on 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 instructed 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 the school or brought in 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 a child for consecutive years can continue to use their original PRCs until the 5th anniversary of the most recent PRC on file. Returning Staff and parents will sign a Criminal Offence Declaration to confirm there have been no changes to the police record standing.

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 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. Parent participation on the field trips is encouraged, but not required. Parents are responsible for getting children to and from the field trip location. If your assigned volunteer day falls on a field trip, we appreciate your help at snack time.

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 indoor 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 on some committees. If you miss the General Orientation Meeting (GOM) in September, we will 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 commitments may result in a fine being levied by the Vice President.

Fundraising ★

As a non-profit organization, the school relies on fundraising activities to help offset the operational costs of running the school. The Fundraising Coordinator and Executive team organize a few activities throughout the year for voluntary participation. Your support is encouraged and greatly appreciated.

SCNS Code of Conduct

1. The school is a smoke and Vape-free facility. Smoking/Vaping is prohibited inside the building and on school property.
2. Personal telephone calls are discouraged during program hours. Emergency calls are, of course, fine.
3. Office equipment is restricted for school business use.
4. Home-made food cannot be brought into the nursery due to life threatening allergies.

General Meetings

We are required by the Incorporations Act to hold general member meeting and parent attendance is mandatory. Missing them may result in a fine. ★**General Meetings will be held virtually while SCNS has Restricted Operations.**

- 1 The **General Orientation Meeting (GOM)**: Held in September 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.
- 2 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.

Participation Fines ★

The success of the nursery school depends directly on the effort members put into its day-to-day operation. Without parent volunteers to look after different jobs around the school, SCNS would, subsequently, have to hire people to have them done. This added expense 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:

Participation Fines:	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 Positions:

Executive Committee ~ (*monthly meetings at the school*)

★Executive Meetings will be held virtually while SCNS has Restricted Operations.

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. Anyone serving on the Executive Committee will have to apply for a PRCvs.

- 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.
 - Prepares annual budget with the Treasurer and Business Manager.
 - Oversees all Executive and school business.
- Vice-President & Secretary**
- A combined role.
 - Levies participation fines as required.
 - Liaises with all committees and reports back to the Executive Committee.
 - Records meeting minutes and distributes them monthly.
- Treasurer**
- Accounting and Finance experience is preferred.
 - Excel knowledge, a working printer and scanner are required.
 - Responsible for the finances of the School including the annual budget.
 - Works with the Business Manager & Bookkeeper and presents monthly actuals at the Executive meetings.
 - Responsible for writing cheques.
 - Maintain files that will be sent to the Auditor at the end of the year.
- Registrar**
- Responsible for Registration and Welcome packages.
 - Maintains up-to-date enrolment and waiting lists.
 - Receives and responds to telephone/email inquiries concerning the school and maintains waiting lists.
 - Maintains current and past member email distribution lists in order to send mass emails as requested.
- Fundraising & Social Co-ordinator**
- Work with the Executive team to determine the amount needed to fundraise in order to offset the budget.
 - Plan and execute activities with the Executive Team.
 - Plan the year end picnic.

Executive Committee ~ (monthly meetings at the school) ... continued

Social Media Co-ordinator

- Manages the website, FACEBOOK and other Social Media platforms.
- Working knowledge of WORDpress is required.
- 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).
- Do as much advertising through social media as possible.

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

Website & Social Media Support

- If enrolment does not support the need for this position, these duties fall under the Community Relations portfolio.
- Support the Community Relations Co-ordinator 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.



Committee Positions: ★

Committee Positions ~ attend meetings/duties as scheduled by the Team Leader.

All committees are filled at the General Orientation Meeting (GOM) in September on a first-come, first-served basis. We will try to accommodate everyone's committee preferences, but it may be necessary to **ASSIGN** individuals to a committee that needs additional support. There is no buy-out option for committee work.

Indoor Housekeeping ★

- Our Largest Committee.
- 3-5 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.
- Other duties that may be delegated to the group are: general repairs of toys, furniture and other miscellaneous minor carpentry (shelves etc.) as required.
- 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.

Outdoor Maintenance ★

- During the school year, there will be 3 outdoor seasonal maintenance days (Fall, Spring and Year end)
- These are group work days where the yard will need to be weeded, shrubs and hedges trimmed, grass raked, sand turned, paths cleared of sand, and "traffic" lines repainted.
- No outdoor maintenance will be scheduled during the winter/snowy months.

Committee Positions ~ continued

- Food ★**
- Coordinated by the Program Supervisor, 2 volunteers are required to do grocery shopping-
 - Reserved for families who have children with food allergies.
 - SCNS has an account at Brown's YIG – and members will be given the account card it is their turn to buy groceries.
 - Unpack groceries at school and take inventory of supplies in kitchen before weekly shop.



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.

New families are generally accepted on a "first-come, first-served" basis after current and alumni member family pre-registration. We encourage children in the 3-year-old program to be toilet trained and the educators are happy to support your efforts while your child is in program with them.

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

In order to secure any child's spot on the registration list, all of the required forms and payments are to be handed in.

Immunization Forms

.Quoted from: Ottawa Public Health

Parents/guardians are now responsible for ensuring that their child's immunization record is updated with Ottawa Public Health (OPH.) Doctors will no longer be submitting immunization information on parents behalf. Every time a child receives immunization or shots, Parents/guardians to update 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 by the end of September every year. 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 by calling Ottawa public Health at 613-580-6744.

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 visit the program, meet the Program Supervisor and/or program educators.
- You will be assigned to, rather than choose, a committee. ★
- You will be added to the Classroom Parent Volunteer schedule on the next rotation (provided your PRCvs has been handed in.) ★
- If enrolment starts mid-month, a pro-rated rate may be calculated prior to start date

- Enrollment after January 1st, if space allows, will be at the discretion of the Executive Team and the Program Supervisor.

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 teachers. This is a 20 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 classroom teachers know of any contact information changes.

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 and/or Teachers may discuss with the parents the benefits of withdrawing the child. Some children may not be ready for Nursery School at this time, and that is fine. When a 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 will be followed.

Fees

The fee structure for the school year is as follows:

- A non-refundable registration fee to cover membership in the co-operative. This fee will be prorated for families enrolling later in the year. Families who have more than one child registered in the school will be charged for only one registration fee.
- Fees are charged on a per month basis. We will accept post-dated Cheques dated the 1st of each month from September through June OR you can pay monthly via eTransfer on the 5th of each month. are currently looking at alternate ways of paying monthly fees other than by post-dated cheques. Please wait for payment direction from the Registrar.

Appendix A of the Registration Package contains information about class fees and program times.

All cheque payments are to 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, 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.

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>
Between the 1 st – 14 th of the month:	Family pays the current monthly fees in full.
Between the 15 th – 31 st of the month:	Family pays the current monthly fee PLUS the following monthly fee.
After April 15 th :	All fees up to the end of June to be paid.
★ If Due to Pandemic reasons	After notification, ALL remaining fees will be stopped/returned.



Emergency Medication

Educators 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 participate fully in the program because they aren't feeling well, please keep them at home and call the school to report their absence. 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 48hrs** before returning to program.

The Public Health Unit 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.

★ Please refer to the SCNS Enhanced Health & Safety Operational Guidance for details during the pandemic.

Sanitary Practices

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

Parents assigned to the Indoor Maintenance Committee perform rotational bi-weekly clean and toy sanitation. The OCDSB custodial staff, from the A. Lorne Cassidy Elementary School, does 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. 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.

Please refer to the [SCNS Enhanced Health & Safety Operational Guidance for details during the pandemic.](#)

Ottawa Public Health

Ottawa Public Health(OPH) comes into the school at least twice per year to ensure we are adhering to their guidelines.

SCNS also has a responsibility to report certain communicable diseases to OPH and to the membership. If you child has been diagnosed with Chicken pox and or another contagious virus that will affect the staff and families at the nursery school it is a parent; responsibility to report that to Program Staff or the Business Manager at their earliest convenience.

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 and/or other concerns.
Educators	<input checked="" type="checkbox"/> Program related topics. <input checked="" type="checkbox"/> Your child's progress at the Nursery School.
Business Manager	<input checked="" type="checkbox"/> Questions concerning the daily operation of the Nursery School.
President	<input checked="" type="checkbox"/> Questions concerning staff and/or administration of the school.
Vice-President	<input checked="" type="checkbox"/> Questions regarding committee work, PRCs or fines.
Registrar	<input checked="" type="checkbox"/> Questions regarding registration or withdrawal.
Fundraising & Social Coordinator	<input checked="" type="checkbox"/> Questions regarding fundraising campaigns.

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.



NURSERY SCHOOL POLICIES AND PROCEDURES

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.

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.

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, Educator, 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 or President and, if necessary, the Ministry Supervisor. SCNS is also 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:
Program Room-Related For example: schedules, toileting, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <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. <p>Document the issues/concerns in detail. Documentation should include:</p> <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; ✓ 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.
General, Centre or Operations Related For Example: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> ✓ the SCNS Program Supervisor ✓ SCNS President 	Continued ...

Policy for Addressing parent concerns (continued):

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>SCNS Staff, Program Supervisor, Volunteer 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 & parents, that put 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>	<p>✓ Ensure the investigation of the issue/concern is initiated by the appropriate party within 2-3 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>Follow-up to ensure that the issue has been resolved or that the parent is content with your efforts.</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>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.



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.

