



Munster Co-operative Nursery School

**PARENT HANDBOOK
2011-2012**

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MUNSTER CO-OP NURSERY SCHOOL

1.0 INTRODUCTION TO THE SCHOOL

1.1 HISTORY OF THE SCHOOL

The Munster Co-op Nursery School (MCNS) was founded in 1976 by a group of parents from Munster and the surrounding areas who wished to provide a safe, enriching and local environment to prepare their young children for kindergarten. In our 35 year history MCNS has provided quality programs for hundreds of children with the support of parents in the community.

1.2 MCNS PHILOSOPHY

The primary philosophy of MCNS is to create a comfortable, supportive environment for the children. They are encouraged to develop at their own pace through a program that is structured, yet flexible enough to allow the children to choose from a variety of activities each day. This will enable them to enhance their individual strengths and develop a sense of self-worth. The children will also learn to work together, to share, and to problem solve while playing and having fun.

1.3 WHAT MCNS OFFERS

The Munster Cooperative Nursery School provides pre-school children with opportunities to learn and discover new skills including: social, physical, emotional and intellectual. This is achieved by exposing them to other children, qualified staff, information, toys and equipment specifically designed for pre-school children. A low child-to-teacher ratio emphasizes learning and directing instead of teaching. This opportunity for individual attention assists the child's unique growth during this age of exploration and discovery. Children who attend MCNS gradually learn school expectations and procedures. As a result they enter elementary school with a greater ease and confidence.

1.4 WHAT DOES CO-OPERATIVE MEAN

MCNS is a non-profit organization, owned, operated and administered by its members. This means members make all decisions concerning the school, and help with the work needed to run the school. Parents serve either on the Board or fulfill one of the Co-op Jobs listed at the end of the handbook. The parents also participate on a scheduled basis in the actual classroom programs with the children as Duty Parents; this role is outlined further in the handbook.

1.5 BENEFITS OF PARTICIPATING IN A CO-OP NURSERY SCHOOL

- ❖ The camaraderie and friendships shared among the parents you frequently see and get to know.
- ❖ Our appreciation of having a local school, its activities and events.
- ❖ Our accomplishments and contributions in support of the school's needs enhances our enjoyment of the school.
- ❖ Our happiness for our children's involvement in a school they so enjoy.
- ❖ Our familiarity with the school positively influences how we run the school. This ensures its longevity and the quality of its programs, and is a richly rewarding experience for children and parents.
- ❖ The challenge of how to keep the school growing, and to manage that growth.
- ❖ The freedom of not having to provide all of our child's upbringing, but knowing with a trusting heart that they are getting the best alternative for those other times.
- ❖ The gratitude felt when you bring your child to JK and they are comfortable because of their exposure and experience in MCNS.

1.6 CONTACT INFORMATION

Although the classroom is located in the Munster Elementary School, MCNS is not affiliated with the school. Our contact information is as follows:

Phone number:	(613) 838-8754
Mailing Address:	Box 488, Munster, ON K0A 3P0
Street Address:	7816 Bleeks Road, Munster (in Munster Elementary School)
Web Address:	www.munstercns.org
Email Address:	munstercns@yahoo.ca
Registrar:	see website for current Registrar

2.0 PROGRAMS OFFERED

Classes are filled on a first come, first served basis. Programs are arranged by age according to guidelines set out by the Ministry of Community and Social Services. Each class is offered on the day and time listed below and can vary from year to year subject to member preferences. All program availability is subject to enrolment numbers.

2.1 ENROLMENT PROGRAMS

2 Year old program (18 months to 30 months)

The two year old program is offered to children who are 18 months by September 1st, and is run twice a week on Tuesday and Thursday mornings from 9:15 to 11:30 am. The enrolment in this program is limited to 8 children, with a minimum of 4.

3 Year Old Program

The 3 year old program is offered to children who will be 3 before December 31st. It is run Monday, Wednesday and Friday mornings from 9:15 to 11:45am. The enrolment in this program is limited to 12 children, with a minimum of 4 children.

3 and 4 Year Old Program

The 3 and 4 year old program is offered to children who will be 3 before December 31st and to students enrolled in junior kindergarten; who attend school in the morning. It is run up to three afternoons a week on Tuesday, Wednesday and Thursday from 1:00 to 3:30 pm. The enrolment in this program is limited to 12 children, with a minimum of 4 children.

2.2 PROGRAM STRUCTURE

Our daily program follows a predictable format with which the children become very comfortable. Drop off time is between 9:15am and 9:30am for the morning program, and between 1:00pm and 1:15pm for the afternoon program. The program starts at 9:30/1:15, parents are asked to leave shortly after. The children begin with free play upon arrival, followed by tidy-up, circle time, wash-up, snack time, story time, and conclude with outdoor play. Children are finished their program and picked up at the end of outdoor play which is at 11:45am in the morning and 3:30pm in the afternoon, except for the Two Year Old Program which is finished at 11:30am. Activity times are sometimes reversed depending on weather conditions, however, programs always finish at the same time.

The classroom is set up in activity centers. Upon arriving the children are given the opportunity to explore the various activities. Themes for the school year are designed by the teacher, and the classroom reflects the theme in materials for use and display. Their free play interaction and exploration maximizes their enjoyment and learning potential. The program in greater detail is as follows:

FREE PLAY

Includes the following areas:

- ❖ Dramatic Play (dress-up, creative & imaginative play)
- ❖ Sensory play (sand & water tables, play dough corner, etc.)
- ❖ Manipulatives (block sets, train set, lace-ups, puzzles, etc.)
- ❖ Gross Motor (gym, circle activities, outdoor play)
- ❖ Basket Activities (science, math, fine motor, language)
- ❖ Books (in quiet area)
- ❖ Art and Crafts (varied in theme and materials to choose from)

The Children will be encouraged to clean up as they play. However during the transition from Free Play to Circle we will completely clean up the room, known as "tidy up time".

CIRCLE TIME

The children learn to develop their listening and social skills in circle time. They are taught concepts based on the current theme, and discussion and participation are encouraged by the teacher. They also enjoy singing and music, social studies, games, and are shown how to appreciate and use books or other information for learning and enjoyment.

SNACK TIME

Children will sit and enjoy their nutritious snack.

STORY TIME

A book is read and explored in a discussion that follows.

OUTDOOR PLAY

The children are encouraged to dress themselves for outdoor play. They are all inspected, buttoned up and tucked in before they go outside. This time is used to let the children run and play in the fresh air. The teacher and the duty parent supervise them. On days when it is too cold or wet, the children may have the opportunity to play in the gym.

WASHROOM HABITS

All children are encouraged to use the washroom and are assisted if necessary. They will be reminded to wash hands and flush toilets.

3.0 ADMISSIONS

3.1 REGISTRATION

In order to register your child you can obtain a registration package from the website, the Registrar or pick one up at the school. The package contains the following forms:

- ❖ Registration Form
- ❖ Parent Participation Form
- ❖ Authorization Forms
- ❖ Child Information Form
- ❖ Immunization Form
- ❖ Nursery School Policy Sign off form for (Classroom Management, Anaphylaxis, Playground Safety, Inclement Weather, Snack and Field Trip Policies)
- ❖ Criminal Reference Check Forms

All these forms must be completed and returned to the Registrar with a \$40.00 non-refundable Registration fee per child, with post-dated tuition cheques in order to secure your child a spot in the upcoming school year.

3.2 WITHDRAWAL

One calendar month's written notice must be given to the Registrar prior to any program reduction or withdrawal from a program, or one month's fee will be forfeited, e.g. notice received on February 15 still requires payment for the month of March. No refunds will be made for holidays or absenteeism, nor for withdrawals from the school after April 1st.

3.3 DISMISSAL PROCEDURE

It should be noted that not all children are suited for group care. Please bear in mind that the MCNS teacher and members are not trained to work with severe emotional or developmental delays in children. We will endeavor to do everything possible to help each child adapt and integrate into our program, using community resources which may be available to us. If, despite everyone's best efforts, the difficulties appear to be more than we can manage, the MCNS teacher may recommend to the President that the child and the family be discharged.

MCNS will give parents a minimum of two (2) week's notice that the child will be discharged. Some (but

not limited to) possible reasons for ineligibility to remain in the program could be:

- ❖ The child is beyond the licensed age limits.
- ❖ The parent or guardian does not abide by the Policies and Procedures of the MCNS
- ❖ The parent or guardian has demonstrated abusive, harassing and/or inappropriate behavior's towards MCNS teacher or other parents.
- ❖ The parent or guardian has not paid the fees.
- ❖ In the opinion of the MCNS teacher and President the program does not or cannot meet the needs of the child.

In the case of a discharge of a child, the final decision will be made by the Board of Directors. The decision will be presented to the parent or guardian in writing and may be delivered by regular mail or in person as is suitable to the situation. The letter will contain the reason(s) for the decision. The decision of the Board of Directors is not subject to appeal. MCNS will not knowingly contravene any Human rights Legislation and/or Case Law.

Appendices

Appendix A:

If the child's ability to function in the program is in question, the following steps will be completed in any discharge process:

Step 1:

The parent or guardian and member(s) involved will attempt to work on a mutually agreeable strategy to deal with the issues/ problems. It is imperative that the member(s) document all significant occurrences, noting times and dates of all observations.

Step 2:

If the issue/problem has not been satisfactorily resolved through Step 1, the parent will be requested to meet with the President and MCNS teacher in an attempt to reach a solution. Minutes of the meeting will be taken and a time frame shall be determined for the satisfactory resolution of the problem. The President will advise the Board of Directors of the situation at the first available opportunity (i.e.: next Board meeting).

Step 3:

If the issue/problem has not been satisfactorily resolved by the time limits specified in Step 2, then the situation will be referred to the Board of Directors. A minimum of two (2) weeks (10 working days) notice will be given to the parent or guardian. Notwithstanding this, should the safety or well-being of the children, staff or other parents is felt to be in jeopardy, the President has the right and ability to enforce a discharge date of less than two (2) weeks with proper notification to the parent/guardian. The MCNS teacher will inform the Program Advisor with the Ministry of Children and Youth Services of this situation.

Appendix B:

If the issue/problem stems from a Parent/Centre or a Parent/Staff conflict, the following steps must be completed in any discharge process:

Step 1:

The parent or guardian will meet with the member and President involved in an attempt to resolve the issue or conflict. If for some reason, those involved are not satisfied with the results of Step 1, they will proceed to Step 2.

Step 2:

The parent or guardian and the member involved will meet with the President in a further attempt to resolve the issue. Full documentation of these meetings will be recorded and placed on the child's file. If for some reason, those involved are not satisfied with the results of Step 2, they will proceed to Step 3.

Step 3:

If the issue is still unresolved, it will be referred to the Board of Directors who will develop an action plan. The MCNS teacher will notify the Program Advisor with the Ministry of Children and Youth Services of this situation. All persons involved in this matter will follow the action plan and will report the progress accordingly to the President.

If the President has determined that the action to be taken is a Notice of Discharge, then the formal notice will be given to the parent/ guardian stating the 2 week notice and the last day of service to the child. Notwithstanding this, should the safety or well-being of the children, staff or other parents is felt to be in jeopardy, the President has the right and ability to enforce a discharge date of less than two (2) weeks with proper notification to the parent/guardian. If the parent chooses to withdraw the child prior to the date specified on the Notice of Discharge, the parent is still liable for the fees for the 2 week period.

3.4 TUITION FEES

Tuition Fees are to be paid with a series of post-dated cheques made payable the first of each month or on a semester basis to the Munster Cooperative Nursery School or "MCNS". These cheques are due upon registration. Returned (NSF) cheques will be subject to a \$40.00 administration fee plus applicable bank charges.

Option 1: Tuition Fees with Duty Days

When parents participate in the classroom on a rotational basis, helping the teacher and interacting with the children, costs for these classes are as follows:

2 classes/week = \$95.00/month

3 classes/week = \$135.00/month

Option 2: Tuition Fees with Non-Duty Days

When parents cannot or do not wish to participate as duty parents in the classroom, a qualified regular replacement is available, and costs for these classes are as follows:

2 classes/week = \$135.00/month

3 classes/week = \$195.00/month

4.0 OPERATIONS

4.1 FUNDRAISING

In an effort to maintain affordable and competitive tuition fees we have a fundraising program to ensure that the Co-op can meet its financial goals. The Board selects a variety of products to sell and fundraising activities that earn needed profit for the school for a minimum amount of effort. The activities may vary from year to year but an overview is presented at the Annual General Meeting in May. A calendar of fundraising activities is posted outside the classroom door.

4.2 FUNDRAISING OPTIONS

In order to ensure that our financial goals are met by your participation, we require two deposit cheques per family (one dated December 1 and one dated June 1) for:

\$150.00 each if 2 classes/week

\$200.00 each if 3 classes/week

These cheques are held and will only be cashed if the member has not participated at an acceptable level in the fundraising program. The Fundraising Director in consultation with the board will review each member's involvement in the program and notify those members that have not met the minimum standard giving them the opportunity to increase their involvement or to choose to have their cheques cashed. Should the member still fail to meet the minimum fundraising requirement the deposit cheque will be cashed. The member must participate in fundraising activities each semester or the deposit cheques will be cashed. Since fundraising is essential to the operation of the school we want to ensure that our financial obligations are met.

If you do not wish to participate in fundraising, please indicate this decision on the Registration Form and your cheques will automatically be cashed on December 1st and June 1st, exempting you from fundraising obligations. **Please note that this option does NOT exclude parents from filling a job or Board position** listed at the end of the handbook and/or helping out at the fundraising events (though you will not be expected to sell any items related to fundraising).

5.0 GENERAL INFORMATION ABOUT THE SCHOOL

5.1 SCHOOL YEAR

MCNS is located in Munster Elementary School and follows the same Ottawa-Carlton District School Board school year, including Thanksgiving, Christmas, Family Day, March Break, Easter and Victoria day holidays. The school runs from September to June. MCNS still operates class programs on Munster Elementary School Professional Development Days.

5.2 PROFESSIONAL DEVELOPMENT DAYS

The teacher will attend meetings and seminars during the school year to learn of the latest practices in early childhood education. In the event that this takes place on a school day, there will be a substitute teacher.

5.3 PARKING

Parking for drop off and pickup is in the large, upper, main parking lot (the bus loop, near the ball diamond) and is shared with us by the Munster Elementary School. DO NOT park, pickup or drop-off in their staff parking lower lot at the side of the school closest to the Nursery School. Cars in violation of these restrictions may be ticketed or towed from this lot.

5.4 DROP OFF/PICK UP/ABSENT

The teacher must be made aware of when you drop off and pick-up your child. When a child is absent from Nursery School, the parents are not contacted. Therefore it is imperative that the teacher knows your child is present or that you have come to pick your child up.

The teacher will only release children to those persons named on the registration form unless written authorization is received by the teacher naming another individual who has permission to pick up the child. The authorization must be shown to the staff when the individual arrives to collect the child. All persons who are given permission to pick up a child must be aged 18 years or over.

Please advise the teacher when your child will be absent. There is an answering machine, so a message can be left at any time.

5.5 DRESS REQUIREMENTS

Dress your child in **comfortable easily managed clothes** that are washable and durable since they may get soiled during activities and art. Layers work well to meet their needs.

Send a **change of clothes** in backpack in case of an accident at the art table or otherwise (this is to be sent every day or left in the cubby for the duration of the school year).

Weather permitting, the children will be playing outside each day and will require the **seasonally appropriate clothing**.

Make sure the child brings **running shoes** for use in class/gym.

5.6 COLD WEATHER POLICY

The children will be taken out to play every day that the weather is suitable. Temperatures below -15°C , including the wind chill factor is considered too cold for outdoor play.

5.7 HEALTH POLICY

From the Ministry's "Growing Healthy" guidelines, our Health Policy is as follows:

Please keep your child home if he or she shows signs of illness. Colds etc. spread rapidly in the classroom environment. Please be sure that you inform the teacher of any allergies or special medical attention that your child requires. A doctor's certificate is required for re-entry after the following illnesses: Impetigo, Ringworm, Scabies, Conjunctivitis, Pertussis and Strep Throat.

Nursery School policy requires that we are informed of cases of any contagious diseases so that we can

report and follow the Health Unit directives. The following are a list of common contagious diseases – if in doubt please phone your child’s doctor.

Disease	Exclusion Period
Chicken Pox	Until blisters are crusted and child is well enough to participate
German Measles	7 days after onset of rash
Measles	4 days from onset of rash and child well enough to participate
Mumps	9 days from onset of swelling
Whooping Cough	5 days after start of antibiotic treatment or 3 weeks from onset of symptoms
Streptococcal Infection (strep throat, Scarlet fever)	24 hours after treatment begins
Gastroenteritis, Beaver fever, Diarrhea, Shigella	Until stools are formed
Salmonella, Escherisca coli	2 negative cultures 24 hours apart
Fever	Fever Free for 24 Hours

5.8 ACCIDENT PROCEDURE

The Teacher/Director holds Standard First Aid and Infant/Child/Adult CPR certificates. In the event of an injury at school, first aid will be administered. Due to stipulations in the Day Nursery Act, only soap and water may be used on abrasions. Parents will be informed of the accident when they pick up their child, or if required, will be contacted to discuss further action.

5.9 FIELD TRIPS/SPECIAL EVENTS

Whenever possible, special events are held in the classroom such as visits from police officers or firefighters. If there is a field trip, each parent would be responsible for transporting their own child and meeting the group at such an event. Parents are required to accompany their child for the duration of the field trip. For insurance purposes, no car-pooling is arranged for school functions. Guidelines are provided for each field trip such as location, anticipated activities and duration, suggestions for dress requirements, and details such as snack provision. Please see Field Trip Policy/Consent form.

5.10 TREASURES

Treasures can help ease the transition from home to school for some children. After the child is comfortable, usually after a few classes, they will be encouraged to leave all treasures at home or if they make it into the school they must remain in the child’s backpack.

Occasionally, the children may be asked to bring items to complement a particular theme and sharing these objects will be encouraged.

5.11 BIRTHDAYS

Birthdays are special days and will be celebrated with a song during circle. Parents may also bring in a special treat for snack time. Please contact the teacher prior to making the snack so that she can alert you to any food allergies.

5.12 TIPS FOR YOUR CHILD'S FIRST DAY AT SCHOOL

- ❖ Respect your child's feelings
- ❖ Separate your feelings from those of your child
- ❖ Accept unusual behaviour – the child may react in an unpredictable manner
- ❖ Communicate openly with the teacher about any fears the child relates at home
- ❖ Explain what is happening in terms that the child can understand i.e. I'll be back to pick you up when you are playing outside
- ❖ Leave and come back on time
- ❖ Always say goodbye even when there are tears
- ❖ Accept help and support from the teacher and duty parent – they understand
- ❖ Understand that separation is a process that takes place over time
- ❖ Be patient, optimistic and supportive
- ❖ Talk to your child about what to expect at school
- ❖ Come and play in the yard a few times and look through the windows with your child before classes begin

6.0 PARENT PARTICIPATION

The direct involvement in the program by the parents demonstrates to the child parental concern for them and their welfare. Parental involvement gives the children an opportunity to come to know a variety of adults, while at the same time the adults get to know a variety of children. By their presence at school, the adults may observe and come to appreciate how their child reacts to other adults and groups of children.

There are two areas of involvement for parents in the Nursery School:

- ❖ The first is as the Duty Parent, which is a mandatory responsibility for every family (though there are replacement options on a fee basis).
- ❖ The second area is participating on the Board or in a Co-op Job position. This participation within the support structure of the school is equally important but there is a choice as to the level of involvement.

6.1 DUTY PARENTS

Each family is responsible for providing an adult (mother, father, grandmother, etc.), or pay the tuition costs for the paid replacement to assist in the nursery school on a rotating basis according to a duty day schedule. The duty parents are essential to the safe and legal operation of the school. Although we have set caps on the enrolment within each program, this can be negotiated with adult to child ratio if demand warrants it. We must keep in mind the capacity of the classroom and maintaining a suitable teacher/child ratio. Therefore, as enrolment fluctuates throughout the year the number of duty requirements may increase or decrease.

If numbers allow, parents of twins enrolled in the same day(s) may receive duty days as for one child. Scheduling is determined by the number of children in the program.

If adult to children ratios are not met, the class for that day may need to be cancelled. As a result, a missed duty day will result in a fine of \$35 to the parent failing to report on their scheduled day (which must be paid before their child comes back to school). Duty parents who fail to arrive by start of class will also be charged a fine of \$35.00. No siblings are allowed during the parent's duty day or on outings.

If you are unable to attend scheduled duty days due to emergency, sickness or unavoidable situations, it is your responsibility to find a replacement either by:

- ❖ exchanging a duty day with another parent and let the teacher and liaison know,
- OR
- ❖ paying for a substitute. Contact the Program Liaison to coordinate the paid substitute. Payment of \$35 is required to be provided to the Liaison, 48 hours after scheduled duty day. These paid substitutes are from a pre-approved list (criminal reference checks have been completed) and must be contacted at least 24 hours in advance where possible.

Your liaison will contact you in September to discuss scheduling of duty days for the school year. Please notify your liaison in advance of any special concerns or limitations you may have concerning the scheduling of the duty days throughout the school year.

6.2 GUIDELINES FOR DUTY-PARENTS WHILE AT SCHOOL

Please follow these general guidelines while acting as duty parent. Check with the teacher for any exceptions to the routine or special help needed for that day.

Arrival (9-9:15)

- ❖ Sign in at Munster Elementary School front office and pick up volunteer tag
- ❖ Assist with last minute set up
- ❖ Put any finished artwork into the children's cubbies
- ❖ Help greet the children

Free Play (9:15-10:20)

- ❖ Assist with the art activity
- ❖ Join and play with the children

Circle Time (10:25-10:40)

- ❖ Prepare for snack time
- ❖ Spray and wipe down tables with bleach solution (spray bottle)
- ❖ Join in with songs and activities
- ❖ Set out snack while the children are washing their hands

Guidelines continued...

Snack Time (10:40-10:55)

- ❖ Serve snack to the children
- ❖ When they are done ask them to clean up their spot
- ❖ Encourage them to look at a book until the rest of the children are finished

Story Time (10:55-11:10)

- ❖ Wash dishes using 3 sink method and clean tables
- ❖ Join in with quiet games and stories

Outdoor Time (11:20-11:45)

- ❖ Assist with dressing the children, encouraging them to do as much on their own as possible
- ❖ Help put out and clean up outdoor toys.

You must stay until the last child has been picked up.

Sign out at MES front office and return volunteer tag!

Enjoy yourself in the classroom. This is an important and fleeting time during your child's development.

~~~~Helpful Hints for Parents~~~~

- ❖ Participate at child's eye level as much as possible.
- ❖ Art area – print child's name on the craft beginning with a capital letter and then the lower-case – this helps the child recognize his own name.
- ❖ When you have a duty day, please bring a camera if you are able – we always need photos for our album.

6.3 SNACK PROVISION

During the scheduled snack time in the classroom program, parents are required to provide their child with a suitable snack/drink to be brought with them.

Munster Co-operative Nursery School being part of the Munster Elementary School is a nut free school. Please do not send any snacks to school with your child that contain or may contain nuts or traces of nuts.

With the introduction of the Anaphylaxis policy (see Anaphylaxis Policy section) it may be necessary to eliminate other items from the nursery school if any other student or staff member is severely allergic. Please see the director for a list of "safe snacks" and appropriate snack suggestions if you are interested.

It is requested that parents provide their child's drink in a non-spill container as drinking boxes are not preferred. There are utensils and plates in the classroom that can be used. Please make sure that the snack is manageable for your child. Please ensure that all containers are well labeled.

Extra snacks are left in the classroom in case a child comes to school without a snack or a snack that does not fall under the safe snack list. If a child does not bring their snack on two consecutive school days, on the third occurrence the parent will be charged \$5.00 and \$3.00 per day on subsequent occurrences.

****This snacks list is only a guide, if there are known allergies identified in any of the classes then an approved snack list provided by MCNS is to be strictly followed per the Anaphylaxis Policy****

SNACK EXAMPLES LIST

Fruits & Vegetables	Breads	Milk Products	Meat & Alternatives
Apple slices/quarters	Muffins	Yogurt e.g. Minigo	Hummus
Pear slices	Cheerios	Cheese slices	Hard boiled eggs
Peach slices	Pretzels	Cheese strings	Ham roll-ups
Berries (1/4 cup portion)	Animal Crackers	Pudding	Kielbasa slices
Grapes (cut)	Rice cake	Cream cheese	
Cantaloupe slices	Granola bar	Frozen Yogurt	
Kiwis	Multigrain bars		
Apple sauce	Crackers		
Raisins	Arrowroot cookie		
Celery/Carrot sticks	Bagel piece		
Cherry Tomatoes (cut)	Bread sticks		
Cucumber slices	Pita bread pieces		
	Ice cream cone		
	Potato crackers		
	Rice Crackers		
	Popcorn		

Parents may send a special treat for their child’s birthday. This will be served over and above the regular snack brought by each student.

6.4 DUTY PARENT CRIMINAL REFERENCE CHECKS (CRC)

We are required by the Ministry of Community and Social Service to secure criminal reference checks on all employees and volunteers indicating duty parents. All adults participating as duty parents must be aged 18 years or over and require an approved CRC each school year.

Parents must complete the form included in the Registration Package with the proper identification, and submit to the registrar as soon as possible to be processed with the Regional police no later than June 30th.

THE CRIMINAL REFERENCE CHECK MUST BE COMPLETED BEFORE ANY PARENT CAN PERFORM AS A DUTY PARENT.

For CRC applications not received by the deadline, or late registrations, it will be the responsibility of that family to obtain an approved CRC from the Regional Police for all duty parents of the child. For late CRC applicants, you may contact the Ottawa Police Service at (613) 236-1222 Ext. 5487 or 5732 for further instructions. Please also notify the Registrar.

If the police notify the Registrar of a parent's criminal record, the President, Teacher and Registrar will make a decision as to whether or not it has any bearing on the safety and well being of the children in the Nursery School. If the individual's criminal record precludes them from participating as a duty parent, they will have to find a replacement to fulfill their portion of the duty schedule. All information passed on to the school by the police or by the parents will be kept strictly confidential.

6.5 CLASSROOM MANAGEMENT CODE OF CONDUCT

- ❖ The children of Munster Cooperative Nursery School will be treated in a kind and respectful manner at all times. Their self-esteem and confidence are of prime importance.
- ❖ Classroom management is regulated by the Day Nurseries Act.
- ❖ At no time do we permit corporal punishment to be used on a child. (S.45(1)(a), 0802-06)
- ❖ At no time do we permit harsh or degrading measures to be used that would humiliate a child or undermine their self-respect. (S.45(1)(b), 0802-06)
- ❖ At No time do we permit exits to be locked for the purpose of confining a child unless otherwise approved by the Director. (S.45(2)(a), 0802-06)
- ❖ This policy is in effect for all staff, volunteers, co-op students and parents regardless of their relationship to any particular child.

This policy is monitored by observation by both the teaching staff and the parents. If at any time a contravention of these policies is observed, a written record will be kept and a written reprimand will be issued. In such a case, the Board will review the contravention and may take appropriate action as deemed necessary. In the event that a staff member has contravened these policies, a notation will be included in his/her record of employment.

7.0 BOARD POSITIONS AND CO-OP JOBS

One member from each family is expected to serve either on the Executive Board or in a Co-op Job position

7.1 THE BOARD POSITIONS

The Board is comprised of a President, Vice-President, Secretary, Treasurer, Registrar, Fundraising Director and Program Liaison Representative. The Teacher (who is hired by the board) is an ex-officio member of the Board. The Annual General Meeting (AGM) is held in May at the school and the date and time is posted outside the classroom. Each family must be represented at the meeting to discuss subjects for the upcoming school year and for elections and job selection. The Board has a minimum of one meeting per month.

President

- ❖ Plans and presides over all meetings
- ❖ Coordinates the board's basic responsibilities
- ❖ Co-signs all school documents and cheques
- ❖ Encourages group cohesion
- ❖ Acts as public relations officer for the school
- ❖ Acts as a liaison between the nursery school and other community groups
- ❖ Maintains school files, history, archives
- ❖ Notes calendar requirements (i.e. licensing, rental agreements, etc.)

Vice-President

- ❖ Aids president
- ❖ Assumes the role of the president during his or her absence
- ❖ Plans and implements ideas for promotion of school enrolment; including advertising, marketing and publicity
- ❖ Also acts as public relations officer for the school
- ❖ Also acts as a liaison between the nursery school and other community groups

Secretary

- ❖ Records and reads minutes of all meetings
- ❖ Establishes and maintains a minute book
- ❖ Keeps an updated copy of the by-laws and minutes book at all meetings
- ❖ Establishes and maintains a book of motions
- ❖ Monthly newsletter
- ❖

Registrar

- ❖ Is responsible for the completion of all registration documents
- ❖ Ensures confidentiality of information by adhering to ethical standards
- ❖ Maintains accurate membership lists and waiting lists
- ❖ Handles inquiries about the Nursery School and describes policies to interested parents
- ❖ Plans in-school visits for prospective members
- ❖ Informs duty roster parents and executive of newly registered children and parents

Treasurer

- ❖ Co-signs all cheques and other school related documents
- ❖ Is responsible for obtaining insurance and school rental contract

- ❖ Disperses payroll to employees based on documents prepared by the bookkeeper
- ❖ Responsible to forward monthly documents electronically to bookkeeper for account records in Microsoft Excel

Fundraising Director (s)

- ❖ Leads the fundraising team to plan, organize, and implement fund-raising projects as a supplement to tuition fees
- ❖ Establishes with the Executive Board the Annual Fundraising Calendar of Events
- ❖ Assigns events to members of the fundraising team and oversees all fundraising initiatives
- ❖ Track fundraising performances of families and advise when target are not met

Liaison(s) (2)

- ❖ Ensures that the Board is aware of any problems or needs of their respective programs
- ❖ Maintains communication with the families with reminders of how parents can get feedback from the appropriate sources about the various aspects of the school.
- ❖ Responsible for the preparation of the monthly parent duty roster
- ❖ Provides each member and the teacher with copies of the roster schedule
- ❖ Schedules the making of play-doh to be brought in by duty parent

Non-voting Executive Bookkeeper

- ❖ Maintains accurate accounting records in Quick books
- ❖ Prepares financial reports for each meeting
- ❖ Prepares financial statement at fiscal year end
- ❖ Prepares financial statement for lottery license application and report, Bi yearly intrust account reconciliation
- ❖ Prepares financial and report documents for government grants (like Wage Enhancement program)
- ❖ Prepare s and submits appropriate government financial documents and reports (tax receipts, payroll deductions & T4)
- ❖ Prepares and documents employee payroll

7.2 CO-OP JOBS

Fundraising Team

- ❖ Consists of a minimum of 4 people, who will each manage a fundraising project as assigned by the Fundraising Director

Corporate Sponsorship Coordinator(s)

- ❖ Compiles and maintains lists of local businesses
- ❖ Writes correspondence to solicit Corporate Sponsorship for additional funding of the school program
- ❖ Applies for various public grants and funding programs
- ❖ Responsible for promoting corporate sponsors once identified by means of website and signage at Nursery School events
- ❖ Writes thank you letters contributors and Corporate Sponsors
- ❖ Acts as a liaison between sponsors and the treasurer

Web Page

- ❖ Updates and maintains MCNS Web Page

Scholastic Books Representative

- ❖ Responsible for the monthly distribution and collection of order forms, money and delivery of books

Housekeeping Coordinator/Maintenance

- ❖ Assigns Laundry cleaning on a rotational basis
- ❖ Provides housekeeping team and the teacher the monthly cleaning schedule to be shared equally by all parents on a rotational basis
- ❖ Responsible for the laundering and care of dress-up and doll clothes and the weekly laundering of towels and dishcloths
- ❖ Responsible for cleaning and repairing the toys in the outdoor shed twice a year

*** Executive Board Members are exempt from the Toy Cleaning Rotation during low enrolment years***

Additional Positions if required on higher enrolment years:

Housekeeping team

- ❖ Responsible for monthly cleaning of all toys and equipment in the classroom as determined by the Housekeeping Coordinator

Teachers Aid , Special Events & Signage Coordinator

- ❖ Responsible for assisting with the coordination and planning of any special events throughout the school year, ie Christmas, field trips, etc.
- ❖ In charge of movement and storage of the 2 MCNS folding signs
- ❖ Schedules the making of play-doh to be brought in by duty parent

8.0 WHEN YOU HAVE A QUESTION

The temptation to talk to the Teacher about anything or everything is quite natural – however she is often not the best person who can help.

Outside the classroom is a copy of the current Board of Directors and their contact information to direct your question to the appropriate person. Please direct your questions generally as follows:

Teacher:

- ❖ program
- ❖ your child's progress
- ❖ any problems encountered by your child

President:

- ❖ questions about the administration of the school
- ❖ questions about the policy of the school

Registrar:

- ❖ forms for registration/withdrawals
- ❖ information regarding registration, withdrawals, fees, etc.

There is a Program Liaison that represents all programs offered in the school year. This person will contact you at the beginning of the school year when they design the duty day schedule. Any issue may be raised in confidence with the Program Liaison or any Board member at any time. The Liaison can bring concerns to the Board meeting on your behalf if you wish.