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| Parent’s Handbook |
| Gabriola Parent Participation Preschool |
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**Advice to Parents and Teachers from Preschoolers**

*Margaret Connet*

1. Please don’t walk so fast when we go places together. My legs are short and I can’t keep up with your long legs. Besides there are many things I need to see and investigate along the way.
2. My attention span is short. Lots of things last too long like shopping and visiting, and sometimes even games you play with me.
3. When I’m frightened of a big dog or something please pick me up and hold me. That helps more than telling me you won’t let anything happen to me.
4. Sometimes it would be nice if you would talk to me and explain why we have to do things, or tell me what is going to happen ahead of time when it is something new to me – then I’ll know what to do. Sometimes you might even just have a conversation with me about anything; it would make me feel like I belonged to this family too.
5. Sometimes big people get in such a hurry they tell me about six things all at the same time. I get confused when people say things like “This afternoon we’re going to grandma’s, get your coat, finish your lunch, choose what toy you want to take, wash your hands, and what shoes do you have on?”
6. I have trouble sitting still in the car even when you keep telling me to because it’s not very interesting to look at the back of the seat or that dashboard thing. I’m too little to see what’s outside and sit down like you want me to. While we’re on the subject, sometimes my neck hurts trying to see what’s on the dining room table or looking at big peoples faces. Please put me on a chair or you bend down to me.
7. Would you please fix it so you know whether or not I understand what you want me to do before you get mad at me for not doing something you expected me to do.
8. Please give me time to do things for myself. I’m slow and haven’t learned how to put my clothes away yet, much less do it fast. What’s all the hurry about anyway?
9. Please remember that I am in the room as a person and not as a piece of furniture when you tell secrets or private things to other big people. How do I know what should not be repeated?
10. When you or daddy won’t eat certain foods, talk about being afraid of the water, not liking school, are afraid of dentists and hospitals and doctors, why do you expect me to like them or not be afraid?
11. Sometimes I wish you’d explain to me why you get in arguments with me. I know I lost, but it is sometimes fun to get you riled up. Why do you let yourself get involved? *You* know better!
12. I may be small and I don’t know about lots of things yet, but I’m not stupid! Please don’t treat me as if I can’t understand anything that is going on.

**Gabriola Parent Participation Preschool**

**Parent Handbook**

Table of Contents

**Section 1: Introduction and Welcome**

A Very Special Welcome to New Parents

Background of your Early Childhood Educator (ECE)

**Section 2: Philosophy**

Learning Through Play (SVP/VICPA)

Program Goals

Do’s for Guiding Young Children

**Section 3: Parent Participation**

Orientation Requirements/General Meetings

Expressing Yourself in a Meeting/The Executive

Missed Meeting Guidelines

Executive Job Description

Job List/Descriptions

Role of the Parents in the Classroom

Duty Parent Responsibilities

Duty Parent Checklist

**Section 4: Guidance and Discipline**

Guidance Policy (VICPA)

Guiding Children’s Behaviour (Booklet – URL)

Guiding Children’s Behaviour (VIHA Info Sheet)

Nutrition & Child Care Programs (VIHA Info sheet)

Preventing Injury in Child Care Settings (Booklet - URL)

**Section 5: Program Information**

Field Trips

Allergies and the Classroom

General Program Information

**Section 6: Emergency Preparation**

Fire Exit Procedures

Earthquake Procedures

Earthquake Kit Contents

**Section 7: Policies, Constitution and Bylaws**

School Policies

Privacy Policy

Constitution and Bylaws

**Section 8: General Health & Safety Information**

Section 1:

Introduction & Welcome

**A VERY SPECIAL WELCOME TO ALL NEW PARENTS**

We would like to introduce you to the Gabriola Parent Participation Preschool and thank you for choosing us as your cooperative preschool. Your child will learn through play under the care of a qualified Early Childhood Educator (ECE), and you will reap the rewards of being actively involved in your child’s preschool experience.

Like other cooperative preschools, Gabriola Parent Participation Preschool is owned and operated by you, the parents. What does this mean? It means moms, dads, and caregivers play a very active role in the running of the preschool. Besides the fun of participating in the classroom on your “duty days”, you can offer valuable input and support during the monthly meetings. Everything you give helps to create a loving atmosphere in which your child will learn to feel confident and secure.

Like all programs of the Vancouver Island Cooperative Preschool Association (VICPA) we operate with the “Learning Through Play” philosophy. Our ECE sets up the environment and includes activities so that the children are encouraged to explore and actively participate in their learning experiences instead of being taught. There is math, science, social studies, geography, pre-reading and writing skills going on but you may not recognize them as such!

Parent and/or caregiver participation is the very foundation of our preschool. It is a wonderful opportunity where together we can watch our children grow in confidence towards the challenges ahead.

Enjoy!

**Background of your**

**Early Childhood Educator**

*The most effective kind of education is that a child should play amongst lovely things.* **- Plato**

As an early childhood educator my philosophy is based in the belief that children learn through play, that the foundations of learning - curiosity, openness, optimism, resilience, concentration, and creativity - are developed in play. I believe that children need the security of clear and consistent boundaries to be able to freely explore the world and their potential in it.  Within the parameters of safety children need lots of opportunities to make their own choices and discoveries.  I work to support children’s social, emotional, cognitive, physical and creative development by providing activities and materials that are responsive to their individual needs and interests; that invite exploration, inquiry and stimulate learning.

I believe that teachable moments occur throughout the day.  That, taking advantage of those moments to extend and excite new learning is a big part of the educators job.  I love the opportunity to see and support the child’s wonder in the world around them.

- Sharon Arnell, E.C.E.

Section 2:

Philosophy

**Philosophy – Learn Through Play**

We believe that children thrive in an atmosphere of trust. They need adults who are warm, loving, responsive and sensitive to their needs.

We believe each child is a unique person with an individual timing of growth, learning style and family background that is to be valued and respected. Each child naturally wonders about the world around him/her. We believe in nurturing growth and development as is relevant to each child.

Children make sense of the world through their experiences manipulating concrete objects, by experimenting and exploring their environment. They also make sense of their world through interactions with play where they can use their own natural tendency to act on and with objects, to explore, manipulate and experiment, as well as engage in activities with their peers and other adults.

Each area of development affects other areas. Therefore, we believe in enhancing development in terms of the whole child; physical, intellectual, language, emotional, and social.

How a child feels about him/herself affects his/her ability to learn and vice versa. We believe it is important to foster a sense of competency and autonomy in all aspects of his/her being.

Children become at home in their world when they develop a sense of self. We believe they gain a sense of self when the program reflects their family experiences, culture, and community. This includes the development of a partnership between the parents and the ECE, who work as a team to provide a positive experience in the classroom.

**Vancouver Island Cooperative Preschool Association Philosophy**

***Learning comes about through play when the need for both freedom and discipline is recognized.***

Parent-participation (co-operative) preschools are organized by groups of families who wish to provide their children with a quality preschool experience. Parent-participation preschools are owned and operated by parents on a non-profit basis. Under the guidance of a qualified Early Childhood Educator, parents assist in the classroom and participate in the educational program which emphasizes “learning through play”.

The educational program includes activities that promote the complete development of the child – social, emotional, language, intellectual and physical – and encourages a good self-concept, self-control and self-reliance. Children enjoy both quiet and active indoor and outdoor play. Visitors to the classroom and excursions into the community enrich the regular program. There is opportunity to use a wide range of materials and equipment. Classes are small, warm and nurturing, providing children with considerable individual attention.

Parents/caregivers in parent-participation preschools gain:

* A deeper understanding of children by learning about the behavior and growth needs of children at various ages and stages in their development. Active participation in the classroom and parent education programs provides the opportunity for their growth.
* An opportunity to develop skills and insights essential for guiding children. By participating with a professional early childhood educator, the parent/caregivers gain useful ideas for helping their child at home and in the world about him.
* A chance to meet, socialize and work co-operatively with a group of parents from a cross-section of the community, representing a variety of occupations and socio-economic levels and to receive emotional and practical support.
* Support through parent and ECE conferences, by discussing progress or difficulties being experienced by their child.
* Executive and Committee experience within your own group and through the Association.

The VICPA is an “umbrella” organization for parent participation (co-operative) preschools on Vancouver and outer islands. Member groups offer educational and creative play activities in half-day programs to children aged 3-5 and a planned orientation and parent education program for parents/caregivers. Each group is licensed as required by the Community Care Facility Act and employs a fully qualified ECE. VICPA schools undertake an annual evaluation, striving for the highest standard of service to preschool children and parents.

**Overall Goals for the Program**

The children will be provided with:

* A safe and nurturing environment to help them achieve their full potential. This includes the opportunity to develop social skills with their peers. The children are encouraged to express themselves assertively and autonomously while modeling from the adults characteristics of compassion and respect for others.
* A qualified ECE who will observe them in order to assess the developmental needs of individual children and determine how to meet these needs within a group.
* Opportunities for long periods of free play to be able to become involved, investigate and persevere with self-directed play activities. This includes the opportunity to repeat activities and skills to be able to fully absorb them.
* Opportunities for play with real objects and through events relevant to the interests and life of the children to enable them to understand the meaning of symbols such as letters and numbers.
* A prepared learning environment that would include developmentally appropriate activities that promote all areas of development; that reflects a variety of learning styles through a variety of toys, materials and activities; and reflects all the children’s family backgrounds. The emphasis would be to prepare a planned environment that facilitates learning through play.
* An environment that will build a positive sense of self-esteem. Children feel successful when they engage in a task they have chosen for themselves. As confidence grows in children, they feel free to build on their skills and free to take risks. Success occurs more frequently for them when activities and materials are open-ended and free from adult restrictions.
* A pace of activities that is sensitive to the children’s needs. This includes a balance for quiet and active periods within the schedule, as well as maintains room for flexibility to include spontaneous learning experiences.
* Opportunity for parent involvement in the classroom. This will provide a base for the development of a positive relationship between the children, parents, and the ECE.

**Do’s for Guiding Young Children**

* Be positive rather than negative with requests. Say “walk inside please”, rather than “don’t run inside.”
* Do encourage the child
* Do understand their difficulties even when they are exasperating
* Do be consistent with rules and attitude towards behavior
* Do give the children the attention and respect you would accord a friend
* Do give every child a fair share of your attention
* Do help the child feel like a responsible member of the group by letting them help you with jobs
* Do give your whole attention to your work of supervision
* Do let your sense of humour operate with the children
* Do avoid ridiculing the children
* Do let children be free of comparison
* Do give choices that you would honestly let the children have
* Do let discipline be free of threats
* Do fulfill promises
* Do let a child concentrate; if you must interrupt, be gentle and understanding
* Do encourage a child to use her/his body in joy, not fear
* Do listen to a child rather than bombarding the child with words
* Do follow through with the choices a child makes, regardless of a ‘scene’

Section 3:

Parent Participation

**Orientation Requirements**

One or both parents or another designated person (i.e. nanny, grandparent) who will be assisting the ECE in the classroom as a “duty parent” must participate in an initial orientation for that role which totals 10 hours plus attendance at the General Meetings for ongoing education. This is a requirement of the government licensing board to ensure that all classroom assistants are familiarized with the important aspects of early childhood education programming. As a result of this education process cooperative preschools are known for the high standard they maintain in regard to safety and quality of their children’s programs.

Orientation sessions are held in September and January of each school year. The orientation hours may be accumulated by attendance at:

* Registration/Orientation Tea
* Duty Parent Day/Play
* Classroom Observation

In subsequent years involved at the Gabriola Parent Participation Preschool with the same ECE, the “duty parents” orientation hours are reduced to four hours plus continued attendance at General Meetings.

Families who miss one or more of the orientation meetings due to late enrollment will be required to work with the Vice President to accumulate the 10 hours in alternate ways. This may include attending the first day of class, shadowing duty days with an experienced parent, and completing an assignment based on the parent manual.

**General Meetings**

The General Meetings are held at the preschool. **Attendance is mandatory in order that we may maintain our license** to operate fulfilling ongoing parent education requirements. In addition, they are held to conduct ongoing business of operating our non-profit society. Generally the first half of the meeting is the parent education component in which a guest speaker provides information on a topic relevant to parenting or the children’s program. This portion is both interesting and informative and parents are encouraged to ask questions or offer input. The business portion of the meeting is generally conducted following a brief coffee/snack break. The President chairs this portion of the meeting, with members of the Executive reporting on their specific area of responsibility. All members are encouraged to express their opinions, concerns, suggestions, and to participate in voting (one vote per family) and decision making.

**Expressing Yourself in a Meeting and Expediting Business**

* Inform the President ahead of time if you wish to be on the agenda
* Please be on time
* Pay attention and refrain from talking to your neighbor.
* Address all remarks to the Chairperson.
* When you have an opinion or feeling, state it honestly and clearly. You probably are not the only one to feel this way.
* Try not to repeat points that have already been made, instead make a motion.
* Be first to speak to a motion you have just made.
* Seconding a motion does not mean that you agree with it, just that you would like to have it discussed.
* Discuss only the pending question. Try not to introduce other topics.
* Ask pertinent questions and know for what you are voting.
* Participate actively. Do not wait to be asked your opinion.

**The Executive**

The Executive is a group of elected fellow parents who are responsible for overseeing the business of the preschool. Although an executive position is a member’s job in the preschool, they need the cooperation and assistance of all members to cooperatively get the administrative work done.

**Gabriola Parent Participation Preschool**

**Missed Meeting Guidelines**

General Meetings are held the **last Tuesday or Thursday of each month from September to May**. It is an **expectation** and **requirement** that the duty parent/caregiver of each child in the school attend all of these meetings.

A maximum of two General Meetings can be missed (with a valid reason) in the school year. If more than two meetings are missed, the family’s situation and reasons for the missed meetings will be reviewed by the Executive. Expulsion from the preschool for two or more missed meetings is a possibility.

**The parent or caregiver is expected to contact the Secretary prior to the meeting if the parent/caregiver is unable to attend.** Each family who is absent from the General Meeting will receive a standard letter from the Parent Education Coordinator and a ***Missed Meeting Report Form*** is to be completed.

When a GM is missed, the parent/caregiver must make up both the business portion and educational portion of the meeting. To make up for the business portion, the parent/caregiver must read the minutes of the missed meeting and sign the missed meeting book to confirm this.

In addition, they must complete ONE of the following options to make up the education component of the meeting:

* Watch a parent education video or television program
* Attend a parent education workshop in the community
* Read selected chapters of interest from a book (totaling 90 minutes of reading time) in the school’s Parent Education Library

Upon completion of the chosen activity, the parent/caregiver must complete the ***Missed Meeting Report Form*** indicating the date of the missed GM, the name of the chosen video/workshop/book and the date completed. This form must be submitted to the Parent Education Coordinator prior to the next month’s GM.

**Gabriola Parent Participation Preschool**

**Job List**

During the preschool year each family will hold (at least) one school job, and is encouraged to volunteer for committees throughout the year as required. The VP assigns jobs and committees from the choices listed on the following pages.

**Gabriola Parent Participation Preschool**

**Executive Job Descriptions**

**President**

* Becoming familiar with BC Licensing regulations, VICPA standards and Gabriola Nursery School Society constitution and bylaws and monitoring compliance with all
* Scheduling, setting the agenda for and chairing the Executive and General Membership meetings
* Contract negotiation with ECE - fairly straight-forward with a standard contract and salary scale provided by VICPA and last year's contract to use as reference
* Working with Treasurer to set the budget
* Submitting Annual Report to VICPA (required in May of each year)
* Providing support and assistance to the ECE and parents for any issues that arise
* Providing letters of recommendation for the ECE
* Grant applications – oversee & direct grant writer’s position to apply each year for gaming grant and, as well, ideally 2 – 3 other grants per year. W.
* Being present at any review by BC Licensing
* Writing and submitting newspaper articles profiling the Preschool or announcement of Preschool events – delegate to Vice President or Secretary or committee heads
* Organizing membership forms and ensuring they're completed – delegate to Vice President
* Organizing first day events for the Preschool – delegate to Vice President
* Organizing parent volunteers – delegate to Vice President
* Liaising with Community Hall maintenance personnel when repairs are required
* Equipment/supplies purchases
* Organizing carpet cleaning

**Vice President**

**Communications**

* Maintain Parent Helper schedule using email & hard copy to distribute
* Maintain and communicate class contact list

**Administrative**

* The VP will be in charge of registering families for each school year. This will include taking registration forms from families and getting them organized to start preschool in the fall (following up with criminal record check files etc.). This will involve some work in the summer.
* Facilitate and host standards visit exchange from neighbouring pre-school, wrote and filed required VICPA report - (approx. 1.5 days total time spent)
* Support President on project follow ups and various tasks where necessary
* Attend all executive meetings
* Support various teams where necessary- fundraising, cleaning, event organization
* Organize the toy clean-ups
* Act as the parent/teacher liaison
* Be present for ECE contract negotiations
* Organize parent/teacher meetings
* Be/head the Personnel Committee (provide guidance, perspective, diplomacy on personal issues that may arise)
* Develop the jobs list and have every family sign up for at least 1 job
* Host a registration tea 9:00 am – noon (no children present)
* Potentially organize and host a day for interested “new” students and parents (or, if there is a party organizer, work with that person to organize)

**Secretary**

* Attend executive meetings and take notes. Post notes to executive members and file in the filing cabinet at preschool.
* Also attend the general meetings and take notes, these are posted on the bulletin board at the preschool and filed in the cabinet.
* Ensure that thank you cards are sent to those that help the preschool (guest speakers, co-ordinators of outings and donators), publicity in the newspaper.
* Tasks as taken on to assist the executive or the preschool.

**Treasurer and Book keeper**

**Treasurer:**

* Establish a budget with the President for the preschool year.
* Collect and deposit Tuition and Registration fees
* Pay all bills as they come in related to preschool business
* Submit child subsidy forms - monthly
* Submit child care operating funds - monthly
* Provide ECE with her pay cheque and pay payroll taxes - monthly
* Supply bookkeeper with receipts and records of all deposits and withdrawals - monthly
* Provide copies of financial records at Executive meetings and preschool general meetings (that have been prepared by the bookkeeper)
* Submit registration list to VICPA and pay membership fees and insurance for each child
* Update registration list to VICPA and pay insurance if there is any new enrollment
* File gaming license reports within 60 days of fundraising events
* Pay rent to GICHA
* Pay WCB
* Renew application for Child Operating Funding
* Coordinate with the bookkeeper to ensure that all financial records are kept up-to-date, and be the point of contact between the bookkeeper (if external to the preschool) and the preschool.

**Bookkeeper/Accountant:**

* Calculate  ECE salary - monthly and notify Treasurer via email of the amount owing
* Calculate payroll taxes - monthly and notify Treasurer via email of the amount owing
* Enter records of all deposits and withdrawals made to Gaming and Checking accounts into Quicken or other applicable accounting program (include amounts paid for GST) - monthly
* Reconcile bank accounts - monthly.
* Provide financial records for executive meetings - monthly - supply by email to Treasurer by 1 day before scheduled meetings
* Prepare June's T4 slip and send a copy to the federal government and keep a copy for the preschool
* Do tax return for the preschool and provide to Treasurer
* Calculate total amount of GST paid by the preschool, fill out claim form andprovide to Treasurer
* Ensure that current electronic backups are kept securely in a different location from the originals

**General Job Descriptions**

**Equipment Committee:**

* Maintains an updated inventory
* Ensures school clean-up is completed as required
* Purchase or repairs equipment and supplies as necessary
* Maintains playground
* Keeps moving parts and mechanics greased (e.g. tire swing ball in socket)
* Do a periodic check to see that all nuts are tight
* Rake pea gravel to double check depths (needs to be 6” deep where danger of fall exists, up to 10” deep under highest possible fall (with help of preschool parents)

**Fundraising Committee:**

* Expectation to hold minimum of three (3) fundraising events over each school calendar year
* While all members are required to assist with fundraising, each fundraiser requires a core group of organizers who are responsible for planning and implementing the event
* Direction of fundraising shall come from Executive Board who then confers with fundraising director
* Have one core person to facilitate informing the parents of their specific responsibilities for each fundraising event
* Notices, both school and public, for fundraising events need to be coordinated with the Executive Board
* VICPA prepares an annual report of all fundraising events held at the preschools. Our records need to note organizing details, costs and profits of fundraisers for future groups
* VICPA excepts our preschool to fundraise enough to run a quality program

**Field Trip Facilitator:**

* One representative from each class arranges field trips to various places of interest to preschoolers
* Expectation to have a calendar of field trips made up early in the year so ECE can plan ahead for in class curriculum
* Expectation to have preparation and follow up in class before & after the field trip to maximize children’s experience
* Facilitator needs to work closely together with the ECE to choose and plan events that benefit children in their individual classes and school as a whole
* Two weeks minimum notice to parents of all field trips
* Facilitator takes attendance on each field trip

**Parent Education Facilitator:**

* Planning annual parent educational program (including monitoring attendance & refreshments)
* Maintaining adult resource library
* Maintaining children’s library (can borrow books from the Vancouver Regional Library)
* Planning school/family events, e.g. Christmas potluck
* Organizing child minding for monthly parent education/general meetings (should a parent education session not be required in a given month as a result of hours being completed in another month, childcare would still be required for monthly General Meeting)

**Photographer Organizer:**

* Gets photographs printed at a commercial photo lab from digital source. See ECE for details
* Look for economical photo labs
* Display some of the pictures in the classroom and arrange some in a photo album (the displays and albums should be represent all the students over the seasons)
* Submit receipts to Treasurer for reimbursement
* Assist with taking photos on field trips or at special events. Consult with ECE for details
* Place class photos in the history album, recording the children’s names
* Make up poster boards for the field trips & special events for display in classroom

**Shopper:**

* Checks with ECE weekly for items to purchase
* Checks monthly to ensure sufficient cleaning supplies are in stock
* Endeavors to keep within budgets
* Makes purchases carefully in order to obtain best possible price
* Submits receipts to the Treasurer for reimbursement
* See duo tang for specifics re: quantity, size & type

**Grant Writer:**

* Research the potential grants (examples below):
	+ Coastal Credit Union: $25,000 capitol grant
	+ Coastal Credit Union: $1,000 grant
	+ BC Ferries (amount undetermined)
	+ GRS Grant in Aid
	+ Vancouver Foundation
	+ Lions Club here on Gabriola (amount undetermined)
* Provide a folder, ideally both electronic & a printout of the following information related to each grant:
	+ Provide a copy of the grant application for each of the above grants
	+ Provide a summary of the annual deadlines & dollar amounts available for each of the above grants
* Provide draft grant applications for review & signature by the Executive Board for each of the grants sought

**Recycling/Water/Playdough**

* Take the recycling from the green been & the bin by the door home and put out on recycling pick up days
* Ensure that the water jugs are filled and ready for use at the preschool. This can be done at Village Foods.
* Check with the ECE on when new playdough needs to be made and if any specific colours are required. Usually needs to be made once per month.

**Costumes & Sewing**

* Make sure that all the classroom costumes are clean and mend when required.
* Check GIRO periodically and see if there are any great costumes for a reasonable price available (check with Treasurer for monies available for these purchases).

**Role of the Parents in the Classroom**

1. Each parent understands that the ECE is in charge of the classroom and learns to take directions from her/him.
2. Each parent follows the ECE’s daily instructions and helpful hints, for example:
	* Be punctual. Arrive at the time agreed upon before school to receive instructions for the day.
	* Wear comfortable clothes and be prepared for a busy and enjoyable time.
	* Children do not bring toys from home to play with in school (except possibly when a child needs it). Children do bring things from home for showing when the ECE so arranges.
	* Younger children are not brought on a parent’s duty day.
	* Learn the children’s names as quickly as possible.
	* Read daily schedule, list of duties and set-up pattern.
	* Visit with other parents at an alternative time and avoid engaging the ECE in unnecessary conversation so you can both focus on the children.
	* During free play adults circulate close to the children, giving help only when needed or directed by the ECE.
	* Avoid talking about the children in front of them. Only laugh with them.
	* Avoid commenting on children’s behavior.
	* Know what limits are imposed by your physical set-up and see that the children observe the rules. In other words, that the child may not endanger themselves or others.
	* Observe the ECE’s techniques and terminology and follow her/his example (consistent handling).
3. A child acts as he/she does and often the ECE is aware of the reason. Refer to her/him when in doubt as to how to handle a particular situation.
4. Let the child’s own ideas and imagination have free range. Demonstrate how to manipulate and work materials if necessary, but not how to create. No models.
5. During an organized group activity you will occupy the child who does not choose to join in.
6. Preschool is where children get a chance to work out their relationships with other children.
7. Gives self-confidence; expects self-discipline.
8. Doesn’t expect too much. Preschool is a stage for both child and parent to learn. Each child has his/her own rate of speed; it is best not to hurry her/him. You can’t hurry the growth process.
9. Parents help to make the preschool a success by remembering that:
	* Boys have fun with dolls and dramatic play in the doll center, girls have fun with trucks.
	* Demonstration is more effective than imposition in encouraging the child’s spontaneous consideration of others that constitutes “good manners”. A child needs self-respect that comes from being helpful and useful.
	* One can do a great deal to encourage good speech without saying much about it.
	* It is best not to push a child into reading.
	* A rich background of experience gives a child things to talk about at school and helps make stories and things she/he feels more meaningful.

**Duty Parent Responsibilities**

Two parents are required at each session to work as teacher’s aids; one parent helper is required for every ten children in the class. “Duty” days are rotated with parents working approximately twice per month, but this will vary with enrolment. Parents with two children enrolled will work one and a half times as much.

If parents cannot attend on their duty day, they must **find their own replacement** and inform the class vice president and update the duty parent schedule. All replacements must have completed orientation.

**Duty parents are to arrive 15 minutes early and stay the time required to clean up after class. Duty parents may not leave until all the children have been picked up.** Take this time to discuss the day’s events or any concerns you may have with the supervisor.

*First Aid Certificate*

In the absence of the ECE, someone must hold a valid First Aid Certificate, a copy of which must be on file at the school. The session must be cancelled if this condition is not met.

*Minor Injury/Illness/Unexpected event*

When a child experiences a minor injury at preschool:

* Attend to the child and ensure the ECE is aware of the event.
* Document the incident in the daybook and the minor incident log book kept in the day book.
* Document the time & details of the minor incident
* Notify the parents (it is acceptable to let the parents know at pick up time, speak to the parent or a note)
* In any situation where you are unsure call the parent and notify them.
* If they seek medical attention it becomes a reportable incident to Licensing (fill out forms).

*Accident Incident Report for Serious Injury/Illness*

In cooperation with the supervisor, for registered children, complete an accident incident report form if medical attention (a stitch, a doctor’s visit, etc.) is required or if sexual abuse is evident. Check verbally with the Ministry of Children and Families Development and/or Health Unit, if something happens to children who are not registered.

* The ECE stays with the child to administer first aid
* A duty parent calls 911 and the parents of the ill/injured child
* The other duty parent supervises the children
* The ECE goes with the child in the ambulance if the parents have not arrived and takes the child’s emergency card.
* A duty parent calls all the other parents to pick up their children.
* If the ECE is gone with the ill/injured child the first two arriving parents need to stay and help supervise until the President arrives or all the children are picked up.
* ALL CHILDREN MUST BE SIGNED OUT

*Smoking*

Smoking when children are present is not permitted for health and safety reasons. There is to be no smoking in the building at any time and no smoking in or near the playground when children are present.

*Inventory*

We maintain an inventory of our holdings. If something breaks, please check the inventory and make an appropriate note in the *Additions and Deletions* file.

**Duty Parent Checklist**

Relax and enjoy yourself! This is a fun time for you and your children.

**In General**

* Move quietly. The children are here primarily to play with other children.
* Try not to engage in a lot of conversation with other adults. As assistant teachers you are here for the children today.
* Follow the children’s lead. Try not to direct their play.
* Spend time socializing with the children, especially in the puzzle area where children may need assistance.
* Try not to do for a child what she/he can do for her/himself.
* Remind the children to tidy up one activity before they go on to another.
* Write names on artwork (in lower case on the top left).
* Assist with art activities of the day.
* Assist in tidy up time (dress-up clothes away, lids on felt pens, puzzles together, toys sorted, etc.)
* Clear tables, remove table cloths and prepare snack.
* Join in circle time.
* Help children go to the washroom and wash hands.
* Socialize with the children at snack time.
* Help the children get ready for outside time.

**Set-up**

* Arrive 15 minutes early on your duty day.
* Check playground.
* Pull out sand/water table, if requested by teacher.
* Check bathrooms for toilet paper, paper towels, and soap.
* Check paint supply at easel. Put out clean brushes.
* Assist with art activities of the day.
* Greet children as they arrive. Ask them to hang up their coats and change to inside shoes. Assist them in settling in.
* Check names off the attendance sheets.
* Write the number of children and adults present at three locations: on a pad of paper by each door, and stick a piece of paper with the number of adults and children facing out into the playground. (A fire department regulation that must be observed).

**Clean-up**

* Remain until clean-up is done and all the children have left.
* Wash tables and put up benches.
* Sweep and wash the floor on Thursdays.
* Vacuum carpet area on Tuesdays.
* Wipe down toilet and sink with cleanser.
* Empty water table/put away sand table.
* Clean paint brushes/paint/art supplies/ etc.
* Wipe down easel and floor underneath.
* Tidy classroom/art cupboards/sort toys.
* Wash snack dishes and tidy kitchen.
* If garbage can is full take to the outside bin & put new garbage bag in.

**Major Clean-up Guidelines**

Three times a year the parents of the preschool are required to do a major clean-up (September, winter & May) to ensure the cleanliness of the classroom and the items in it. The following items need to be done during these clean-ups:

1. Disinfect toys (shelf toys, sand toys, gym toys, spray wooden puzzles, etc.)
2. Disinfect house corner furniture.
3. Disinfect toilet, sink and tiles in the bathroom.
4. Clean windows.
5. Dust all shelves and window ledges.
6. Wash tables, chairs, benches and tablecloths with disinfectant (bleach & water).
7. Wipe out cubby holes and wipe coat pegs.
8. Sort and straighten up puzzle area, spraying with disinfectant as well.
9. Vacuum floors and carpeted areas.
10. Wash floors.
11. Wash dress-up clothes and puppets.
12. Clean up playground.
13. Rake gravel by the slides and swings.

Remove all broken toys to be repaired or disposed of. Remember to delete an item from the preschool inventory if it is disposed of.

Section 4:

Guidance & Discipline

**VICPA Guidance Policy**

Guidance and discipline are integral parts of the preschool program, whose aims are to provide a safe and healthy learning environment for children.

Children in cooperative preschool programs are encouraged to become self-disciplined as they learn appropriate and acceptable ways to treat themselves, others, and their environment.

ECE’s are expected to be effective role models for parents, providing them with ongoing communication and feedback as discipline issues arise. The ECE is responsible for the program, set-up of the classroom and the overall discipline.

The ECE and parents in cooperative preschools are both expected to:

* Be caring and respectful to all children, using appropriate verbal and physical interaction. Guidance strategies will focus on the child’s behavior rather than the child.
* Provide clear, consistent limits.
* Use verbal direction and redirection for guidance, stating expectations in a positive fashion and allowing the child time to respond.
* Recognize and encourage positive behaviours in the program.
* Validate child’s feelings.
* Encourage children to use adults as a resource when having difficulty.
* Supervise children at all times.

Where the parent participating is unsure about this guide, the ECE should be consulted.

Cooperative preschools adhere to the Ministry of Health handbook, *Guidance and Discipline with Young Children.* <http://www.health.gov.bc.ca/library/publications/year/2003/com015.pdf>

Guiding Children’s Behaviour (VIHA Info Sheet) <http://www.viha.ca/NR/rdonlyres/25A68445-7F3E-4063-997E-31A7BBFEEDB2/0/GuidingChildrensBehaviour.pdf>

Nutrition & Child Care Programs (VIHA Info sheet)

<http://www.viha.ca/NR/rdonlyres/305F9282-2F0B-4EF8-9334-3BE46ADF663C/0/NutritionandChildCare.pdf>

Preventing Injury in Child Care Settings (Booklet)

<http://www.health.gov.bc.ca/library/publications/year/2003/oip003.pdf>

Section 5:

Program Information

**Field Trips**

Excursions into the community provide valuable learning experiences for preschool children. Follow-up discussions, stories and activities may enhance the learning from these experiences. Some of the benefits from taking field trips may include:

* Awareness of nature
* Encourages language development
* Stimulates children’s curiosity
* Provides concrete experiences
* Role playing or other dramatic play activities
* Makes children more aware of the world around them

It is also possible that special guests may come to the classroom. For example, a police officer, a musician, etc. Most often special guests are parents in the preschool, so please let the ECE know if you would like to be a part of the program. Please let the ECE or the Field Trip Coordinator know about any special talent/hobbies or profession that you would be willing to share with the children. Your ideas are welcome and we will incorporate them if possible.

At our preschool parents are responsible for arranging transportation and supervision for their children on field trips. You are encouraged to carpool with classmates if you are without transportation.

The suitability of the destination will determine whether siblings may attend. Should siblings be welcome, they are the sole responsibility of their parents or caregiver who must be in attendance with them.

**Allergies and the Classroom**

Gabriola Parent Participation Preschool strives to provide a safe environment for all its members. If it is brought to our attention that there is a child attending preschool with a life-threatening allergy (anaphylaxis) concern, the following guidelines will be enforced.

**The following safety precautions will be taken at our preschool:**

The identified anaphylaxis food items will not be permitted at the preschool.

Notification of the identified allergy will be given to the membership via email, public announcements at the general meetings and reminders throughout the school year via class liaison communications.

**Anaphylaxis Action Plan** will be filled out by the parent in consultation with the ECE and posted in a visible place in the preschool. A photo of the child will be attached for easy identification of the child. In addition:

* Hand washing upon arrival at preschool.
* Hand washing before and after snack.
* Food is to be eaten only at the tables designated for snack.
* If an item from a child’s snack bag is in question, it will be sent home.
* When programming involves cooking or special food treats, parents of the children with allergies will be notified and allowed the opportunity to shop for ‘safe’ ingredients or make other arrangements for their child.
* Requests to the membership to avoid allergens when cooking for preschool social events.

Although Gabriola Parent Participation Preschool can in no way guarantee the school will be allergen FREE…we are committed to being allergen AWARE.

Ensuring the well-being of all children in our preschool setting requires the cooperation of the entire school. If you have any comments or questions, please feel free to contact your ECE or your Executive Members.

**General Program Information**

**On your participation day:** With your child arrive at 9:15am and leave when all the children have been picked up (pick up time 12:15pm) and clean-up is complete. Please be aware that if you are late another parent will have to stay until you arrive, which is not fair for them.

**Arrival:** Class begins at 9:30am. Please accompany your child into the preschool. In the event you need to drop off your child a few minutes early, please arrange with another parent/caregiver (other than participating parents) to mind your child if you must go as this will hasten set up procedures.

**Daily Routine:** The daily routine at preschool is flexible and may vary in order to follow the children’s lead. The format is generally:

|  |  |
| --- | --- |
| **Time** | **Activity** |
| 30 min | Free play |
| 15 min | Circle: sharing of special toys or stories, teacher describes any special activities that will occur |
| 30 min | Craft time/free play |
| 5 min | Clean up time |
| 15 min | Snack time |
| 20 min | Circle time, stories, songs |
| 15 min | Clean up, get ready for outside play, quiet reading |
| 30 min | Outside play or gym |

**Pick up:** The program ends at 12:15pm. Make your presence known to the ECE when you are leaving with your child, and sign your child out on the sign out sheet. As per licensing procedures **ONLY** authorized persons (**determined by the parents of a child in writing to the ECE or ECE substitute**) may pick up your child, so please keep this information up to date. You may update this authorization on your enrolment form throughout the year or send a hand written note or write a note in the ECE daybook on the desk. Please date and sign the authorization of the specified individual(s) who may pick up your child.

Each day remember to check your mailbox at the entrance to the classroom and the doorway bulletin board for messages and other information. Please take your child’s artwork home daily. Remember your child’s backpack/snack kit.

**Safety at arrival and departure times:** Injuries in early childhood settings occur more frequently at arrival and departure times than at any other times of the day. The majority of these injuries are preventable. Here are some preventable measures to consider:

* Supervise the children at all times. Ensure that the ECE or ECE substitute is aware of the arrival and departure of each child.
* Never leave a child unattended in a vehicle.
* When the scheduled pick up time is passed and you are choosing to remain outside so your child can play; please directly supervise your child.

**Settling in:** Feel free to stay with your child until he/she settles into the classroom. Naturally separation is hard for some children and one of many signs that demonstrates a healthy attachment to the parents. If you have concerns about your child separating from you, please discuss these with the ECE prior to the start of preschool. It is important for your child to know that you are leaving. This builds trust with your child and lessens the anxiety about a parent that may disappear at any moment. Feel free to telephone to find out how your child is doing.

**Clothing:** Dress yourself and your child in washable and comfortable clothing. Sometimes children choose not to wear smocks even when they are encouraged to and these children will be permitted to paint anyway. **Please label all clothing that a child is likely to remove. Also, please label your child’s snack cup, snack kit, and bag/backpack.** A bag/backpack with indoor non-skid footwear (runners are best), and a change of clothing are required. Mud pants and boots are necessary for wet weather.

**Illness:** If your child is ill, he/she must be kept at home. If you are considering sending your child to preschool with the request that he/she not participate in the outdoor program because of cold/flu, then he/she is too ill to be at preschool. If your child contracts a communicable disease, please notify the ECE and she will notify the BC Communicable Disease Centre. Participating parents who are ill must also stay at home. Please call an alternative parent to trade participation days.

Please use the following guidelines to help us prevent the spread of illness in our preschool by keeping your child at home with any of the following conditions:

* Pain – any complaints of unexplained or undiagnosed pain
* An acute cold with fever, coughing and sore throat
* Difficulty breathing – wheezing or persistent cough
* Fever (100 F/38.3 C or higher) accompanied by general symptoms may be an early sign of illness
* Sore throat or trouble swallowing
* Infected skin or eyes or an undiagnosed rash
* Headache and stiff neck
* Unexplained diarrhea – combined with nausea, vomiting or abdominal cramps
* Severe itching of body scalp
* Children with known or suspected communicable diseases

**Changes at home:** To better understand your child’s changing needs, please let the ECE know if there is a change in your child’s home environment such as a parent or parents away, separation of parents, hospitalization of a family member, death of a loved one or pet, or any other significant change.

Section 6:

Emergency Preparation

**Fire Exit Procedures**

In the event of a fire, the ECE and parent assistants **IMMEDIATELY MOVE ALL CHILDREN OUT OF THE BUILDING THROUGH THE NEAREST EXIT**, closing the doors behind them and checking the washrooms as they go.

The ECE is responsible for the roll call and remains with the children while the parent assistants:

* Call the Fire Department
* If possible, use the fire extinguisher and close doors and windows to contain the blaze

Depending on the circumstances and the number of parent assistants on duty, some of these steps may be taken simultaneously and thus as rapidly as possible, keeping in mind that **THE FIRST AND MAIN CONCERN AT ALL TIMES IS THE SAFETY OF THE CHILDREN.**

**Earthquake Procedures**

The first and main concern at all times is the safety of the children. No child is left unattended at any time.

Once the earthquake has passed, move all children, ECE and parent assistants to a stable, safe area taking the Earthquake bin containing immediate emergency supplies.

The ECE is responsible for roll call while parent assistants assist with:

* Administering First Aid
* Checking classroom and washroom area to ensure that no children have been left behind
* Checking for building damage, fire and potential hazards
* Attaching name tags to the children and adults
* Offering reassurance
* Retrieving main Earthquake Supply Kit if safe to do so

If it is necessary to move to another location, a sign is posted to inform parents of children’s whereabouts.

Children are only released to parents or previously designated caregivers.

As parent assistants it is necessary to familiarize yourself with the Earthquake Procedures and to know what support supplies and equipment are available in the event of an earthquake.

* The EARTHQUAKE PROCEDURES are in the parent manual.
* We have fire extinguishers by each exit. It is necessary to be familiar with the Fire Exit Procedures that are in the Parent Manual.
* Emergency numbers are listed by the telephone.
* Our preschool has a first aid backpack located by the front door.
* The Earthquake Kit is in a labeled garbage bin outside the classroom door closest to the kitchen.

Section 7:

Policies, Constitution & Bylaws

**Gabriola Parent Participation Preschool**

**School Policies**

1. **Enrollment**
2. The enrollment policy of the preschool regarding age and number of the children to be enrolled shall be determined from time to time by the Executive and the Early Childhood Educator.
3. Priority levels for enrollment:
	* Siblings of current students
4. Eligibility – Children may begin preschool when:
	* They are at least 30 months old and 3 years old by December 31st of the year they begin preschool;
	* They are toilet trained or accompanied by the parent at the discretion of the teacher; and,
5. Class sizes: (As per ECE contract)
	* Class Maximum is 15 children.
	* Any upward adjustments to the above number are at the discretion of the Employer on the advice of the ECE. This includes re-filling a position to the adjusted number.
6. For each child enrolled in the preschool, a parent or adult substitute of that child shall participate as the assistant during regular sessions of the preschool in accordance with the Provincial Child Care Facilities Licensing Regulation.
	* In the event of a major illness, the duty parent shall be allowed two months leave of absence. Notification must be made in writing to the Executive. Leave may be extended at the discretion of the Executive.
	* In the event of childbirth or adoption, if the duty parent is also the birth parent/primary caregiver, they shall be allowed six months leave of absence from the date of birth for duty days only. The duty parent must still attend monthly general meetings, and the family is still responsible for a preschool job. Notification must be made in writing to the Executive. Leave may be extended at the discretion of the Executive.
	* To be excused from participation for other reasons shall be at the discretion of the Executive. Notification must be made in writing to the Executive.
7. **School Hours**
8. The children’s program begins the Tuesday following Labor Day, and follows the same calendar of statutory holidays as that of the Nanaimo School District. Additional closures in accordance with the ECE contract shall be observed.
9. Classes run from 9:30am to 12:15pm on Tuesdays and Thursdays.
10. **Fees**
11. The payment of a Registration Fee, as determined from time to time, is required when the application for the child’s enrollment has been accepted and is non-refundable. This registration fee is required from all parents, including those applying for a childcare subsidy.
12. Monthly Tuition Fees include VICPA costs.
13. Monthly fees are paid by a series of 9 post-dated cheques dated from September 1st to May 1st of the following year, due to the Treasurer by orientation. Parents who are applying for a subsidy are still required to hand in these post-dated cheques. Children will not be allowed to begin classes until the post-dated cheques are received. If you are having financial difficulties you may write a letter to the executive asking for an extension on your payments. These will be handled on a case by case basis.
14. A deposit (the amount is determined from time to time) is required by all members for fundraising. The deposit will be refunded contingent upon participation in the year’s fundraising activities based on the direction of the Executive.
15. All fees are subject to change by a vote of the membership.
16. In the case of non-payment of fees for any month, the Treasurer will refer the matter to the Executive. The Executive may ask that the child no longer attend preschool until fees are paid in full.
17. NSF cheques: Any member’s cheque that is returned NSF (Non-Sufficient Funds) will assess the amount charged to Gabriola Parent Participation Preschool by the banking institution plus $15.00. The Treasurer may ask for a certified cheque or cash.
18. Refunds: The Treasurer must be certain that all members’ cheques have cleared the bank before issuing a refund.
19. **Withdrawals**
20. If a family decides to withdraw from the preschool, a grace period of 1-month shall be given to hold a spot. If the 1-month grace period has expired and the family wishes to re-enroll they will be required to pay the non-refundable registration fee again.
21. If a family withdraws from the preschool, the child can attend until the end of the calendar month for which fees have been paid.

FOR YOUR INFORMATION: Families which may be encountering financial difficulties may qualify for assistance offered through the various government services. Please contact the Vice President for more information. Any inquiries in this matter will be kept entirely confidential.

1. **Duty Days**
2. New members must complete 10 hours of orientation (as required by our license) prior to their first duty day.
3. Returning members must complete 4 hours of orientation prior to their first duty day.
4. Paperwork required by our license must be completed and returned prior to the first day of class. This includes the Parent Agreement, Medical History, Immunization Record, Field Trip Information, Emergency Release Forms and Criminal Record Check. The duty parent medical letter must be completed and returned prior to their first duty day.

FOR YOUR INFORMATION: Your child will be unable to attend preschool if any lengthy delays occur in the completion of orientation hours or in the return of completed paperwork. Help your child adjust quickly to preschool by doing your part promptly!

1. The Employer shall provide the ECE with a minimum of two Adult Assistants (one for every ten children or portion thereof) for each regular preschool session, which will be guided and instructed by the ECE.
2. Duty parents will arrive 15 minutes before the scheduled start time of the class and will remain at least 15 minutes after the scheduled end time of class, until all clean-up has been completed and all children have been picked up after class.
3. Duty Day schedules for the coming month are drawn up by the Vice President. Any changes to the schedule are the responsibility of the parents; not the Vice President. Any changes must be noted on the posted duty schedule at the preschool in order to inform the ECE.

FOR YOUR INFORMATION: Class begins when the required numbers of duty parents are present. Sometimes an emergency prevents a scheduled duty parent from participation. What qualifies as an emergency? Some examples include: sudden illness (parent or child); an unforeseen family crisis; car trouble, etc. If this occurs, the ECE will wait for another duty parent or volunteer and then class can proceed. The parent with the ‘emergency’ will repay the replacement duty parent with a duty day.

1. Regarding maternity leave and major illness see the Gabriola Parent Participation Preschool Society Policies 1 e).
2. Only registered children may attend during program hours.
3. If a duty parent is unable to complete their duty day responsibilities on the day they are on duty (i.e. need to leave early), it is the responsibility of the duty parent to find another qualified duty parent to fulfill his/her responsibilities. If no qualified substitute can be found, the duty parent will be expected to fulfill his/her obligation on the day.
4. **Responsibilities of Parents**
	1. All parents or members are responsible for the general administration of the Society with the Early Childhood Educator as advisor in all aspects.
	2. One member of the family unit is expected to:
		1. Be responsible for the transportation of the child to and from the preschool.
		2. Be responsible for the care of the child up until the time the Early Childhood Educator officially takes charge of the children.
		3. Assist in the supervision of the children in the classroom on a regularly scheduled basis under the direction of the Early Childhood Educator.
		4. Attend monthly general meetings in accordance with the Gabriola Parent Participation Preschool Society By-laws.
		5. Assist in the general administration of the preschool by serving on the Executive, holding a job, serving on committees when needed, and by participating in fundraising activities which are the responsibility of **all members**.
		6. Be responsible to arrange transportation for their children on field trips and special events.
		7. Participate in THREE school clean-ups per school year. One in the fall, one in the winter and one in May at the end of the school year.
5. **Early Childhood Educator**
	1. The Executive shall hire a qualified Early Childhood Educator who is registered with the Provincial Child Care Facilities Licensing Branch, with the hiring decision ratified by the Membership.
	2. An employment contract between the Early Childhood Educator and the society shall be signed pending approval of the proposed budget at the Annual General Planning Meeting which approves the Early Childhood Educator’s contract.
	3. The Early Childhood Educator may be discharged from employment by the Executive and a resolution passed by a two-thirds majority of the Membership.
	4. In the classroom the Early Childhood Educator is in charge and is responsible for the program, the arrangement of the room, and for overall discipline in compliance with the Community Care Facility Act – Child Care Regulation. The Early Childhood Educator involves parents to the best of their talents and abilities.
	5. An Early Childhood Educator’s resignation from all or part of the program shall be with one month’s written notice. The Executive shall notify the membership in a manner determined by the circumstances, and at a time felt to be in the best interests of the preschool.
	6. The Early Childhood Educator shall select a person other than an Executive member to serve as her/his representative.
6. **Division of Responsibilities**
	1. Close cooperation between the Early Childhood Educator and the parents shall be a constant goal.
	2. Parents are responsible for the administration of the Society and the Early Childhood Educator shall serve in an advisory capacity.
	3. In the Classroom:
		1. The Early Childhood Educator is in charge, and is responsible for the program, the arrangement of the room, and for overall discipline during program hours.
		2. Parents serve as assistants under the direction of the Early Childhood Educator, who shall use their talents and abilities to enhance the program in appropriate ways.
	4. In matters concerning parent education, orientation, enrolment, and equipment, there is a joint responsibility of parents and Early Childhood Educator, with decisions being made at the committee meeting level for recommendation to the Executive, and to the Membership if applicable.
7. **Criminal Record Check (CRC)**
	1. Gabriola Parent Participation Preschool requires that any parent, guardian, or parent substitute who has (or has the opportunity to have) unsupervised access to children (a “Duty Parent”) have a criminal record check.
	2. The results of the CRC will be mailed back to the preschool and opened by the Treasurer only.
	3. If the criminal record check shows a conviction(s), or its results are inconclusive, in order to proceed with the application package the applicant must request particulars of their criminal record from the police department. Convictions not relating to potential harm to children or family violence will not automatically preclude participation as a Duty Parent.
	4. Any conviction appearing on their record which suggests they may present a risk to children needs firstly to be assessed by the Vice-President(s) and secondly, given final approval by the President(s).
	5. Participation as a Duty Parent will be denied if the criminal conviction arises from any charge relating to family violence or otherwise if it relates to potential harm to children.
	6. Completed criminal record check forms and any information disclosed of a personal nature arising from the criminal record check will be stored in a locked box for a period of two years following the subject family’s departure from the Preschool, following which the information will be destroyed.
8. **Health and Safety**
	1. Immunization of all children is recommended. Completed immunization records will be filed at the preschool. Families with children not immunized must indicate so on their child’s enrolment form.
	2. Any child exhibiting green mucous nasal discharge (except where allergies may be suspected-, fever, diarrhea, vomiting, rash, infestations or any other signs of possible severe illness will be kept home from preschool for at least 24 hours after symptoms subside.
	3. The ECE will be informed immediately if the preschool child or a sibling has been exposed to any contagious disease such as chicken pox, lice, measles, etc. *The ECE and class reps will anonymously inform parents of such exposures.*
	4. Any child infected with lice must be ‘nit-free’ before returning to preschool.
	5. Emergency Situations:

In the event that the ECE or substitute is required to leave during the program (regarding emergency or illness) the designated substitutes who have first aid must be called. IF a designated substitute is not available, the program will be cancelled. Parents or authorized caregivers will be contacted to pick up their child.

In the case of earthquake, fire or other disaster, the ECE or her designated substitute will be considered ‘in charge’ until all children have been picked up. Duty parents will follow emergency procedures as posted at the preschool, and as outlined during Orientation, under the direction of the ECE or her designated substitute.

Duty parent will be permitted to leave after all preschool children are picked up.

FOR YOUR INFORMATION: Refer to the VICPA Standards Portfolio Safety Section for more information about emergencies.

* 1. Bathroom Procedure Policy – This applies to all caregivers, male and female. Our preschool policy on bathroom care is that caregivers will willingly assist children with clothing and hand washing. Caregivers will leave the bathroom door ajar while assisting children. Personal body care is the child’s responsibility, so practice this at home to assist your child to be independent and comfortable in this situation. Personal body care will be given ONLY in situations where a child is ill, or under other extenuating circumstances, and obviously needs assistance. It is recommended that caregivers use rubber gloves.
	2. The Child, Family and Community Services Act of British Columbia outline a person’s responsibility in reporting child abuse. The act requires that any person who has reason to believe that a child has been, or is likely to be, neglected or physically, sexually or emotionally abused has a duty to report those suspicions to a child protection social worker at their local Ministry. It is then the responsibility of the child protection social worker to determine the validity of the report and to conduct any subsequent investigation. It is also the social worker’s responsibility to contact the child’s parent and/or alleged perpetrator.

The implications of this act in the cooperative preschool setting are that the ECE, or any parent, who suspects abuse or neglect, is required by law to report it. Once a report is made, the matter is out of the hands of the person making the report. The ECE or reporting parent is not responsible for talking to the parent of the child and should only do so with a third party present. The information is confidential and should not be shared with the other preschool members. The appropriate Ministry office is the Ministry of Children and Families (or equivalent) or a call can be made to 310-1234.

1. **Monthly Meetings**
	1. In addition to attending the business portion of each monthly meeting, each duty parent/caregiver/substitute helper must receive appropriate Parent Education each month that they are registered at a VICPA preschool through the Parent Education component of each monthly meeting. THIS IS A LICENSING REQUIREMENT. In the event of a parent/caregiver/substitute helper missing a meeting, they must complete a “missed meeting form”, include a Parent Education make-up activity, and submit it to the Secretary by the next monthly meeting.
	2. Any duty parent/caregiver/substitute helper that is absent from a meeting will be contacted by the Parent Education coordinator to make up for it. Any duty parent/caregiver/substitute helper that is absent from two meetings will be contacted by a member of the Executive.
	3. Families unable or unwilling to comply with the Parent Education component of the preschool may be asked to withdraw or the child will not be able to attend preschool until the education is complete.
2. **Children with Diverse Abilities**
	1. Previously identified children with diverse abilities are welcome at the Gabriola Parent Participation Preschool at the discretion of the ECE and the Executive.
	2. Children requiring an excessive amount of the ECE’s time and attention may be determined to have diverse abilities.
	3. If, after a child is enrolled, the ECE notices any of the behaviours which characterize a child with diverse abilities, the ECE will contact the parents to express concern and ask permission to have the child assessed, if deemed necessary.
	4. If, after a child is enrolled the ECE determines the needs of the child could be better met in another preschool, the family may be asked to consider moving their child.
	5. Because cooperative preschool involves direct involvement between all the helping parents and the class as a whole, it is in all the children’s best interest that concerns be discussed at the group level. Parent/ECE confidences will be taken into consideration at all times.
	6. If the parents of a child with diverse abilities are unwilling to participate in the framework outlined in 12c, 12d, or 12e above, it may be necessary for the parents to meet with the Vice President in order to arrive at a mutually beneficial arrangement.
	7. If the needs of the child in question and the preschool class as a whole cannot both be satisfied, the family may be asked to withdraw from the preschool.

FOR YOUR INFORMATION: The safety and needs of all preschool children must be met in order for them to fully enjoy and benefit from their preschool experience. This framework has been developed to give the ECE a course of action should an extreme situation arise. A family would be asked to withdraw from the school only after all other alternatives were exhausted.

1. **Field Trips**
	1. Parents are responsible for arranging for the transportation and supervision of their children during field trips.
	2. Field trips will be planned for the year within the budget.
	3. The field trip coordinator, in conjunction with the ECE, will plan all field trips for the school year.
	4. The ECE will not drive the children. The ECE will assume responsibility for the First Aid Kit, any medications left at the preschool and emergency information cards. Parents must provide medications that are at home
	5. Siblings will be permitted to attend field trip sessions only with prior approval from the ECE. In some situations there may be a cost for the sibling to attend.
	6. Every child must have one of **their** parents or guardians present at the field trip.
2. **Jobs**
	1. Each family will hold (at least) one school job. Parents of twins or two children in the preschool during the same year will be expected to hold (at least) one job. A VICPA Executive position, or yearlong VICPA committee position, would be considered equivalent to a school job.

FOR YOUR INFORMATION: Every effort is made to give jobs to each family based on their choices and interests. If, however, you have been assigned a job which is too difficult or otherwise unattractive for you to perform to the best of your abilities, please contact the Vice-President. In the case of low enrolment, two “lighter” jobs may be assigned to one family in lieu of one “heavier” job. If you come up with ideas to streamline or otherwise improve your job, make a note and bring it to the attention of the Vice-President.

1. **Fundraising**
	1. As agreed upon at the time of registration, each family will participate in all fundraising activities as directed by the Fundraising Committee.
	2. Families with extraordinary circumstances that may prevent them from directly participating in fundraising activities will be given the opportunity to participate in an compatible, alternative means of fundraising, providing the Fundraising Chair is informed of these conflicts at least two weeks prior to the event or in case of an emergency as soon as possible.
	3. A deposit is required by all members for fundraising. This amount to be determined by the Executive each year and will be refunded contingent upon full participation in the year’s fundraising activities and/or if excused under ‘b)’ above.
	4. If a family does not fully participate in the year’s fundraising activities (as in ‘a)’ above AND is not excused from participating by the executive (as in ‘b)’ above their fundraising cheque(s) will be cashed.
	5. Families who are unable or unwilling to participate in fundraising activities as stated in ‘a)’ above, may be asked to withdraw from the preschool.

FOR YOUR INFORMATION: Fundraising (or FUNdraising, as we like to think of it) is a crucial element of every cooperative preschool; it is vital to meeting the budget of each school year. Active fundraising by all members of the preschool enable us to keep monthly fees to a minimum and still provide an excellent program for the children. Keep in mind that participating in fundraising does not mean spending more of your own money. It means actively seeking ways so that the preschool parents DON’T have to spend more of their own money. Your enthusiastic support and ideas are always welcome. Please feel free to contact your fund-raising rep with any ideas you might have.

1. **Twins/Siblings**
	1. Families with twins/siblings will perform 1.5 duty days.
	2. Families with twins/siblings are entitled to one vote per family at monthly meetings.
2. **Working Parents**
	1. Parents unable to perform duty days are entitled to provide a substitute person provided this person completes the required Orientation program, has a current criminal record check, and received the ongoing monthly Parent Education.
	2. The parent and caregiver are required to attend the monthly meetings to receive the Parent Education.
	3. These families will be assigned a school job, participate in fundraising, and otherwise be considered full members of the preschool.
3. **Miscellaneous**
	1. School Closures

In the event of heavy snow fall the Preschool will follow the same recommendation set by the Nanaimo School Board for Public Elementary Schools.

In the event of any other unforeseen event which may result in the temporary unscheduled closure of the preschool, the President and the ECE will reach a decision by 7:30am of the day in question. Class Reps will be contacted and every effort will be made to inform parents of the school closure by 8:00am.

* 1. Temporary Absences

Parents are encouraged not to take their child(ren) out of preschool for any substantial period during the school year. If, for whatever reason, they wish to do so they must:

* + - * 1. Give the ECE as much notice as possible;
				2. Have paid, and must continue to pay all fees in full;
				3. Make suitable arrangements for the coverage of the school job, as directed by the Vice-President in charge of the job; and
				4. Missed duty days are expected to be made up prior to, or after time missed.
	1. All moneys in excess of $5.00 will be paid to the preschool in the form a cheque or money order.
	2. The preschool is a non-profit society and a member of the preschool shall not profit from the sale of goods and/or services provided.
1. **Release of Children**
	1. Late Pick Up

If a guardian has not picked up a child within 10 minutes after scheduled program end time, the ECE or Substitute ECE will try to contact the family and alternative person(s) from the authorized pick up list. If that person is unavailable and the parents have not contacted the caregiver 15 minutes after program ends, the parent is charged $10 for every 30 minutes or portion thereof, after pick up time. If late pick up is an ongoing problem and reasonable effort has been made to solve it, the family may be asked to withdraw from the preschool. Please contact the ECE if you will be late picking up.

* 1. Unauthorized Pick Up

The Enrolling Parent is required to notify the ECE in writing if someone else will be picking up the child. In a rare emergency situation, alternative arrangements can be made verbally over the phone, for an authorized person (someone listed on the “Release of Child List”) on the emergency pick up list. If the person picking up the child is not known to the ECE, information about that person will need to be provided (name, phone number, and physical description). The person will be asked to show identification. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the ECE and one duty parent. The ECE will speak to the individual and explain the policy, that no child will be released without written authorization from the enrolling parent. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and other children. If necessary, the police will be called for assistance and the enrolling parent notified. If alternative pick up arrangements are made, the ECE must be verbally informed and this arrangement must also be noted in the ECE’s daybook. **Sibling safety:** Please ensure that you **closely supervise your younger (and older) children** when on the playground during pick up and under no circumstances leave them unattended in the play yard. If you are going inside to collect your preschooler’s items you must ask a fellow parent to be responsible for your child or take them in with you.

* 1. Alleged Impairment Pickup

It is the ECE’s responsibility, to the extent that it is possible, not to release a child to an authorized person who is unable to adequately care for the child. If the ECE believes that the child is at risk, the ECE will offer to call a relative or friend to pick up the person and child, or offer to call a cab to pick them up. If the person is driving a vehicle, the ECE will explain that driving while under the influence of alcohol or drugs is against the law and that the ECE is obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get into the car with or without the child, the ECE will immediately notify the police and provide a description of the car and the geographic vicinity. If the ECE believes that the child is in need of protection, the ECE will call the Ministry for Children and Families.

* 1. Custody and Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child’s file. The enrolling parent is responsible for providing accurate and up to date information concerning the legal guardian of the child. Without a custody order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized person will be implemented. The enrolling parent will provide all consents.

1. **Children with Life Threatening Allergies/Asthma**
	1. At Gabriola Parent Participation Preschool we have an allergy aware classroom. Parents are asked not to send allergy causing foods for snack. A list will be provided by the school outlining known life threatening food allergies to be avoided i.e. nuts/peanut butter.
	2. In the event that an allergy causing food is brought into the classroom, the food item will be re-packed immediately and sent back home with a note.
	3. Parents of children with life threatening allergies will:
		1. Provide information about their child’s allergy and discuss it with school staff.
		2. Update the appropriate medical forms every year and discuss related concerns with staff before school begins.
		3. Develop action plans for their child.
		4. Provide all food for snack and for special occasions, i.e. baking and cooking days, in which case they will consult with the ECE and provide alternative ingredients as required.
		5. Provide all medications and epinephrine in the form of an EPIPEN. Parents are responsible for checking the expiration date of all medications including EPIPEN’s. It is the parents’ responsibility to ensure they pick up medications if they are not to be left at the school.
		6. Make sure staff members are trained to use the EPIPEN.
		7. Discuss situations and issues with school staff that are unique to their child.
		8. EPIPENS are to be kept at the school in a clear case with the child’s photo.

Although we make every effort…the Gabriola Parent Participation Preschool CAN NOT GUARANTEE an allergy free environment.

**Gabriola Parent Participation Preschool Society**

**Privacy Policy**

**Privacy Statement**

This privacy policy has been developed to meet the compliance standards established by the *Personal Information Protection Act* (British Columbia) (“PIPA”) which came into effect on January 1, 2004. PIPA regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. “Personal information” means all information about an identifiable individual.

Gabriola Parent Participation Preschool (the “Preschool”) recognizes the importance of privacy and recognizes the sensitivity of personal information received by it in the course of its operations.

The Preschool recognizes its obligations to maintain the confidentiality of its information concerning the children registered with it and its obligations concerning the personal information of all individuals it collects, uses and discloses in its operations. This policy has been developed with those obligations in mind.

**Information Collected**

Registration of Children

The Preschool collects a variety of information, which may include personal information, for the purposes of registering children in the Preschool. This information may include but is not limited to:

* Children’s names and names of immediate family members and caregivers
* Home address
* Home telephone numbers
* Email address
* Names, addresses and phone numbers of emergency contacts
* Names, addresses and phone numbers of children’s doctors

**Use and Disclosure of Information**

Personal information collected by the Preschool from its families and in regards to other individuals shall only be used and disclosed for the purposes of operating the Preschool and for the purposes of reporting to governmental authorities as required by laws. Where personal information is to be collected for another purpose, the Preschool shall obtain the prior consent of the individual to whom the personal information relates before collecting, using or disclosing the information.

PIPA also permits the Preschool to collect, use or disclose personal information about an individual in some circumstances without the individual’s consent. Those include (but are not limited to) circumstances in which:

* The collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
* It is reasonable to expect that the collection or use of personal information with the consent of the individual would compromise the availability or accuracy of the information, and collection or use of the information is necessary for an investigation or proceeding;
* It is reasonable to expect that the disclosure of personal information with the consent of the individual would compromise an investigation or proceeding and the disclosure of the information is necessary for an investigation or proceeding;
* The personal information is available to the public from a prescribed source;
* The collection, use or disclosure of personal information is require or authorized by law;
* The collection, use or disclosure of personal information is necessary to facilitate the collection of a debt owed to the Preschool or the payment of a debt owed by the Preschool.

When the Preschool collects, uses or discloses personal information, it will make reasonable efforts to ensure that it is accurate and complete.

**Security of Personal Information**

The Preschool recognizes its legal obligations to protect the confidential information of its children and families and about other individuals during the course of its operation.

It has therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

Information provided to the Preschool is treated with the strictest of confidence. This includes ensuring that information is secure. In the day-to-day operations, access to private information is necessary, but is restricted to only authorized personnel who have a clear operational purpose associated with it. Preschool members and employees are required to adhere to the privacy standards which have been established.

With respect to the security of personal information the following standards are maintained by the preschool:

Files

Information is stored in a file drawer with only authorized personnel permitted access.

Obsolescence of Information

Once information collected is deemed to be obsolete (at the later of statutory/legal or internal requirements) care is taken to destroy information carefully and securely. Documents are shredded if deemed to be of a personal or confidential nature.

Financial

* Year-end statements and budget keep in perpetuity,
* Monthly statements, budgets, bills, charitable receipts, cheque stubs and ledgers keep for six years.

Enrolment/Parent Agreement/Field Trip Forms/Medical Letters:

* Upon the child leaving the preschool, forms with personal information (enrolment, medical, custody) to be returned to the family or shredded.

Attendance Records:

* Retain for one year after a child leaves.

Keep Executive and General Meeting minutes of previous year, the rest having been filed in HISTORY section.

**Request for Access to Personal Information**

PIPA (Personal Information and Privacy Act) permits individuals to submit written requests to the Preschool to provide them with:

* Their personal information under the Preschool’s custody or control;
* Information about how their personal information under the Preschool’s control has been and is being used by the Preschool;
* The names of the individuals and organizations to which their personal information under the Preschool’s control has been disclosed by the Preschool.

The Preschool will respond to requests in the time allowed by PIPA and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible. All requests may be subject to any fees and disbursements the law permits the Preschool to charge.

An individual’s ability to access his or her personal information under the preschool’s control is not absolute. PIPA provides that the Preschool must not disclose personal information when:

* The disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
* The disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
* The disclosure would reveal personal information about another individual;
* The disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual who provided the personal information does not consent to disclosure of his or her identity.

PIPA further provides that the Preschool is not required to disclose personal information when:

* The personal information is protected by solicitor-client privilege;
* The personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed;
* The personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he or she was appointed to act:
	+ 1. Under a collective agreement,
		2. Under an enactment, or
		3. By a court.

**Requests for Correction of Personal Information**

The law permits individuals to submit written requests to the Preschool to correct errors or omissions in the personal information that is in our custody or control. The Preschool will:

* Correct the personal information and, if reasonable to do so, send correction notifications to any other organizations to whom the Preschool disclosed the incorrect information; or
* Decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

*Any suggestions, complaints or inquiries should be addressed to the Vice President.*

Gabriola Parent Participation Preschool Society

PO Box 18, Gabriola, BC V0R 1X0

**Constitution and By-Laws**

**Society Act Constitution**

1. The name of the society is: GABRIOLA NURSERY SCHOOL.
2. The purposes of the Society are:
	1. To operate a non-profit organization on a cooperative basis for the education of preschool aged children,
	2. To give preschool aged children guidance in group participation,
	3. To provide a transition for preschool aged children from home to school,
	4. To assist preschool aged children to develop manual skills and to develop socially, emotionally, and intellectually,
	5. To promote active participation by the parents in the organization and operation of the society,
	6. To help parents toward a better understanding of their children,
	7. To provide a meeting of parents and the Early Childhood Educator for mutual instruction and exchange of ideas and experiences.
3. Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to:
	1. Such charitable organization or organizations in British Columbia registered under the provisions of the Income Tax Act of Canada as may be determined by the members of the Society at the time of winding up or dissolution. Or,
	2. Such charitable organization or organizations in British Columbia having a similar charitable purpose.

This provision shall be unalterable.

**GABRIOLA NURSERY SCHOOL SOCIETY**

1. **MEMBERSHIP**
	1. Membership in the Society is open to parents of preschool aged children who are interested in the purposes of the Society and are willing to abide by its Constitution, By-Laws, Policies and Standards.
	2. Active Membership shall be granted to parents or guardians who have children currently enrolled in the preschool and have paid the prescribed fees. Such members have full voting privileges (one vote per family), and are eligible to hold executive office in the Society. Membership shall terminate upon withdrawal of the child or upon expulsion of the member in accordance with 4.03.
	3. A member ceases to be in good standing with the Society when they do not comply with the existing Constitution, By-laws, Policies and Standards of the Society.
2. **WITHDRAWLS**
	1. Notification of withdrawal from the preschool shall be made in writing to the treasurer one month in advance effective the first of the month or one month’s fees shall be paid in lieu of notice.
	2. The Executive, on the advice for the Early Childhood Educator, may require the withdrawal of a child from the preschool who constitutes a serious management problem.
	3. The Executive may expel from membership in the Society after due notification any member who fails to comply with the requirements of the Constitution, By-Laws, Policies and Standards of the Society, or any members who demonstrate that they are unable or unwilling to operate within the preschool framework.
3. **MEETINGS**
	1. The Annual General Planning Meeting shall be held in the month of May to plan the operation of the Society for the following year by reviewing such matters as staff, accommodation, monthly tuition, class size and composition, enrollment procedures, Early Childhood Educator’s contract, and parents’ agreements.
	2. The Annual General Meeting shall be held in the month of May. At the Annual General Meeting, the outgoing Executive shall present the proposed changes or amendments in the School Policies or Constitution and By-Laws, if any, the Annual Reports, and hold the election of the new Executive Officers.
	3. General Meetings shall be held monthly for the purpose of conducting Society business and the parent education program. Any family failing to have a duty parent/caregiver in attendance at two meetings during the school year without a valid reason acceptable to the Executive will be expelled from the Society.
	4. An Executive Meeting shall be held prior to each General Meeting to plan the agenda for the general meeting and to carry out Executive responsibilities.
4. A special meeting of the Executive may be called at any time by the President or in his/her absence or incapacity by the Vice President.
	1. Special General Meetings may be called at any time on not less than 14 days written notice by the Executive or by petition of 10% or more of the Membership to the President.
	2. Notice of meetings shall be posted in advance at the preschool.
	3. Quorums shall be as follows:
5. For all General Meetings, two-thirds of the voting members, but not less than 3 persons.
6. For Executive meetings the majority of voting Executive Officers.
7. If a Quorum is not present by the appointed hour, the presiding officer shall adjourn the meeting and reconvene it within seven days.
	1. Majorities shall be as follows:
8. Decisions requiring 75% majority shall be the Early Childhood Educator’s Contract, amendments to the Constitution and By-Laws, withdrawal of Group Membership, and the Annual General Planning Meeting.
9. Subject to the Societies Act, a simple majority is sufficient for all business transactions conducted at any General Meeting.
10. In any situation requiring it, the presiding officer shall cast the deciding vote.
	1. Early Childhood Educator participation:
11. The Early Childhood Educator shall have a voice, but no vote, in all General and Executive meetings.
12. If it is deemed necessary to hold a meeting, or portion thereof, without the Early Childhood Educator, the Early Childhood Educator shall be advised of the purpose of the meeting prior to the date of the said meeting. The Early Childhood Educator will be given an opportunity to present her/his views at a designated time before the matter is resolved, and to have her/his representative present at said meeting.
13. **ELECTIONS**
	1. The following Executive Officers shall be elected from the incoming and current voting membership at the Annual General Meeting: President, Vice-President, Secretary and Treasurer.
	2. Any Executive office becoming vacant during the preschool year shall be filled at the next General Meeting or by appointment by the Executive.
	3. There shall be a nominating committee consisting of the Executive and chaired by the Secretary. The Committee shall prepare a list of candidates and two candidates shall be nominated for each office wherever possible. Nominations may be made from the floor provided the consent of the nominee has been obtained.
	4. The Executive Officers shall retire from office at each Annual General Meeting when their successor shall be elected. No one Executive position should be held by the same member for more than two years. If a current Executive Officer wishes to hold the position for longer than two years and there are no objections from the general membership an extension may be granted by the Executive Committee.
14. **EXECUTIVE OFFICERS POWERS AND DUTIES**
	1. The Executive is responsible to the Membership for the general management of the Society.
	2. The Executive should be guided by the Early Childhood Educator in decisions affecting the educational program.
	3. Between the monthly General meetings, the business affairs of the Society shall be settled by the Executive and problems arising shall be settled by the Personnel Committee.
	4. The Executive shall approve all expenditures of the Preschool.
15. **EXECUTIVE OFFICERS AND THEIR DUTIES**
	1. The President shall preside at all meetings. The President shall have no vote in the meetings except in the nominations and election of officers and in the case of a tie, when the president shall cast the deciding vote. She/he shall be an ex-officio member of all committees. The President shall be responsible for locking/unlocking the Preschool in the ECE’s absence. She/he shall be the Liaison Officer between the Landlord and the Society. The President shall attend the Vancouver Island Cooperative Preschool Association (VICPA) board meetings as the liaison between the Society and the Association.
	2. The Vice President shall assist the President, and in the absence of the President, shall assume the President’s duties. The Vice President shall be the Chair of the Personnel Committee, Constitution and By-Laws Revision Committee, Early Childhood Educator Hiring Committee, Salary Negotiating Committee, and the Standards Committee.
	3. The Secretary shall keep all records of the society other than financial and she/he shall keep minutes of all meetings. The Secretary shall be responsible for the maintenance of adequate records of membership and attendance at meetings. The Secretary shall attend to all correspondence. She/he shall be the Chair of the Nominating Committee. The Sectary shall maintain records of Doctors’ medical letters.
	4. The Treasurer shall pay all ordinary accounts and shall pay all extra ordinary accounts on the approval of the Executive. It shall be the Treasurer’s responsibility to have the books kept up to date and in good order. The books should be available to the members for inspection at the Annual General Meeting. A Treasurer’s report is required at all business meetings held by the Society. Cheques on the Society’s account must be signed by the Treasurer and the President or one other Executive member. The Treasurer shall have the books reviewed by a third party at the Fiscal year end. The Treasurer shall chair the Budget Committee and serve on the Early Childhood Educator Salary Negotiating Committee.
	5. The Past President can serve in an advisory capacity to the Executive and the Society.
	6. The Early Childhood Educator attends the executive and general meetings, advises on school programs, and informs the Executive of progress and changes.
	7. The members may, by special resolution, remove an Executive Officer/Director before the expiration of his term of office, and may elect a successor to complete the term of office.
16. **DIRECTORS OF SOCIETY**
	1. The President, Vice-President, Secretary and Treasurer of the Society shall be the Directors of the Society.
	2. No director or Executive Officer of the Society shall receive any salary or other remuneration for serving in his or her office.
17. **PROCEDURES**
	1. The accounts of the Society should be verified when the Executive or two-thirds of the Membership deem necessary.
	2. The By-Laws and Constitution of the Society can be amended by special resolution passed at a general meeting by a majority of not less than 75% of the votes of those members of the Society who, being entitled to do so, vote in person provided that 14 days’ notice of any proposed amendment is given to the Membership.
	3. The books and records of the Society may be inspected by the members of the Society at any General Meeting and may be inspected by any of the Executive Officers at any time.
	4. In all matters of procedure, parliamentary procedure shall be followed.
	5. The Society shall have power to borrow money, subject to the Society Act, only after the passing of a special resolution with 75% majority of members of the Society.
	6. The policies of the Society shall be in accordance with the Standards of the Vancouver Island Cooperative Preschool Association, and may include matters of independent concern. In situations under dispute, the Policies of the Society shall take precedence.
	7. In the event of disbanding of the preschool, all assets of the preschool, after satisfaction of all debts and obligations, shall be transferred out-right to the Vancouver Island Cooperative Preschool Association to be held in trust for two years and then dealt with at their discretion.
	8. In the event of disbanding of the preschool when it is no longer a member of the Vancouver Island Cooperative Preschool Association all assets of the preschool, after satisfaction of all debts and obligations, shall be disbursed in a manner determined by article 3 of the constitution.

Section 8:

General Health & Safety Information

**Criteria for Excluding an Ill or Infected Child from an**

**Early Childhood Program**

*Source: American Academy of Pediatrics, & American Public Health Association (1992).*

Exclude children and adults with these illnesses or symptoms:

Temperature: oral temperature 101 or greater, rectal temperature 102 or greater, axillary (armpit) temperature 100 or greater, accompanied by behavior changes or other signs or symptoms of illness, until medical evaluation indicates inclusion in the facility.

Tuberculosis: until the child’s physician or local health department authority states the child is noninfectious.

Signs of possible severe illness: including unusual lethargy, irritability, persistent crying, difficulty breathing, and uncontrolled coughing.

Impetigo: until 24 hours after treatment began.

Uncontrolled diarrhea: defined as an increased number of stools compared with the child’s normal pattern, with increased stool water and/or decreased form that is not contained by the diaper or toilet use.

Streptococcal pharyngitis: until 24 hours after treatment has been initiated, and until the child has been afebrile for 24 hours.

Vomiting: two or more times in the previous 24 hours unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration.

Varicella (chicken pox): until 6 days after onset of rash or until all lesions have dried and crusted.

Mouth sores: with drooling unless the child’s physician or local health department authority states the child is non-infectious.

Shingles: only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.

Rash: with fever or behavior change until a physician has determined the illness not to be a communicable disease.

Pertussis: laboratory confirmed, or suspected based on symptoms of the illness, or suspected because of cough onset within 14 days after having face-to-face contact with a laboratory-confirmed case of pertussis in a household or classroom, until 5 days of appropriate chemoprophylaxis has been completed.

Purulent conjunctivitis: defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye, until 24 hours after treatment has begun.

Mumps: until 9 days after onset of parotid gland swelling.

Infestation: (e.g. scabies, head lice), until 24 hours after treatment was begun.

Hepatitis A: virus infection, until 1 week after onset of illness or until after immune serum globulin has been given to appropriate children and staff in the program, as directed by the responsible health department.

Measles: until 6 days after rash appears.

Rubella: until 6 days after rash appears.

**Head Lice**

*Source: HealthLinkBC, 2007.*

Head lice are tiny insects that live on the scalp, feeding on human blood. They lay eggs, called nits, which stick to strands of hair very close to the scalp. Head lice are not a health hazard, and do not cause or spread disease. Anyone can get head lice.

The most common symptom is constant scalp itching. Other symptoms may include scratch marks or small red lesions like a rash. There may be no symptoms at all.

Check your child’s scalp if your child may have been exposed to head lice. Part the hair into small sections going from side to side with your fingers or a special head lice comb. Some people report that first applying hair conditioner is helpful in finding live nits or eggs. Check the entire head carefully, looking close to the scalp.

Treatment should be considered only if head lice or live nits are found. Head lice will not go away without treatment. There are many different products and ways to treat head lice. If one treatment does not work to get rid of it, then try a different treatment.

Head lice do not survive for long once they are off the scalp. Head lice do not pose a risk to others through contact with furniture or carpets. There is no evidence that a major cleaning of the house or car is necessary. On the day you start the treatment, wash all dirty clothes, bedding, towels, brushes and combs in hot water. Items that cannot be washed, for example pillows or stuffed animals, can be placed in a plastic bag for ten days or in the freezer for 48 hours. A child’s car seat may be vacuumed as a precaution.

**Fifth Disease (Parvovirus Infection)**

*Source: HealthLinkBC, 2004.*

Fifth disease is an infection that, in children, often appears as a bright red rash on the face. It is caused by a virus called parvovirus B19. It can be spread by coughing or sneezing. Sometimes you can get the disease by touching a saliva or nasal discharge (e.g. a wet tissue) of a person with the disease and then touching your own eyes or mouth. Once you have had fifth disease, you are protected or immune from getting sick with the virus again.

Some of the symptoms are fever, rash, cough or runny nose. About a quarter of all people who get the disease have no symptoms. Several weeks after being exposed a red rash may appear on the face, looking like the person has been slapped. A red, spotty, lace-like rash may appear on the arms and may spread to the chest, back and thighs. It gets worse when exposed to heat.

For generally healthy people, home treatment is usually the only care needed for fifth disease since it is a virus rather than a bacteria. By the time the rash appears the person is no longer contagious or able to spread the virus to others.

Home treatment can include drinking plenty of liquids, reducing fever and headache with acetaminophen, reducing itchiness by applying lotion or cream to the rash.

**Some Potentially Poisonous Items**

*Source: Vancouver Island Health Authority, 2007.*

COSMETIC PREPARATIONS

|  |  |  |
| --- | --- | --- |
| Nail polish remover | Dandruff shampoo | Eye make-up |
| Corn and wart remover | Aftershave | Shaving lotions/creams |
| Hair lotions | Suntan lotions | Resins |
| Cuticle removers | Cologne | Permanent-wave solution |
| Bubble bath | Hair dyes/tints | Hair remover |
| Neutralizers | Lacquers | Skin preparations |
| Plasticizers | Hair sprays | Perfumes |
|  |  |  |

DRUGS AND MEDICINES

|  |  |  |
| --- | --- | --- |
| Narcotics | Painkillers | Tranquilizers |
| Antiseptics | Clinitest tablets | Birth control pills |
| Vitamins | Rubbing alcohol | Laxatives |
| ASA | Corn and wart remover | Children’s fever drops |
| Iron medicines | Iodine | Cough syrup |

*(Most items in this category are only poisonous when taken orally by accident or in excess)*

CLEANING, BLEACHING AGENTS

|  |  |  |
| --- | --- | --- |
| Metal cleansers | Carbon tetrachloride | Oven cleaner |
| Metal polishers | Ammonia | Bathroom bowl cleaner |
| Detergents | Copper & brass cleaner | Gun cleaners |
| Ethylene glycol | Turpentine | Lighter fluid |
| Dry cleaning fluids | Cleaning fluids | Bleach |
| Amyl acetate | Alcohol | Petroleum distillates |
| Benzene | Oxalic acid | Kerosene |
| Window washing fluid | Methyl alcohol | Drain cleaners |
| Naphtha | Typewriter cleaner | aerosols |
|  |  |  |
|  |  |  |

SOLVENTS

|  |  |  |
| --- | --- | --- |
| Paint remover | Paint thinner | Turpentine |
| Wax remover | Carbon tetrachloride | Lighter fluid |
| Grease spot remover | Kerosene | Petroleum products |
| Lacquer remover | Methyl alcohol | Nail polish remover |
| methanol |  |  |

POLISHES AND WAXES

|  |  |  |
| --- | --- | --- |
| Nail polish | Silver polish | Naptha |
| Furniture wax/polish | Pine oil | Paint |
| Car wax | Mineral oil | Kerosene |
| Turpentine |  |  |

MISCELLANEOUS HOUSEHOLD PRODUCTS & CHEMICALS

|  |  |  |
| --- | --- | --- |
| Epoxy glue | Inks | Leather polishes and dyes |
| Model cement  | Fire extinguishing fluids | Shoe cleaners |
| Garden sprays | Rug adhesive | Shoe polishes |
| Insecticides | Rodenticide | Jewellery cleaners |
| Pesticides | Antifreeze | Jewellery cements |
| Strychnine | Carburetor cleaners | Laundry blueing |
| Herbicides | Anti-rust products | Rat killers |
| Plant foods |  |  |

ORNAMENTAL PLANTS & TREES

|  |  |  |
| --- | --- | --- |
| Daphne | Laurels | Azaleas |
| Lantana carnera (red sage) | Laburnum | Rhododendron |
| Jessamine | Wisteria | Black locust |
| Yew  | Oaks | elderberry |

FLOWER & VEGETABLE GARDEN PLANTS

|  |  |  |  |
| --- | --- | --- | --- |
| Larkspur | Lily of the valley | Indian tobacco | Iris |
| Monkshood | Daffodil | Foxglove | Jonquil |
| Autumn crocus | Nutmeg | Bleeding heart | Oleander |
| Star of Bethlehem | Sweet pea | Rhubarb leaves |  |

PLANTS IN WOODS & FIELDS

|  |  |  |
| --- | --- | --- |
| Wild cherries | Moonseed | Buttercup |
| Cultivated cherries | May apple | Nightshade |
| Jack-in-the-pulpit | Jimson weed (thorn apple) | Poison hemlock |

HOUSE PLANTS

|  |  |  |  |
| --- | --- | --- | --- |
| Hyacinth | Arnica | Dumbcane | Mistletoe |
| Narcissus | Philodendron | Elephant’s ear | Poinsettia |
| Daffodil | Dieffenbachia | Rosemary pea | Oleander |
| Calla lily | Castor bean |  |  |

**POISON CONTROL CENTRE**

**1-800-567-8911**

**Young Children & Their Eyes**

*Source: HealthLinkBC, 2007.*

From birth to about 8 years of age children’s eyes develop. After that, eyesight development is complete and cannot be corrected easily. Some vision problems, such as crossed and lazy eyes, need to be corrected at an early age. Vision problems often have a family history. If you know you have vision problems in your family, your child’s eyes should be examined by an eye doctor by 3 years of age or earlier if you notice any concerns.

Your child should see your family doctor or eye doctor if you notice any of these signs or symptoms:

* Red, itchy or watery eyes
* Squinting, rubbing the eyes, or excessive blinking
* Drooping upper eyelid
* Sensitivity to light
* Covering or closing one eye
* Lack of concentration
* Holding objects too close
* Avoiding activities needing distance vision
* Avoiding books and television
* Bumping into things

**Child Abuse**

*Source: Vancouver Island Health Authority, 2009.*

The Child, Family and Community Services Act of British Columbia requires that any person who has reason to believe that a child has been, or is likely to be, neglected or physically, sexually or emotionally abused has a duty to report those suspicions to a child protection social worker at their local Ministry.

**Abused and neglected children almost always show signs of their suffering.** Some of the most common signs include:

1. Unexplained bruises especially on face, lower back, thighs and upper arms
2. Unexplained bruises on an infant.
3. Different colours of bruises indicating different stages of healing.
4. Unexplained fractures.
5. Constant complaints such as sore throats or stomach aches that have no medical explanation.
6. Lack of proper hygiene.
7. Clothing inappropriate to weather conditions.
8. Torn, stained, or bloody underwear.
9. Bruises on breasts, buttocks, or thighs.
10. Sudden onset of nightmares, bedwetting, and/or fear of the dark.
11. Sudden change in attitude towards someone.
12. Expressing sexual knowledge not usual for their age in their language, behavior or play.
13. Becoming anxious and fearful after being outgoing and friendly.

If a child who is being abused tells you what has happened, do the following:

1. Stay calm
2. Listen to the child
3. Let them know you believe them – state “I believe you”
4. Reassure them – “I’m glad you’re telling me this.” “It’s okay to share this with me.”
5. Tell them you’re sorry it happened and let them know it’s not their fault
6. Don’t promise to keep it a secret
7. Don’t say that “everything will be fine now”. It may take a lot of time before everything is fine again.
8. Do not question the child – this is the job of a skilled social worker
9. Do not advise the parents or emergency contacts of the disclosure.

If the abuse/neglect occurred at a licensed child care facility, the Licensing Officer needs to be contacted immediately.

If the abuse/neglect did not occur at child care facility, you must report to a child protection Social Worker in either the Ministry for Children and Family Development office, or a First Nations Welfare Agency that provides child protection services.

* Monday to Friday, 8:30am to 4:30pm – call the local district office listed in the blue pages of the phone book
* Monday to Friday, 4:30pm to 8:30am, all day Saturday and Sunday, and on statutory holidays – **Call the Helpline for Children 310-1234 (toll-free)**
* When a child is in immediate danger call the police – 911.

**The protection of children in our care is our top priority.**