



Metcalfe Cooperative Nursery School Members Handbook

**Revision 5
Updated March 2009**

Table of Contents

1.About the Metcalfe Cooperative Nursery School.....	4
2.Programs	5
Toddler Program	5
Preschool Program	5
Daily Schedule	5
Tuition and Fees	6
KinderCamp	7
Extended Child Care	7
Field Trips	7
3.Membership.....	7
Registration	7
Pre-Registration	7
Withdrawals.....	7
4.Parent Participation	8
Responsibilities and Duties	8
5.Policies.....	10
Behaviour Management	10
Diapers & Toilet Training.....	10
Fire Emergency.....	10
Health.....	10
Payment of Fees	10
Photo Permission	11
Privacy Statement	12
School Closures Due to Weather	12
Expense Reimbursement.....	12
Extra Days for Toddlers	12
Non-Participation.....	12
Issuing Tax Receipts for Donations	13
6.Procedures & Guidelines	15
Attendance and Absences	15
Change in Child Pick-Up	15
Clothing.....	15

Communications	15
Drinking Cups.....	16
Fundraising	16
Sign In & Sign Out.....	16
Toys from Home.....	16
Water Quality	16
7.Appendices.....	17
APPENDIX A: Brief Descriptions of Member Positions.....	17
APPENDIX B: Snack Suggestions.....	21
APPENDIX C: Checklist for Duty Parents	22
APPENDIX D: Cleaning Duties Checklist.....	24
APPENDIX E: Play Dough Recipes.....	26

1. About the Metcalfe Cooperative Nursery School

The *Metcalfe Cooperative Nursery School* is a registered charity licensed by the Ministry of Community and Social Services and the Ministry of Children and Youth Services. It has been providing early years programs since 1979. The Metcalfe Cooperative Nursery School is a division of Rural Family Connections Inc (RFC).

RFC is an umbrella organization that houses the nursery school and its sister programs: the Live and Learn Resource Centre and the Metcalfe Home Daycare. Rural Family Connections is a Metcalfe-based non-profit organization offering parenting resources, early learning and childcare programs. RFC is committed to providing community-based services to young families in rural Ottawa South.

The Metcalfe Cooperative Nursery School employs two highly qualified and dedicated staff members. They are both early childhood educators and qualified special needs facilitators who together, have over 35 years of combined experience. In addition, the Nursery School often provides placement opportunities to Early Childhood Education students.

We are committed to providing a nurturing, developmentally appropriate, inclusive learning environment for young children within a cooperative framework that involves families, teachers and the community. Our goal is to help your child grow socially, physically, and intellectually and to provide the building blocks needed to nurture confidence, independence and healthy self-esteem.

Our non-profit school is a true cooperative, run by an executive committee made up of parents working closely with the other members of the nursery school, the director, the teachers and the community.

Our cooperative school recognizes that parents are the primary educators of their children. It encourages mothers and fathers to share their interests and talents not only in the classroom, but also in a support position by serving on the executive committee, in a coordinator role, or on committees. Together, as a cooperative, members commit to taking responsibility for all aspects of the school's operations. A description of the specific contributions required of each member family can be found under section 4: Parent Participation on page 8 of this handbook.) These direct parental efforts and involvement make the Metcalfe Cooperative Nursery School an exceptional educational opportunity.

Being a member of a cooperative nursery school requires time and commitment from member families, but the benefits are indisputable.

Benefits for the Child

- A safe, stimulating environment to encourage natural love of learning.
- A developmentally appropriate environment that promotes their physical, social, emotional and cognitive development.
- A low teacher-child ratio.
- Highly individualized attention and support as they learn to communicate and problem-solve with others.
- An opportunity for the initial separation from the primary caregiver(s) and the building of independence in your preschool child, making for a gentle transition from home to school environment.
- A chance to interact with other adults and establish a relationship of trust.

Benefits for the Parent

- Opportunities to share parenting ideas and concerns.
- Greater involvement in your child's early learning education.
- Increased understanding of child development.
- Relationships with other families, teachers and children in the community.
- Flexible part-time care for parents in part-time or home-based work situations.

2. Programs

The Metcalfe Cooperative Nursery School offers two programs throughout the school year. A separate summer program is also offered.

Toddler Program

- For children aged 18 months to 2 ½ years
- Program runs Tuesdays from 9 am to 11 am
- Maximum class size: 8 toddlers
- Teacher to child ratio is 1:4 (maximum)
- Programming is based on developmentally appropriate activities with a focus on:
 - Encouraging independence
 - Exploring their environment
 - Developing language
 - Individual goals

Preschool Program

- For children aged 2 ½ years to 4 ½ years
- Program runs Mondays, Wednesdays & Thursdays from 9:00 am to 11:30 am (children may be registered for two or three days per week)
- Maximum class size: 24 children
- Teacher/adult to child ratio is typically 1:6 taking into account duty parent & student teacher (if applicable)
- Flexible programming accommodates different developmental stages with a focus on:
 - Socialization
 - Pre-reading and pre-math skills
 - Creative, imaginative, cognitive and motor skills

Daily Schedule

The following is an outline of the daily schedule for the Preschool Program. The Toddler Program is similar, but ends at 11:00 am, instead of 11:30 am.

Time	Activity
9:00	Children arrive and begin free play
9:15 – 9:30	Planning Circle – greeting, calendar, weather, review morning's activities
9:30 – 10:20	Free play in activity centres <ul style="list-style-type: none">· Sand Table· Water Table

	<ul style="list-style-type: none"> · Manipulative Material · Table-top cognitive toys · Puzzles, “work” jobs, blocks · Everyday living area · Creative Corner – painting at easel, collage, drawing & crafts · Quiet Corner – books & music · Large Motor Activities – bikes, climber, building with big blocks, etc.
10:20 – 10:30	Tidy Up
10:30 – 10:40	Snack
10:40 – 11:00	Story & Music Circle – songs, finger plays & rhymes, games, stories, and dress for outside play
11:00 – 11:30	Outside Play
11:30	Pick Up Time/School closes (11:00 for Toddler Program)

Tuition and Fees

The following is the fee schedule for the 2009/2010 school year:

1. Registration fee (all programs): \$50 per year

The registration fee covers the school’s administrative costs, including:

- Insurance (property and liability);
- Website hosting, and related costs;
- All other administrative costs, including: paper, stamps, photocopying, and bank fees.
- The maximum registration fee per family is \$50.

2. Tuition

- Toddler Program: 1 day/week: \$85 per month
- Preschool Program: 2-days/week: \$120 per month
- Preschool Program: 3-days/week: \$170 per month

Included in this tuition is a monthly \$20 fundraising fee. This fee replaces the requirement for active fundraising on the part of member families. This amount is considered a charitable donation for which you will be issued a tax receipt.

Please Note

- All monthly fees are to be paid by post-dated cheques, which are required upon registration.
- The registration fee and first month’s tuition are non-refundable.
- The charge per NSF cheque is \$25.
- Upon one month’s written notice of intent to withdraw your child from the program, you will be refunded the difference, and/or have post-dated cheques returned.

- A 10% sibling discount applies toward the equal or lesser value of 2nd (or subsequent) child's tuition. In effect, the second child receives one month free tuition.

KinderCamp

The Metcalfe Cooperative Nursery School offers a summer program called KinderCamp. This program provides quality care in a safe and stimulating environment. Children are given the opportunity to participate in a variety of activities including outdoor and indoor creative play, crafts, science activities and games. Watch for news of the next KinderCamp session!

Extended Child Care

Extended child care is available before and after the regularly-scheduled school day (from 8:30 to 9:00 and from 11:30 to 12:00). Arrangements must be made in advance by speaking with the Director, and a fee of \$3 per half hour is payable to the Director in advance. These funds are used at the discretion of the Director for resources, supplies or staff development.

Field Trips

Children will be given opportunities to explore their community through a variety of educational trips away from the nursery school. Parents will always be notified ahead of time, and asked to complete a permission form. Field trips are optional, and additional fees for field trips will apply.

3. Membership

Membership is granted based on space availability in the age-appropriate program for your child, and only when the registration process has been completed. When necessary, a waiting list is maintained by the Registrar throughout the year.

Registration

Registration packages are available at the school or through the Registrar. Registration must be completed: i.e. all necessary forms must be submitted, and all post-dated tuition cheques must be received by the Registrar, *before the child's first day of school*.

Each Registration Package includes the following forms that must be completed before your child attends school:

- Registration form (includes Liability and Medical Release)
- Parent Participation Agreement
- Immunization Information forms
- Police Records Check form (submitted directly to the Ottawa Police Service)

Pre-Registration

Pre-registration for the following year is available to children attending the school in the current year. Pre-registration is also available to their siblings, and to the children of cooperative members from previous years.

Withdrawals

One calendar month's notice must be given to the Registrar prior to withdrawing a child. A refund of fees will be made effective from the end of this notice.

4. Parent Participation

The Metcalfe Cooperative Nursery School depends on the commitment of time and energy of every member of the cooperative for its continued success.

Effectively, you are contributing your time in lieu of the higher tuition fees that would be typical of a private preschool.

By having the active participation of each and every member, we are able to maintain lower tuition fees down while providing safe, high quality, age appropriate programming for our children. When you register your child in the Metcalfe Cooperative Nursery School, you are choosing to play an active role in your child's development and an active role in maintaining and preserving a vital community service.

When you register, you agree to comply with all of the nursery school regulations and to participate fully as a cooperative member as outlined below.

Responsibilities and Duties

Every family within the Metcalfe Cooperative Nursery School must:

1. Take on a position(s) within the nursery school, as follows:

- One Executive position; or
- One Coordinator position; or
- Two Committee member positions.

A detailed list of nursery school positions and descriptions can be found in:

APPENDIX A: Brief Descriptions of Member Positions on page 17.

2. Participate in all three of the nursery school's community events by volunteering on the day of the event:

- 1) Fall Clothing & Garage Sale (October)
- 2) Easter Bunny Breakfast & Silent Auction (usually the Saturday prior to Easter weekend)
- 3) Spring Clothing & Garage Sale (May)

3. Act as Duty Parent (Preschool Program only)

Parents are scheduled for Duty Days on a rotational basis, no more than once a month.

A monthly Duty Roster schedules the required number of parents per school day to assist in the classroom. Duty parents participate fully in the morning's activities. They also provide and serve a snack (refer to APPENDIX B: Snack Suggestions on page 21), clean the washrooms, and tidy up throughout the morning.

A detailed description of Duty Parent tasks can be found in: *APPENDIX C: Checklist for Duty Parents* on page 22.

Please note that siblings should not be brought to the school at this time, so that the helping parent is free to act as the teachers' assistant.

If you would like to share a special talent or interest with the class, the Director would be happy to make arrangements with you in advance.

If you are unable to act as Duty Parent on your scheduled day, it is your responsibility to either:

- Switch duty days with another member, or
- Contact a paid duty day replacement (contact information will be provided). ***The originally-scheduled parent pays the replacement duty parent a fee of \$35.00.***

If you are aware of dates for which duty days should not be assigned, please contact the Duty Roster Coordinator (as specified on the school's member contact sheet). In order to accommodate your request in advance, this must be done before the monthly roster is published.

*** Toddler Program Only**

Parents of toddlers are not in the classroom as Duty Parents. Toddlers bring their own snack and juice (a cup with a lid is preferable). Please make sure all containers are marked with your child's name. Toddler parents may be asked to take home and wash all wash cloths used by the Toddler program children.

4. Attend General Meetings

Attendance at General Meetings is essential. There are usually three General Meetings held each school year: in September (Fall Orientation), January or February (2nd Semester), and May or June (Annual General Meeting). Other meetings may be called if necessary.

Members are also welcome to attend executive committee meetings, which are held once per month.

5. Assist with Cleaning Duties

The nursery school facility is cleaned, and toys are disinfected by cooperative members. Families are scheduled in rotation, two families per cleaning weekend. Families usually don't have to clean more than 2-3 times per year. A checklist of duties is posted at the school, and can be found in *APPENDIX D: Cleaning Duties* on page 24.

Please note that except in the case of unusually low registration, members who fulfill an Executive position are not required to participate in cleaning duties. This is because of the extra time commitment required of Executive members in attending regular monthly meetings.

If you are unable to fulfill your Cleaning Duties, as scheduled, it is your responsibility to either:

- Switch cleaning weekends with another member, or
- Contact a paid cleaning duties replacement (contact information will be provided). ***The originally-scheduled parent pays the replacement duty parent a fee of \$45.00.***

If you are aware of dates for which cleaning duty should not be assigned, please contact the Duty Roster Coordinator (as specified on the school's member contact sheet). In order to accommodate your request in advance, this must be done before the monthly roster is published.

6. Provide Play Dough

As scheduled on the Duty Roster, families are occasionally asked to bring play dough to be shared by all children in the Nursery School. Sample play dough recipes can be found in APPENDIX E: Play Dough Recipes on page 26.

5. Policies

Behaviour Management

All parents who will be participating in school activities must read and sign the Behaviour Management Policy located at the school.

Diapers & Toilet Training

Children in diapers are welcome in both Toddler & Preschool programs, and teachers support toilet training efforts. Parents must provide diapers and wipes for their child, if applicable. Please leave all supplies in child's "cubby".

Fire Emergency

Fire drills are conducted at least once a month to prepare the children in case of a fire. Classroom teachers take the children out approved exit doors to the play yard. Teachers bring their attendance books and close all doors to the classroom. If teachers and children should have to leave the school grounds in the event of a fire, a note will be left on the front door at our school advising parents as to the children's location.

Health

We want to keep everyone at the nursery school as healthy as possible throughout the year. We rely on your assessment of your child's health before you send your child to school. Please keep your child home from school when symptoms of infectious illness are beginning (e.g. sore throat, diarrhea, temperature, vomiting) and until your child is no longer contagious. A child who becomes sick at school will be removed from the group and cared for until a parent or other designated adult can be contacted to pick up the child.

Please report any contagious conditions to the teaching staff so that other parents can be informed.

Payment of Fees

Registration Fee

The **registration fee** amount must be paid at the time of registration. The registration fee is non-refundable. Only one registration fee is charged per family.

Cheques for the registration fee should be made payable to: *Rural Family Connections Inc.*

Tuition

All **Tuition** (see payment schedule below) and registration fees are required at registration in the form of post-dated cheques. Cheques to be made payable to: *Rural Family Connections Inc.*

Payment Schedule

- | | |
|-----------------------------|--|
| Registration Day: | ▪ \$50 Registration fee (non-refundable) |
| September 1: | ▪ Sept Tuition (non-refundable) |
| | ▪ June Tuition |
| October 1 through to May 1: | ▪ Remaining monthly tuitions (8 months) |

Discounts

A 10% sibling discount applies toward the equal or lesser value of 2nd (or subsequent) child's tuition. In effect, the second child receives one month free tuition.

Other Fees

The charge per NSF cheque is \$25. Please add this amount to your payment at time of replacement.

Refunds

Tuition fees for the first month are non-refundable. Upon one month's written notice of intent to withdraw your child from the program, you will be refunded the difference, and/or have post-dated cheques returned.

No refunds will be given for a child's absence due to illness. No refunds will be made if the school must be temporarily closed due to severe weather (see School Closures Due to Weather, page 12).

Late or Missed Payments

In the event a cash payment must be made (i.e. to replace an NSF cheque) it must be submitted *to the treasurer* in a labeled envelope indicating the payment name, amount and the student name. All tuition payments and associated fees are due on the first of the month.

Any late or missed payments, including NSF cheques, will be escalated as follows:

First notice: Reminder e-mail or phone call from the school indicating the amount due and the date by which it must be received.

Second notice: Formal letter from the school.

Third notice: A request from the school to discuss alternate payment arrangements that will better work for both the school and the member family. If a mutually agreeable arrangement cannot be reached, the family will be asked to withdraw their child from the school.

Photo Permission

From time to time we take pictures during Metcalfe Cooperative Nursery School activities. On the registration form, you will be asked for your permission to use these pictures on our website, in our newsletter, and/or in promotional materials. Please note that we will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures; but will use them exclusively for internal purposes and promotional activities for the Metcalfe Cooperative Nursery School (including, but not limited to our website, newsletter, and brochures).

Privacy Statement

The Metcalfe Cooperative Nursery School will only use personal information about you, your child, and your family for purposes related to the administration and activities of the Nursery School, unless your prior written permission is obtained. The Metcalfe Cooperative Nursery School will maintain all personal information only as long as required for the stated purpose, or as required by law.

The Nursery School does share member e-mail addresses with its parent company, Rural Family Connections (RFC), for the purposes of informing its members about certain RFC initiatives that may be of interest to our families.

School Closures Due to Weather

The Metcalfe Cooperative Nursery School recognizes that there will be occasions when the school must be closed due to severe weather. The Director of the Nursery school or designate will have the responsibility for closing the school under such circumstances. Generally, the Nursery School will be closed on days when the Ottawa-Carleton District School Board and/or the Ottawa-Carleton Catholic School Board school buses have been cancelled due to severe weather. On these rare occasions, member parents can phone the nursery school and listen to a voice mail message confirming school closure that day. No refunds will be issued in the case of school closure due to severe weather.

Expense Reimbursement

All out-of-pocket expenses to be reimbursed by the Nursery School must be submitted using an Expense Reimbursement form and accompanied with a receipt. The form is available on the MCNS web site at www.mcnskids.org (Parents' Zone) and from the school. Unbudgeted expenses (i.e. those not accounted for in the yearly school budget) must be first approved by the MCNS executive. The Expense Reimbursement form also has an approval section for unbudgeted expense approvals. The MCNS Treasurer has the right to refuse reimbursement of expenses if proper approvals and/or documentation have not been received.

Extra Days for Toddlers

Occasionally older children in the Toddler program on Tuesday mornings may wish to enroll in the Pre-school program and attend on additional days during the week. This may be done to prepare a toddler for an upcoming year of pre-school but only at the discretion of the teaching staff. In this event, the tuition for each extra pre-school day will be \$50 making the new total monthly tuition \$135 (\$85 Toddler program + \$50 Pre-school program). This is slightly higher than the tuition for 2 Pre-school days/week as the Toddler program is more specialized and offers a much lower teacher-to-student ratio.

Non-Participation

Section 4 of this handbook outlines required parent participation roles that enable the school to deliver its programs to you at a more affordable price. If members do not participate in these activities as required it not only affects the school's operations, it puts an unnecessary burden on those who do comply with participation requirements. As such, these roles must be fulfilled at the school and failure to do so will result in the following:

<i>Missed Duty Day or Cleaning Weekend (without notice):</i>	Penalty fee of \$50
<i>Missed Duty Day or Cleaning Weekend (with notice):</i>	Members are responsible for switching days with another member or paying a replacement - \$35 for a duty replacement, \$45 for a cleaning replacement (directly payable to the replacement)
<i>Missed Community Event (without notice):</i>	Penalty fee of \$75 per event
<i>Missed Community Event (with notice):</i>	While we recognize that exceptional circumstances may prevent members from working all 3 community fundraising events (Fall and Spring Consignment Sales and the Easter Bunny Breakfast) it is the member's responsibility to contact the event organizers with that information. Members not able to work the day of an event will be asked to make alternate arrangements (e.g. help prepare for the event or hire a volunteer replacement). Failure to contribute at all to any community event will result in a \$75 penalty fee per missed event.
<i>Failure to Fulfill a Committee Position:</i>	Committee coordinators do report on the work performed by their committee members. An executive will contact members who, for whatever reason, do not contribute to their committee's work. If participation is not completed or if a suitable alternative arrangement cannot be made, the member will be asked to withdraw their child from the school. Every attempt is made to assign members to their chosen committee roles.

** It should be noted that penalty fees are only a deterrent and in no way replace the time and effort needed by all our members to run the school. Fees levied against members are not to be viewed as a "buy-out option" and repeated fines will result in a requested withdrawal from the school. The Metcalfe Cooperative Nursery School is a true cooperative and supports all the benefits that come from the cooperative experience. As such, buy-outs in lieu of participation are not available at this time.

Issuing Tax Receipts for Donations

The Metcalfe Cooperative Nursery School (MCNS) is a registered charity (BN/Registration Number: 103649331RR0001). Official donation receipts are issued by the Metcalfe Cooperative Nursery School in accordance with the Income Tax Act and the Income Tax Regulations.

Official Tax receipts may be issued if all four (4) of the conditions listed below are satisfied:

1. Some property, either in the form of cash or a gift-in-kind*, is transferred by a donor to the MCNS;
2. The property is given voluntarily (the donor must not be obliged to part with the property, for instance as the result of a larger contract or a court order);
3. The donor is transferring the property to the MCNS without expecting anything in return (no benefit of any kind may be provided to the donor or to anyone designated by the donor as a result of a gift); and
4. In the case of a gift-in-kind, the MCNS "Gift-In-Kind Donation Information" form has been completed and submitted (See MCNS web site under "Parents' Zone").

*Gifts-in-Kind

A gift-in-kind is a donation of something other than cash (e.g. property). For purposes of issuing an official donation receipt, the fair market value of a gift in kind is determined as at the date of the donation; i.e., the date on which beneficial ownership is transferred from the donor to the MCNS.

High Value Donations

If the gift is likely to be valued at \$1,000 or more, an independent appraiser will be consulted.

The following donations are not eligible for a tax receipt:

- Services;
- Gift certificates donated by the issuer of the gift certificate;
- Low value items (under \$20); or
- Payments or gifts of merchandise or supplies from a business whereby the business receives a material advantage. A material advantage may include, but is not limited to, promotion or advertising in return for the gift.

For the main fundraisers the nursery school hosts annually, this policy must be applied. This includes tax receipts issued to all donors to the *Easter Bunny Breakfast and Silent Auction* as well as all vendors at the *Fall and Spring Consignment Sales*.

6. Procedures & Guidelines

Attendance and Absences

Please inform the school if your child will be absent by calling the nursery school (phone number: 821-3196). If no one is available to take your call, please leave a message on the answering machine. If your child is absent without notification, the member parent on duty that day will telephone you.

Change in Child Pick-Up

For safety reasons, please inform the Director or Teacher in advance if there will be any change in the person who normally picks up your child.

Clothing

Children should be dressed in washable clothing that is easy for them to manage and is suitable for both indoor and outdoor activities at school. Shoes that the child can slip on, or that have Velcro closures are a great help to the teachers, as are boots that are easy for the child to put on and remove.

A change of clothing (pants, shirt, underwear, and socks) should be left in the child's cubby throughout the year (just in case!).

Please label any item of clothing that can be removed with your child's name. This includes coats, snow pants, sweaters, shoes, boots, mitts, hats, and neck warmers.

Communications

Email

In the interest of conserving resources, the preferred method of communication at Metcalfe Cooperative Nursery School is email. Member families are asked to provide an active email address at the time of registration. Of course, alternative arrangements will be made if a member does not have access to email.

Nursery School Website

The nursery school's website (www.mcnskids.org) is the primary source of information for the public and for Metcalfe Cooperative Nursery School members.

Community Bulletin Board

There is a bulletin board above the sign-in desk that is used for communication between members.

Newsletters

Occasionally newsletters are published at the discretion of the executive committee and the staff to inform members about Metcalfe Cooperative Nursery School activities such as community fundraising events. They are distributed by email and hard copy, and are available on the school's website.

Conferences

Generally, parent-teacher conferences are not scheduled unless requested by parents or the teaching staff. If you would like to discuss any aspect of the school's program, or your child's development or progress at the Metcalfe Cooperative Nursery School, please feel free to speak with one of your child's teachers.

Drinking Cups

Each child must supply their own cup, clearly identified with their name. The cups will be sent home each day to be properly cleaned, and must be brought back on the next school day.

Fundraising

Members are required to pay a fundraising fee at registration equivalent to \$20 per month (included in the tuition cost). This fee replaces the requirement for active fundraising on the part of member families. Occasional *optional* fundraisers (e.g. raffles) may occur should a special need or opportunity arise.

Certain products or catalogues (e.g. Scholastic) are made available to member families, as they:

- Provide a service to parents by offering lower-priced books or products not readily available elsewhere;
- Are completely optional - i.e. they are passive fundraising with no pressure to participate (catalogues are simply made available to parents should they wish to place an order); and
- Directly benefit the nursery school, either in the form of resources or funds.

Note: While there are no fundraising drives at the school, families are still required to participate in the three primary community events hosted by the Metcalfe Cooperative Nursery School.

Sign In & Sign Out

Parents must sign their child in and out of the nursery school by initialing the attendance sheet at the school's entrance. This is particularly important because the sign in/out sheet is used to account for the children in the case of emergency. The sheet also helps us record extended hours and late pick-up. Once signed out, your children are under your supervision.

Toys from Home

Please discourage your child from bringing toys or other treasured objects from home in order to avoid the damage or loss of a special toy. The exception to this rule is the child who may need a special object (blanket, stuffed animal) to make the transition from home to school.

Water Quality

Water testing is done regularly. While water is potable, it is high in sodium. Accordingly, we suggest that drinking water be brought from home, if necessary.

7. Appendices

APPENDIX A: Brief Descriptions of Member Positions

Executive Officers

President

- Coordinates all areas of the school's operations.
- Plans and chairs all executive and general member meetings.
- In collaboration with the Director, acts as main liaison with Holy Trinity Anglican Church and its representatives (our landlord).
- Acts as the school's official representative in the community.
- Responsible for Director/Teacher contracts.
- Handles any issues/problems that arise in consultation with the Director and other Executive members.
- Proposes yearly budget in consultation with the Treasurer and other Executive members.
- Serves as a cheque signing authority for the school and Rural Family Connections.

Vice-President

- Matches families with their cooperative role for the school year.
- Provides ongoing guidance and information to members with respect to their cooperative role.
- Ensures that roles and responsibilities are being fulfilled.
- Recruits members for special assignments, e.g. occasional school repairs or maintenance, as required.
- Assumes the role of President in his or her absence.
- Assists the President as required.
- Attends executive and general meetings.
- Facilitates flow of information from the teaching staff to membership (and vice versa) through meetings, announcements, and newsletters.

Treasurer

- Works with the Director and President to ensure school budgets are established and successfully managed.
- Receives and interprets income and spending reports from RFC for school executive and staff.
- Manages the nursery school's finances with the assistance of the RFC bookkeeper.
- Provides bookkeeper with necessary materials to maintain accurate accounting records.
- Serves as a cheque signing authority for the school (and Rural Family Connections if necessary).
- Attends executive and general meetings.

Marketing Chairperson

- Coordinate the Marketing Committee to implement the nursery school's Marketing Plan, including the advertising and promotion of all nursery school programs, and community fundraising events.
- Maintain and update www.mcnskids.org, and make recommendations for future development of our online presence.
- Ensure that ongoing arrangements for website hosting are in place.
- Serve as a member of the RFC Marketing Committee (attends about 3-4 meetings/year).
- Attends executive and general meetings.

Secretary & Registrar

- Gives notice of all meetings (general and executive).
- Records, distributes and maintains minutes of all meetings.
- Establishes registration procedures in conjunction with the Executive.
- Receives the registration forms for the next preschool year from parents.
- Keeps accurate records of class enrollment and monthly tuition payments.
- Meets with new families as they join MCNS to review information and answer questions – at the beginning of school and as new families join throughout the year.
- Responds to enquiries with respect to registration.
- Attends executive and general meetings.
- Create and distribute monthly calendar for parent Duty Days, Cleaning Weekends, and Play Dough-making.
- Distribute monthly events calendars from the teaching staff;
- Assist members with scheduling conflicts and restrictions.

Rural Family Connections Liaison

- Attend Rural Family Connections Inc. board meetings (bi-monthly) and Metcalfe Cooperative Nursery School executive meetings (monthly), acting as a direct link between the two.
- Contribute to RFC initiatives and committees on the school's behalf.

Please note that except in the case of unusually low registration, members who fulfill an Executive position *are not required to participate in weekend cleaning duties*. This is because of the extra time commitment required of Executive members in attending regular monthly meetings.

Coordinators

Year Book & Scholastic Books Coordinator

- Attends and photographs key school events and field trips throughout the year.
- Creates and publishes school yearbook for families at the end of the school year.
- Tracks yearbook expenditures and manages a small budget.
- Distributes order forms and receives Scholastic book orders to deliver to members.

Facilities Coordinator

- Coordinates the Facilities Committee to carry out required tasks.
- Purchase school supplies as required, and maintain storage areas (monthly)

- Working closely with the teachers and the executive committee, ensure that MCNS is compliant with Health & Safety regulations.
- Ensure that the school and outdoor play yard are maintained, and make recommendations to the executive committee when repairs are required.
- When maintenance work is necessary, communicate equipment and member assistance requirements to Vice-President and ensure required work is completed.

Special Events & Field Trip Coordinator

- Helps organize special celebrations for the nursery school children on occasions such as Halloween, Christmas, and the end of the school year.
- Organizes the nursery school's participation in the Metcalfe Fair and the Metcalfe Christmas Parade, two important public relations opportunities in our community.
- End-of-Year Fun Day & Graduation Coordinator
- Organize Bring-A-Friend Days & Open House (if conducted that year)
- Working closely with Director, identify and carry out 5-6 field trips throughout the school year.
- Solicit ideas, create notices, and collect fees and authorization forms for field trips.
- Communicate field trip dates to members and executive so that field trips are listed on monthly calendars.

Easter Bunny Breakfast Coordinator

- Collaborates with the Silent Auction Coordinator to chair a committee that will plan and carry out the Easter Bunny Breakfast & Silent Auction (one of the school's three primary community events), usually held on the Saturday before Easter.

Silent Auction Coordinator

- Collaborates with the Easter Bunny Breakfast Coordinator to chair a committee that will plan and carry out the Easter Bunny Breakfast & Silent Auction (one of the school's three primary community events), usually held on the Saturday before Easter.

Spring & Fall Garage Sales Coordinator

- Chairs a committee to organize and execute the Spring & Fall Garage Sales.

Committees

Easter Bunny Breakfast & Silent Auction (up to 8 members in addition to coordinator)

- Members assist coordinator with tasks, as delegated, to plan and carry out the Easter Bunny Breakfast & Silent Auction

Marketing (up to 2 members in addition to coordinator)

- Members assist coordinator with tasks, as delegated, to implement the nursery school's Marketing Plan.

Special Events (up to 2 members in addition to coordinator)

- Members assist coordinator with tasks, as delegated to plan and carry out special celebrations for the nursery school children 3-4 times throughout the school year.

Spring & Fall Garage Sales (up to 2 members in addition to coordinator)

- Members assist coordinator with tasks, as delegated, to plan and carry out the Spring and Fall Garage Sales.

Facilities Committee (up to 2 members in addition to coordinator)

- Members assist coordinator with tasks, as delegated to carry out all duties and responsibilities related to caring for the school.

APPENDIX B: Snack Suggestions

Snacks should include a selection from at least two food groups as well as a beverage for each child such as milk or juice.

Here are some ideas:

Milk & Meat	Grains	Fruit & Vegetables
<ul style="list-style-type: none"> · Cheese · Cheese sticks · Yogurt · Cottage cheese · Pudding · Dip for veggies (sour cream or yogurt-based) · Cream cheese · Hummus 	<ul style="list-style-type: none"> · Crackers · Pita bread pieces · Rice cakes · Bread sticks · Melba toast · Sandwiches cut in quarters (whole wheat, pumpernickel, cracked wheat, rye and white in combinations) · English muffins · Muffins · Cookies – as low in sugar as possible and limited in chocolate/chocolate chips · Mixture of Cheerios, pretzels, and raisins · Popcorn 	<ul style="list-style-type: none"> · Apples (cut up) · Orange sections · Grapes · Pear pieces · Pineapple · Watermelon · Peach pieces · Plum pieces · Bananas · Carrot sticks · Cucumber · Celery · Zucchini · Mushrooms · Radishes · Broccoli · Cauliflower · Tomatoes · Raisins · Dried apricots

Notes:

- Please bring only nut-free snacks. Check ingredients when purchasing pre-made products.
- Remember that this is just a snack - please bring small portions.
- Try to provide a snack low in refined sugar.
- Your snack can be left in the fridge until the appropriate time.
- You can use the microwave to prepare your snack, if applicable.

APPENDIX C: Checklist for Duty Parents

8:30 – 8:45 *Clean the two washrooms before the children arrive (supplies, gloves, etc. beside sink or cupboard above sink)*

- Disinfect sinks and toilets.
- Clean mirrors.
- Sweep & mop floors.
- Ensure soap dispensers are full.
- Empty garbages and replace garbage bag.

8:45 – 9:00 *Prepare snack*

- Get the snack trays ready (cups/bowls, spoons if needed).
- Prepare equipment: placemats for children in attendance that day, small measuring cups for pouring juice, paper towel.

9:00 – 10:20 *Join in free play*

- You may be assigned to a specific area to supervise during free play time. Otherwise, just join in and have fun.

10:20 – 10:30 *Tidy up before snack*

- Tidy sand table area: sweep up sand in surrounding area, and sift back into sand table, put toys away under table.
- Disinfect play tables
- Drain water play basin (if applicable), and wipe down.
- Make sure children wash their hands and get their own cup and placemat.

10:30 – 10:40 *Serve snack to children*

- Set out a placemat and a paper towel or napkin (if required), and any necessary cutlery for each child in attendance.
- Place snacks in middle of table(s), or serve snack to each child individually, as required.
- Pour a single serving of juice into the measuring cup and allow each child to pour into their own cup.

Clean up after snack

- Once snack has been served, prepare bins for rinsing of children's cups: first one for discarding juice left in cups, second one with warm, sudsy water for rinsing, third one lined with dish towel for air drying of cups.

10:40 – 11:30 *Clean up classroom, circle rooms, and office/kitchen*

- Wash all dishes used for snack (using proper cleaning/disinfecting procedures as posted above sink in kitchen).
- Wash placemats, and leave to air dry.
- Wipe down play dough table, and tidy as necessary.
- Replace towels at hand washing bucket (near craft table).
- Make sure paper towels are available at the hand washing sink (sink beside cubbies).
- Tidy craft area, and replace newspaper (available in green bins under craft supply table), put chairs on top of table.
- Tidy dress-up, puzzle, and large motor equipment areas.
- Wash paint brushes and any other equipment used for painting.
- Empty hand-washing bucket.
- Clean kitchen sink.
- Empty garbage containers (2 in main room, and 2 in office) and replace with new garbage bag – please take garbage outside (or take it home).
- Sweep floors.
- Mop floors, as necessary to remove dirt/paint.
- Put all art work in cubbies (if dry, otherwise leave to dry until next day).
- Put each child's cup in cubbies.

And finally...

- Assist children with dressing for outdoor play in colder weather.
- Join the children and staff outside if the number of children requires another adult.
- Assist in putting away outside toys before you leave.

Thank you for helping in this way – this is a crucial part of your role in the Metcalfe Cooperative Nursery School!

APPENDIX D: Cleaning Duties Checklist

Task	Done
Using a 1:100 bleach-water solution wipe around inside of windows frames, window sills, glass bottles and baseboards (place the tables and shelves back after they have been cleaned).	
Clean windows between rooms with Windex. Lysol Spray all the door knobs, pillows and stuffed toys that are out.	
Clean paint easel and small shelf to the right of easel also replace newspaper over the easel . Cover the two art tables with newspaper (the tape to secure newspaper is located on the shelf by the easel).	
Clean chalkboard and ledge.	
Wipe down all chairs, tables, dress-up and kitchen furniture, stair railings and all shelves. (sandbox & lower shelf, puzzle area, block area and play dough area) with warm soapy water.	
Wash the inside and top of all children's cubbies and clean underneath with the swifter mop.	
Sweep and mop all vinyl floors and bathroom floors (move all items and cleaning under them). Shake any mats or bring home to wash if needed. Please place items back once cleaned.	
<p>Vacuum all carpeted areas (including stairs & upper hallway) office, circle rooms and the back room.</p> <p>The vacuum is located in the furnace room. Clean out the container and the filter before hand. The extension cord is in the kitchen area and must be used for upstairs. The outlet is in the kitchen upstairs. The vacuum is big so be careful when taking it up the stairs.</p>	
Bleach water table and buckets under the table using a 1:100 bleach-water solution. Leave soaking and complete other tasks. Empty before leaving and remove the lid to allow the items to air dry.	
Clean counter top, sink, garbage pail and laundry hamper in the kitchen (please take the laundry home for washing)	
<p>Empty and clean the dehumidifier with 1:10 bleach & water solution.</p> <p>Wipe around the children's and adults hand-washing sink. Make sure there is a supply of paper towel and soap dispenser is full.</p>	

Important: The drain pump for the kitchen sink needs to be turned on and off for the sink to drain. The switch is located on the right wall beside the sink. Remember to turn the switch OFF when done.

Don't forget:

1. Make arrangements to sign out the key. Sign out sheet is located on the Policies and Procedure bulletin board. The key to the office is also on the key ring.
2. You will be partnered with another family; you may want to coordinate work with them. No cleaning to be done on Thursday evening or during church service.
3. Cleaning supplies are located in the bathroom and in the kitchen cupboards (if you notice any cleaning supplies that are needed please add this to the supplies binder on the side of the cubbies). Plastic bags for the diapers are located in the change table drawer, garbage bags for the bathroom garbage pails are at the bottom of the pails. The garbage is to be taken out to the front and placed in the large bins.
4. At times there may be toys to wash in a bleach solution or other tasks as requested by the teachers. A note from the teachers with the details to these tasks will be left on the kitchen counter.

Garbage Day is Friday

Recycling schedule is located on the bulletin board by the sink in the kitchen.

Thanks for your help!

Cleaning tasks completed:

Signature 1 _____ Date: _____

Signature 2 _____ Date: _____

Thanks for your help!

APPENDIX E: Play Dough Recipes

Here are a few different recipes for home-made play dough. Feel free to use your own if you have a favourite.

Cooked Play Dough

Ingredients:

- 2 cups flour
- 4 Tablespoons vegetable oil
- 1 cup salt
- 2 cups water
- 4 teaspoons cream of tartar
- Food colouring or unsweetened KOOL-AID® drink mix packet

Instructions:

1. Measure water into medium-sized pot.
2. Stir in food colouring or KOOL-AID® mix.
3. Mix in all other ingredients.
4. Cook and stir over medium heat until thick and of pliable consistency.
5. Store in a plastic bag or container.

KOOL-AID® Play Dough

Ingredients:

- 1 cup flour
- 1 package unsweetened KOOL-AID®
- ½ cup salt
- 3 Tablespoons vegetable oil
- 1 cup boiling water

Instructions:

1. Mix dry ingredients together.
2. Mix liquid ingredients together.
3. Mix dry and liquid ingredients together and knead for a few minutes.
4. Add extra flour until you get the consistency you want.
5. Store in a plastic bag or container.