

## **Policies and Procedures of Cordova Bay Preschool**

### **1. Enrolment Eligibility**

For those children entering in September, the following procedures will apply:

- To be eligible for the four- (4) year old class, the child must be four (4) years of age by December 31st of the school year being entered.
- To be eligible for the three- (3) year old class, the child must be three (3) years of age by December 31st of the school year being entered. No more than twenty per cent (20%) of the available spaces will be open to children who are not three (3) years of age in September as per the Early Childhood Educator's (E.C.E.) contract. Parents of these children should be prepared to stay with their child as long as it seems necessary. The E.C.E. shall assess the social development of each child in the class situation and may, at her discretion, request curtailment of the child's participation in the Preschool.
- In the event of a low enrolment year the E.C.E. may approve the enrolment of a child age 30 months at the beginning of class. As per licensing requirements this will only be approved in the event that a temporary placement has been granted for the child.

If openings in any class become available during the school year, these openings will be offered to families who were on the waiting list for September and did not get into the Preschool at that time.

In the review of the waiting lists for the available space(s) in the class(es), the following criteria will be applied:

- Children three (3) years of age on or before December 31st of the current school year will have priority.
- Past members of the Preschool will have priority over new members.
- The date of placement on the waiting list will be an additional factor in the selection.
- Under extenuating circumstances, and at the discretion of the directors and the E.C.E., a child who has her/his third birthday between January 1<sup>st</sup> and April 30<sup>th</sup>, may be considered for enrolment when s/he turns three (3), but will be given last priority.

As well as considering the above criteria for priority, the E.C.E., in consultation with the directors, shall consider the best interests of the child entering an established class and the age mix of the class(es) in question.

It is expected that parents of children entering a class after the beginning of September, will spend extra time and possibly extra duty (sharing) days to facilitate the smooth transition of their child into the established program.

## **2. Enrolment Process**

Application for enrolment shall be made by contacting the Enrolment & Orientation Director.

Enrolment lists shall be compiled in a specific order, in a fair and consistent manner.

Applications shall be listed in order of date and time of telephone contact or by postmark on a written application, with these days and times being recorded.

First priority will be given to present and past members of the Preschool, upon payment of the registration fee by February 1<sup>st</sup>.

Three spaces in each class will be available until February 1<sup>st</sup> for children whose parents want them to stay in the same class for another year.

Second priority will be given to newcomers, also upon payment of the enrolment fee, after the February 1<sup>st</sup> deadline for past and present members.

The number of children to be enrolled per class, shall be determined by the directors and the E.C.E. in accordance with the license of the Preschool.

Should a mixed three- (3) year old and four- (4) year old class be in existence, the age and composition of the class shall be at the discretion of the directors and the E.C.E.

Special needs and high needs children are welcome at the Preschool with admission being at the discretion of the E.C.E. in consultation with the directors.

- A child may be deemed as high or special needs if they exhibit any of the following behaviors: extreme aggression or withdrawal; physical dysfunction including speech or eye disorders; communication difficulties which are not age related; any other physical, emotional, intellectual or social needs which are not age related.
- If, after any child is enrolled, the E.C.E. notices any of the above- mentioned behaviors, the E.C.E. will discuss this concern with the parents and ask to have the child assessed if deemed necessary.
- Inclusion of special needs children shall be as per V.I.C.P.A. standards and at the discretion of the E.C.E.
- The family may be required to supply a full time attendant to assist their child.
- Every effort will be made to accommodate the child, with the safety and needs of all the Preschool children being considered.
- If the Preschool is unable to meet the needs of the child and the class as a whole, after all alternatives have been exhausted, the family may be asked to withdraw from the Preschool. Every effort will be made by the E.C.E. to support the family in finding a suitable alternate center for the child.

If a non-English speaking family wishes to enroll in the Preschool, they must provide an interpreter for orientation, parent education and to help with duty (sharing) days as needed.

Enrolment is completed by:

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- completing the online registration form and returning all enrolment documents;
- paying the registration fee;
- showing the child's birth certificate, BC Medical Card (or equivalent proof of child's age) to the enrolment officer;
- paying the September tuition fee by June 1st. The family is then subject to the withdrawal policy as stated in Section 6 of the Policies.

### **3. Fees**

All fees for the September to June Preschool year shall be set with the budget at the General meeting of the previous school year. These fees shall include:

- Registration fee (non-refundable) to cover Vancouver Island Cooperative Preschool Association (V.I.C.P.A.) membership and administrative costs. This fee is on a per child, not per family, basis.

The monthly tuition fee shall be paid in the following manner:

- The September fee is due by June 1st as part of the enrolment process, prior to the start of the preschool year.
- The June fee is due by September 1st.
- The September and June fees are collected in advance as a financial safeguard for the Preschool in the event that families withdraw their child without providing the required notice outlined in the withdrawal policy (see section 6 of the Policies).
- The remainder of the year's tuition (October through May) is due on the 1st of each month. Payment can be made by e-transfer or by giving post-dated cheques to the Treasurer.
- Any person whose child is registered must pay the monthly tuition to hold the child's position, in the event that the child is unable to attend for a period of time during the year.
- After one NSF cheque, payment by e-transfer will be required.
- Fees in arrears more than one month will result in a review of membership by the directors.
- All families entering mid-year will pay the prorated registration fee (determined by the Treasurer), the entering month's fee and the June fee by e-transfer or by giving a cheque to the Treasurer at the time of enrolment. All remaining monthly fees are paid by e-transfer, or with cheques post dated for the 1st of the month, given to the Treasurer at the first general meeting attended.

In the case of two (2) or more children from one (1) family unit attending the Preschool at the same time, the first child will be charged the full monthly fee and each sibling will receive a ten percent (10%) monthly fee reduction. Families with multiple children enrolled will pay the full registration fee for the first child, and then receive a 40% reduction on the registration fee for each subsequent child registering for the same year.

Cases of hardship (e.g. caused by strikes, illness in the family) shall be reviewed by the directors on an individual basis. Postponement of the monthly tuition fee may be considered for a limited period of time, dependent upon the financial status of the Preschool.

Even though the bylaws and policies both state that the June fees will be kept by the Preschool if less than thirty (30) days notice of withdrawal has been given, the Preschool will return those fees to a family who withdraws with less than thirty (30) days notice ONLY if the vacant space can be filled right away and the Preschool will not suffer financially from their departure.

#### **4. Duty Day and Preschool Job Requirements for Families with More than One Child Enrolled**

1. Requirements for families with two or more children enrolled in separate classes:
  - a. Responsible for one duty day per rotation in each class schedule in which a child is enrolled
  - b. Responsible for one preschool job assigned by the VP2 or delegated representative
  - c. In low enrolment years, at the discretion of the preschool executive, the family may be responsible for two preschool jobs
  
2. Requirements for families with multiple children (twins, triplets, etc) enrolled in the same class:
  - a. 2 Children: responsible for 1.5 duty days per rotation in the class schedule
  - b. 3 Children: responsible for 2 duty days per rotation in the class schedule
  - c. Responsible for one preschool job assigned by the VP2 or delegated representative
  - d. In low enrolment years, at the discretion of the preschool executive, the family may be responsible for two preschool jobs

#### **5. Changing Class During the School Year**

A child who is enrolled in the 3-year-old class at the beginning of the Preschool year may not change to the 4-year-old class part way through the year.

#### **6. Withdrawals**

Notification of withdrawal of a child from the Preschool shall be made in writing to the Secretary one full calendar month in advance, or by paying one month's fee in lieu of notice.

## **7. Associate Membership**

Open to all past Preschool members for the benefit of ongoing parent education. Membership fee shall be \$10 annually and a \$5 drop-in fee with advanced notice and fees payable to the Parent Education Director. The Associate Member may attend the parent education portion of the general meeting only.

## **8. School Closures**

Public school vacations and holidays shall be observed. Preschool shall be closed one (1) day before Christmas and summer holidays for clean-up and pack-up.

Emergency School Closures:

- Closing of the Preschool for any emergency shall be at the discretion of the President and any two (2) directors.
- The criteria to be considered are:
  - If the Saanich Police have issued a traffic advisory to stay off the roads.
  - If School District #63 (Saanich) has closed the Public Schools.
  - If it would be in the best interest of the children to close the Preschool.
  - If there is a power cut or the water is cut.
- The E.C.E. may close the Preschool in the event of an insufficient number of duty parents.

## **9. Member Responsibilities**

Adult members are responsible for the general administration of the Preschool with the E.C.E. as an advisor in all aspects. Members must assist in the general administration by:

- serving on the Board of Directors or on Committees;
- ensuring that their agreed upon tasks, as outlined on the job list, are completed;
- attending and participating in general and committee meetings;
- taking responsibility for an equal share of the Preschool's fundraising activities (a signed Fundraising Obligation Acknowledgement form may be required, at the discretion of the executive, along with deposit cheques as deemed appropriate for that year's major fundraising activities. These will only be cashed if fundraising is not done);
- abiding by the Cordova Bay Preschool Constitution, Bylaws and Policies;
- working cooperatively with other members and the E.C.E.;
- being responsible for the care and transportation of their child to and from the Preschool; and
- not smoking in the presence of Preschool children or during any Preschool activities.

At least one adult member must:

- Attend monthly General Member business meetings, as well as monthly Parent Ed sessions if they are enrolled as a Duty Parent family
- Participate in two indoor/outdoor preschool clean-up sessions during the preschool year (these are typically scheduled for evenings and weekends).

The **duty person** of each child enrolled, must:

- have on file at the Preschool a completed criminal record check and an immunization record (or a signed letter stating that they are immunized) ;
- Without an ECE Assistant, Duty Parents must have completed at least ten hours of orientation prior to starting duty (sharing) days; These hours are necessary for educational preparation to meet the Community Care Facilities Licensing Board regulations (C.C.F.L.B.) and to introduce themselves to the cooperative Preschool and to other class members. The hours may be compiled as follows:

Observation of Preschool	2 hours
New Parent Information Evening	2 hours
June General Meeting	2 hours
September Orientation	2 hours
First General Meeting	2 hours

- With an ECE Assistant, Duty Parents must have completed the following orientation prior to their first Duty Day:

New Parent Information Evening	2 hours
June General Meeting	2 hours
September Orientation	2 hours
Shadow Duty Day	3 or 4 hours

Alternative orientation dates will be set for those registering after spring.

- participate in the Preschool's ongoing Parent Education Program as specified by Community Care Facilities Licensing Regulations (see Monthly Meetings below). These programs are designed to help increase understanding of how children develop and how they show their needs.
- assist in the supervision of children under the direction of the E.C.E. on duty (sharing) days in accordance with a prepared schedule. Duty parents will be scheduled to help approximately every three or four weeks. Parent helpers arrive 15 minutes before the session to set up and remain after the session until clean up is complete.

Any long-term change in regular duty persons must be reported and approved by the Board of Directors.

Maternity leave applies to duty (sharing) days only (jobs and monthly general meeting attendance must continue). A parent will be allowed up to three (3) months leave of absence before, during or immediately following the baby's birth or adoption or at the discretion of the directors. Parents must complete the Maternity Leave forms and return them to the class scheduler prior to the start of their anticipated maternity leave.

Excusal from member participation for reasons other than maternity leave will be at the discretion of the Board of Directors.

## **10. Monthly Meetings**

General Meetings and Parent Education sessions, held on the first Wednesday of the month, are mandatory, as listed above (**#9. Member Responsibilities**). One adult from all member families is required to attend all general meetings. Parents/caregivers who assist in the classroom (duty persons) are required to attend the monthly Parent Education sessions. Non-Duty Parents will be excused for two absences and Duty Parents for two absences (with one absence counted as one night that includes a Parent Education and General Meeting) due to legitimate unforeseen circumstances.

If a family is unable to attend the General meeting due to legitimate unforeseen circumstances, they must notify the Secretary in advance, and read and initial the minutes from the meeting (posted on the Preschool bulletin board).

If **three** (3) General meetings or **three** (3) General Meetings/Parent Educational sessions are missed by a family, the family's standing will be reviewed by the directors. The child of that family may be asked to not attend the Preschool until the matter is resolved. This may result in expulsion of the family from the Preschool.

Please communicate with your class personnel representative or VP2 personnel representative if you are having problems fulfilling your Member Responsibilities in an effort to avoid involuntary withdrawal.

When an absence occurs for Parent Education, the alternatives are as follows:

- A reading program on early childhood, such as reading two chapters of Rudolf Dreikurs "Children: The Challenge", Virginia Satir's "People Making" or others from the Parent Education Library;
- Taping every monthly meeting so parents can hear the speaker, discussion, general meeting and Early Childhood Educator report;
- Tape selections regarding early childhood from other sources such as E.C.E.'s committee library, Public Libraries, etc.;
- Attend another Preschool's parent education session;

- Attend planned community workshops – at libraries, local elementary schools, Camosun College, University of Victoria Extension, Capital Families, etc.;
- Observe other co-op. childcare facilities, special needs centres, daycare, etc.;

A short report on the topic should be written and given to the Secretary.

Within 30 days of a missed Parent Education session, the following information should be given to the Secretary for the school records:

- date (if relevant, e.g. another Preschool's session or a course)
- form of education (video, book, Preschool session, or course)
- topic covered
- comments

A duty person who has not completed her/his parent education requirements within 60 days of a missed parent education session may be requested to withdraw their child from Preschool classes until the education has been completed.

### **Rules for Electronic Meetings**

1. Login information. The Secretary shall send by e-mail to every member of the Preschool, on the Monday before each meeting, the time of the meeting, the URL and code necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Secretary shall also include a copy of, or a link to, these rules.
2. Login time. The Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
3. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. Quorum calls. The presence of a quorum shall be established using the online list of participating members.
5. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. Assignment of the floor. To seek recognition by the chair, a member shall raise their hand on camera or use the raised hand screen icon. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may

promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

8. Interrupting a member. A member who intends to make a motion may interrupt a speaker by raising their hand on camera or using the raised hand screen icon for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
9. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary for this purpose. Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions.
10. Display of motions. The Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
11. Voting. Votes shall be taken by a show of raised hands on camera or by using the raised hand screen icon, unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

## **11. Parents Who Cannot Do Duty (Sharing) Days**

Parents who work, or because of a disability or illness cannot do duty days, can choose to designate someone to do those duty days for them or can choose the non duty option. The designate must attend all Parent Education sessions and attend the General Meetings with the parent. A parent choosing not to do duty days must still be responsible for a job and attend all General Meetings.

## **12. Voting** (also see Bylaw 25)

Voting at General Meetings on motions relating to E.C.E. salary or bonus, and election of directors, shall be by secret ballot.

## **13. Policy for Release of a Child from Cordova Bay Preschool**

*This policy addresses section 16.1 of the Child Care Licensing Regulation and covers a number of issues that relate to the release of children from a childcare facility. The Victoria Child Care Support Services developed the guiding policy; primarily for the use of family child care providers.*

Children who arrive late to preschool are expected to sign in on the Late Entry/Early Release Form.

New members to the school must provide a signed document, "Release of Children", listing who may pick up their child from the Preschool, or provide this information in their online Sandbox profile.

The E.C.E. will not release the child to anyone not on the list unless previously notified in writing by the parent.

When children are picked up early from the Preschool, a parent or guardian is expected to sign out on the Late Entry/ Early Release Form.

#### Late Pick Up

- If a parent has not picked up a child or called within 15 minutes of the class ending, the E.C.E. will try to contact the family and then the alternate person/s from the authorized list.
- If that person is unavailable and the parent has not picked up the child within one hour of the class ending, the E.C.E. is required to notify the Ministry for Children and Families.

#### Unauthorized Pick Up

- The guardian is required to notify the E.C.E. in writing if someone else will be picking up the child. In rare emergency situations, alternate arrangements can be made verbally over the phone. If the person picking up the child is not known to the E.C.E., information about the person will need to be provided (name, phone number, physical description). The person may be asked to show photo identification.
- If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the E.C.E. The E.C.E. will speak to the individual and explain the policy that no child will be released without written authorization from the guardian. 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.

#### Alleged Impaired Pick Up

- It is the E.C.E.'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 a child.
- If the E.C.E. believes that the child will be at risk, the E.C.E. 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 E.C.E. will explain that driving under the influence of drugs or alcohol is against the law and that the E.C.E. is obligated to insure the safety and well being of the child.

- If the person chooses to get in the car, with or without the child, the E.C.E. will immediately notify the police and provide a description of the car and the geographic vicinity.
- If the E.C.E believes that the child is in need of protection, the E.C.E. will call the Ministry for Children and Families.

#### Custody and Related Court Orders

- Parents or guardians of children with a Court Order in effect regarding custody of the child must provide a copy of the documentation to the E.C.E. which should be kept on file at the Preschool in an envelope marked “Confidential for E.C.E. and E.C.E. substitutes only.”
- The guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without a custody or court order on file the E.C.E. 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 persons will be implemented. The guardian will provide all consents.

#### **14. Reporting Child Abuse or Neglect**

The Child, Family and Community Services Act of British Columbia outlines 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 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 parents and/or the alleged perpetrator.

The implications of this act in the cooperative Preschool setting are that the ECE, and any parent, who suspects abuse or neglect, is required by law to 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 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.

#### **15. Health and Safety**

##### **Medication Administration**

- Parents of children with medical conditions such as Epilepsy, Asthma, Anaphylaxis, Blood Clotting, Heart Disorders or other, which require medication administration, must complete the Medication Administration Form. This form should be completed and submitted before the child attends preschool. In addition, children with Anaphylaxis should have a completed Anaphylaxis Emergency Plan on file at the preschool.

##### **Dress**

- Children must be dressed in suitable play clothes.

- Outdoor activity is encouraged in all but extreme weather.
- Parents are responsible for applying sunscreen to their children before Preschool.

### **Illnesses**

- Please use the following guidelines to help us prevent the spread of illness in our preschool. Please keep your child at home for the following conditions:
- Pain — any complaints of unexplained or undiagnosed pain. An acute cold with fever, coughing and sore throat.
- Difficulty in breathing — wheezing or persistent cough.
- Fever 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.
- Nausea and vomiting — [children can return to preschool 48 hours after vomiting has stopped.](#)
- Lice.
- Children with known or suspected communicable diseases.
- If you feel your child is not well enough to take part in the full program (outdoor program also).
- Children and parents are encouraged to be fully immunized.
- Smoking is not allowed in the classroom or at the outside play area.
- If a child becomes sick during class time, the E.C.E will contact the child's parents/guardian. The E.C.E will ensure that the child is comforted and kept away from the other children until their parent or guardian arrives.
- It is the Preschool's policy that bicycle helmets are mandatory for using the preschool bicycles. If a parent wishes to send a bicycle helmet to Preschool, duty parents or the E.C.E., whenever possible, will assist a child with the helmet as they would with any other article of clothing.

### **Emergencies**

In accordance with the Fire Marshall's Act, the E.C.E conducts periodic safety drills. The classroom is equipped with a fire extinguisher and all parents are required to familiarize themselves with its use. All duty parents will be trained on the Preschool's Emergency School Plan.

The Preschool is equipped with earthquake and first-aid kits, which are kept on the premises and updated each year.

In the case of serious injury, the E.C.E obtains professional help and the parents and doctors are notified immediately. If neither parent can be reached, the alternate person whose name appears on the Emergency Contact Card (filled out at time of enrolment) will be contacted.

### **Snack**

Each child is responsible for bringing their own snack. At Cordova Bay Preschool we believe it is important to foster a healthy eating style from a very early age. Please ensure that snacks are as nutritional and wholesome as possible. Snack ideas have been provided online. Cordova Bay Preschool is an allergy aware preschool. Considerations will be made for a child with a life threatening allergy or condition.

All children shall bring or be given water to drink at snack time.

All children are to be supervised during snack time.

## **16. Classroom**

No children are allowed outdoors without supervision. Two adults must be supervising on the playground at all times.

All children must be able to function well in a classroom setting.

No child will be left with the E.C.E. at the beginning of a class, until both duty parents are present or an E.C.E Assistant and one duty parent.

Personal toys are not brought to the Preschool.

Invitations and greeting cards are not passed out at Preschool.

Siblings and other children not enrolled are the responsibility of the parent when on the Preschool premises.

Class lists may not be used for business or solicitation purposes.

Duty parents/caregivers will not be accompanied by children other than Preschool children, including pre and post-session set-up and clean-up. (V.I.C.P.A. insurance does not cover any children other than those enrolled in the program).

All children are to be accompanied by an adult when going to the washroom. To encourage independence and to respect the child's privacy, the adult should wait outside the cubicle and only help the child with personal care if absolutely necessary.

## **17. Contingency Fund**

Depending on the financial status of the Preschool a minimum of three month's operating costs shall be put aside in a separate account for emergencies (i.e. low enrolment, fire, relocation, etc.).

This fund may also be used on a short-term basis to support the E.C.E. in developing a strategy for an unidentified high-needs child or for the use of limited counseling in a crisis situation on a confidential basis at the discretion of the E.C.E. and the President.

## **18. Board of Directors Change Over**

The old and new directors will work together until the end of the Preschool term in June, with the new directors officiating after May 15th.

## **19. Committees**

The **Budget Committee** shall consist of the Treasurer who shall be Chairperson, the Vice-President, and one (1) member from each class. The Committee shall meet before the March directors' meeting; shall negotiate the E.C.E.'s salary and prepare the budget for the following year; shall submit the E.C.E.'s salary and proposed budget for approval at the April directors' meeting; shall present the E.C.E.'s Contract, salary, and proposed budget at the Annual Planning Meeting in March or April for vote by the membership.

The **Personnel Committee** shall consist of the Vice-President who shall be Chairperson, the E.C.E. and/or E.C.E.'s Representative and one (1) member from each class. This committee shall provide a liaison between the parent members, the directors, and the E.C.E. to promote understanding of the co-operative Preschool philosophy and enable the group to function smoothly and efficiently; shall hear problems and grievances and try to resolve them. When this is not possible the matter will be brought forward at the next directors' meeting.

The **Nominating Committee** shall become active in February; shall submit a slate of nominations for directors at the April Planning Meeting. No member of the Nominating Committee can run for a director position.

The **Policies and Procedures/Constitution and Bylaw Review Committee** shall consist of any three Preschool members, one of which will be a director who will chair the meeting. This committee shall annually review the Bylaws and propose changes where necessary; shall notify each member in writing of the proposed changes not less than fourteen (14) days before the Annual Planning Meeting at which time they will be voted on as per the Preschool bylaws. This committee shall annually review the Preschool policies and shall propose changes where necessary; policy changes proposed by this committee shall come into effect upon adoption of a simple majority vote at a general meeting.

The **E.C.E. Hiring Committee** shall consist of the President who shall be the Chairperson, the Treasurer, one other director and one (1) member from the general membership. This committee shall follow the guidelines as outlined in the President's Portfolio.

The **E.C.E.'s Contract Committee** shall consist of the Treasurer and E.C.E.'s Representative if desired by the E.C.E..

The **Fundraising Committee** shall consist of the Fundraising Chairperson and one (1) member from each class, and a member at large. This Committee shall be responsible for coordinating and organizing all fundraising activities

## **20. Early Childhood Educator (E.C.E.)**

The Preschool shall provide a properly qualified E.C.E. who shall be hired by the directors. The E.C.E. is responsible for administering the Preschool program; for setting up the classroom and for overall discipline in their respective classes.

The E.C.E. shall advise the directors on matters relating to the Preschool program and shall have a voice but no vote at the directors' and general meetings.

The E.C.E. may be discharged from employment on a resolution at a General Meeting or a Special General Meeting approved by two-thirds (2/3) of the total membership. If it is deemed necessary to hold a meeting or portion thereof without the E.C.E., the E.C.E. shall be advised of the purpose of the meeting prior to the date of said meeting and given an opportunity to present her views at a designated time before the matter is resolved. The E.C.E.'s representative shall attend the meeting on behalf of the E.C.E.

### **21. Fieldtrips & Neighbourhood Walks**

In the 4's class there will typically be a monthly field trip. This may be outside of the preschool or a special event at the Preschool.

Should the field trip be away from the preschool, it will be necessary to take your child to the field trip or arrange to have another parent take them.

If there is less than 1 hour of preschool time before the field trip or after, the preschool will not be open for that time. Preschool children will then be the responsibility of the parents who brought them for the remainder of the preschool time.

The teachers may occasionally take the class for walks around the neighbourhood. A note will be posted on the preschool door to let parents know where they have gone.

### **22. Changing Preschool Policies**

Changes to Preschool policies shall come into effect upon adoption of a simple majority vote at a general meeting.

### **23. Guidance Policy**

Early Childhood Educators (ECE) are expected to be effective role models for parents, providing them with ongoing communication and feedback as discipline issues arise. The Early Childhood Educator is responsible for the program, the 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 behaviour rather than the child.
- **Provide clear, consistent limits.**
- Use verbal direction and redirection for guidance, stating expectations in a positive fashion and allowing the children time to respond.

- Recognize and **encourage positive behaviours** in the program.
- **Validate children's feelings.**
- Encourage children to use adults as a resource when having a difficulty.
- **Supervise** children at all times.

Where the parent participant is unsure about this guide, the E.C.E should be consulted.

Cooperative preschools adhere to the Ministry of Health handbook, Guidance and Discipline with Young Children. This booklet is available on-line through Ministry of Health website: [www.gov.bc.ca/health](http://www.gov.bc.ca/health).

### ***Behaviour Management Techniques in the School***

**All children have off days. We should remember that they are here to learn** what behaviours are acceptable and appropriate and it is our role to help them in achieving this end. It is necessary for us to establish certain behavioural limits, not only for the sake of physical safety, but also for a child's developing sense of security.

There are three basic guidelines we follow to ensure safe play:

- 1. Personal safety**
- 2. Consideration of others**
- 3. Care of property**

These are firm rules to be enforced:

- No hitting or fighting.
- No throwing sand or any object (unless it's a ball).
- No running in the classroom.
- No leaving the designated outdoor play area.
- No damaging property or equipment.

An adult **must intervene** firmly in situations such as:

- Continued disagreement.
- Use of offensive language.
- Lack of constructive occupations.
- Overly excited social play (loud voices, wild dashing about).
- Interference or destruction on the part of one child towards another.
- Inappropriate use of school equipment/property.

**The methods of approaching behaviour management we use are:**

- 1. Accentuate the Positive:** Use requests or comments such as:

"Walk please, John" rather than "Don't run John",

"Hold on carefully" rather than "Be careful"

"Thank you for sharing"

2. **Establish Concise Limits**: Be consistent with rules and attitudes towards behaviour and use definite but impersonal statements like:

"I can't let you run inside the school because..." and definite statements like

"Chairs are for sitting on"

"Paint stays at the easel".

3. **Redirect Activity**: Often redirecting a child to another activity will defuse a problem.

Limit the choice to **two quieter activities** and permit the child to resume the original activity after a period of time (1 minute for each year of age) has passed, but stay nearby until the child has successfully settled. It is important that the child not see this as a "time-out" but as a time to collect themselves before re-joining an activity.

**If you feel uncomfortable in any situation** or you feel that things are getting out of your control, remember that an E.C.E is always nearby.

### **Management Techniques for Group time:**

Some children have difficulties sitting and participating in group time. It is disruptive to others in the group if one child is talking out of turn or engaging in some inappropriate behaviour and often others begin to follow suit. As a parent helper, your presence helps the E.C.E by assisting with disruptive children, thus allowing the E.C.E to continue with songs and stories without constant interruption.

- Try focusing a child's attention by **tapping** the child's shoulder or **whispering** his or her name.
- Sometimes a **"look"** or a **wink** is all that is necessary.
- Mention criss-cross applesauce.
- Sit by them or ask them to come and **sit by you** or on your lap.
- If a child refuses to cooperate or participate, the parent helper can escort them to an alternate area and engage them in a quiet activity.