



Serving the Community since 1974

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This Parent Handbook is the property of Erin Mills Co-operative Nursery School. A copy of this handbook can be found online at www.erinmillscoop.ca for you to review at any time.

If you received a hardcopy, your \$10.00 deposit will be refunded if your Handbook is returned in April.

The General By-laws shall take precedence over the Parent Handbook of the Nursery School.

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I. INTRODUCTION

At Erin Mills Co-operative Nursery School our purpose is to:

- a) provide a stimulating experience for the children and,
- b) promote a greater understanding by parents in matters relating to early childhood education.

This parent handbook has been compiled to assist you, the parent, to better understand, enjoy and familiarize yourself with the various facets of our school.

Co-operation is the very heartbeat of the parent co-operative nursery school. Each member has a responsibility to the school through his/her contribution and involvement, to make it work.

We trust that the following will help you become more knowledgeable about the organization and daily operation of the school.

II. PHILOSOPHY

A nursery school is a place where we expect to see children playing busily, safely and happily. In their play, they learn to develop motor skills, knowledge and patterns of social behaviour that lie within the limits of their capacity. Each child is unique and such uniqueness we should cherish.

Erin Mills Co-operative Nursery School operates to provide a happy, worthwhile, well-balanced experience for the pre-school child in a non-political, non-sectarian environment. It provides opportunities for children to develop their own sense of time and space in an environment geared protectively to a child's dimensions. The classroom is a place to foster and stimulate discovery and exploration, to provide stimulating materials that will lead the children to question and in turn, help them search for answers. It is a place for children to learn about emotions -- to identify, experience and work through them. The school gives each child the opportunity to know different people - other children, the teachers/supervisor and parents other than their own. In other words, the school is a place where each person, both parent and child, is allowed to participate and contribute to his/her own needs.

In order for our children to enjoy school, we as parents, must help them feel that they are important members of the co-operative plan and that their ideas and feelings count. We must show them respect and treat them as the unique individuals that they are.

Our objective is to improve your child's attitude and ability to:

- ³⁵/₁₇ explore and run; share their fun; finish what's begun
- ³⁵/₁₇ put away when done; demand less "all or none"
- ³⁵/₁₇ restrict their "no"; let their parent go; accept what's so

Each child develops individually and thus goals are reached at different stages. We merely provide the environment, stimulation, necessary materials, guidance and direction for your child to achieve and acquire many skills over the year - social, emotional, physical and intellectual.

Erin Mills Co-operative Nursery School is a place where the parent TAKES rather than SENDS a child. In fact, parent and child learn and grow together.

Most parents enrol their child in a pre-school program thinking only of the benefits for the child. Through their own involvement in a co-operative pre-school, parents are also put into a learning situation. They are able to observe the behaviour of their own child with other children, watch as they play and learn together, and participate in the teaching process.

In summary, a co-operative pre-school provides the opportunity for both you and your child to experience personal growth and development. At the end of the year, both you and your child will have benefited in some way.

III. ORGANIZATION OF THE SCHOOL

A. EXECUTIVE COMMITTEE

The executive committee has administrative responsibility for the day-to-day operation of the school. It works within the framework of the school's General By-laws, recommending new policies where appropriate. Many of the final decisions, however, rest with the members. All of the executive positions count as two committee responsibilities. Members of the Executive Committee must attend monthly meetings throughout the school year and three General Meetings.

Executive committee positions at Erin Mills Co-operative Nursery School and their primary responsibilities are as follows:

President

- presides at all executive and general meetings
- is ex-officio on all committees
- acts as personnel consultant to deal with any personnel problems
- supervises the administration of all school business
- acts as the official liaison between the school and landlord
- has signing authority for all school documents and cheques
- renews all school licences, grants, contracts and insurance
- arranges for supply teachers as necessary

Vice-President

- performs the duties of the president in his/her absence
- helps the president
- takes over any other office in an emergency
- attends school orientation to discuss committees and fine system
- prepares orientation packages for new families and provides new families with information about duty days, fines and committees.
- maintains & updates committee lists, contacts new families about joining a committee and distributes updated lists
- updates the handbook
- issues fines, when necessary

Secretary

- records and keeps minutes of all executive and general meetings
- is responsible for all general correspondence for the school
- sends notice of general meetings with minutes attached to school membership
- updates parent handbook
- maintains school letterhead and other secretarial supplies
- updates and distributes executive list
- registers changes in the executive with the Ministry of Consumer and Commercial Relations
- redirects school mail during summer months
- has signing authority for all school documents and cheques

Treasurer

- liaisons with the bookkeeper
- sets budget in consultation with the Executive Committee and the bookkeeper
- responsible for all financial transactions for fundraising, grants and bingo
- reports the school's financial status at each monthly executive meeting and at all general membership meetings
- has signing authority for all school documents and cheques
- deposits tuition cheques to bank account
- writes all cheques, pays all bills and hands over receipts/cheque stubs to the bookkeeper
- collects PD7A report 1st week of each month from bookkeeper to pay source deductions and WSIB

Registrar

- handles all inquiries, applications and registrations (i.e. phone calls, setting up school tours, contacting families with outstanding forms)
- maintains a master file for each member
- maintains waiting list for the school and contacts new families if a spot become available
- co-ordinates Open Houses with Public Relations
- updates and distributes class lists and attendance sheets
- updates registrations packages
- updates school handbook to reflect changes made to registration packages
- collates registration packages for new registrants
- ensures the files are correct and complete and filed in the school's fire safe box
- provide updated contact information to secretary so they can update their lists for mailings (i.e. notice of general meetings etc.).

Fundraising Chairperson

- initiates and co-ordinates all fundraisers, such as the annual Trike-a-thon, Santa's Workshop, Spring Fundraiser etc.
- chairs all fundraising committee meetings
- liaison with executive, teachers and all other committees responsible for fundraising activities
- solicits donations for the school
- provides a written record of the year's schedule and donation contacts for the next year's chairperson
- works with the treasurer to co-ordinate fundraising financial transactions.

Duty Scheduler

- generates monthly duty parent schedule for each class

Public Relations

- plans and implements ideas to promote school enrolment
- publicizes to the community school activities, events and open houses
- organizes and co-ordinates Year-End-Picnic
- maintains the web site
- produces annual year books and certificates
- updates the historical photo album
- assists with picture slide shows for general meetings and Open Houses
- handles all advertising support materials, mail-outs etc.
- co-ordinates with the registrar for the Open House

B. EXECUTIVE MEMBER CODE OF ETHICS

Members of the Executive Committee must:

- Represent the interest of all members of Erin Mills Co-operative Nursery School.
- Not use their services on this committee for their own personal advantage or for the individual advantage of friends and supporters.
- Keep confidential information confidential
- Approach all committee issues with an open mind, prepared to make the best decision for Erin Mills Co-operative Nursery School.
- Does nothing to violate the trust of those who elected them to this committee or of those they serve.
- Focus their efforts on the mission of Erin Mills Co-operative Nursery School and not on personal goals.
- Never exercise authority as an executive member except when acting in a meeting with the full committee, or as delegated by the committee.

C. ELECTION POLICY AND PROCEDURES

1. The executive committee positions and sensitive committee positions must be filled before any general committee positions are filled. During the general meeting in May, all executive members will discuss their committee positions with the general membership and the sensitive committee positions will be explained by the president/vice-president.
2. After the May general meeting, the secretary will email all families a form to be completed indicating if they are interested in a position on either the executive or sensitive committees. This form will be submitted to the president in their file at the school and will be kept confidential between only the person who has expressed interest in the position and the president and executive committee for the current school year.
3. The president will then contact all persons interested in each position and discuss with them their qualifications and interest in the position indicated. In a situation where there is more than one parent expressing interest in an executive or sensitive committee position, the president will contact all interested. The president, in conjunction with the executive committee, will then decide which parent would be best suited for the position and wherever possible, offer another well-suited executive/sensitive committee position to the other parents. The goal of this process is to fill the

executive committee and sensitive committee positions before the June general meeting with members who are best suited to the positions.

4. During the general election in June, the new executive committee and sensitive committee members will be introduced to the general membership.
5. If there are any outstanding positions from either of these committees, they will need to be filled by a parent before the rest of the committees can be filled. Parents from the general membership will be asked to volunteer for these positions by nominating themselves. The president will call for nominations three times. If there is only one nominee for any given position after the president has called for nominations three times the chair will state that the nominee has been elected by acclamation.
6. If there is more than one person interested, the president will briefly meet privately and individually with all interested parties. The General Meeting will take a brief adjournment for these meetings. Once the president has spoken with the interested parties and they and the executive committee have come to a decision the meeting will resume.
7. Next, the fundraising committee will be filled by asking for volunteers. As this committee is of vital importance to the running of the school no other positions will be filled until this committee has a chairperson who is an executive member, a co-chair and ideally 7 members.
8. Finally, any families who have not yet joined a committee will choose a random number on a piece of paper and the chair will call the numbers in order. When your number is called you may then select which committee you would like to work on for the upcoming school year.

D. PROTECTION OF CONFIDENTIAL INFORMATION

PRIVACY POLICY STATEMENT:

Erin Mills Co-operative Nursery School is committed to protecting the privacy of the personal information of its members, and other stakeholders. We value the trust we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that families chose to share with us.

During the collection of information for membership purposes, we gather personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

All members of the Cooperative must sign a confidentiality agreement as part of the registration process.

DEFINING PERSONAL INFORMATION:

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

PRIVACY PRACTICES

Personal information gathered by Erin Mills Co-Operative Nursery School is kept in confidence. The teachers and executive members are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Families should know that information is shared with the Region of Peel, the Ministry of Education and Social Services. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. Measures are also taken to prevent information from being lost or destroyed.

UPDATING OF PRIVACY POLICY

We will regularly review our privacy practices and update our policy.

E. STAFF

Teacher(s):

Erin Mills Co-operative Nursery School places great importance on the role of their staff. Our teachers hold Early Childhood Education certificates with Special Needs qualifications.

The teachers are available for personal consultation most days; however an interview should be previously arranged.

Staff duties for the teachers/supervisor are as follows:

- Plan and implement the school program
- Ensure children's health and safety
- Instruct parents in the practical application of the program
- Keep records on each child for evaluation and review progress with parents as required
- With the Registrar's assistance, keep on file the school medical forms, consent forms and emergency phone number for each child
- Keep a daily attendance record and log
- Instruct parents on the fire drill procedure and ensure that the directions for the fire drill procedure are posted in a clearly visible place
- Attend all executive and general meetings
- Organize parent orientation at the beginning of each school year
- Assist Vice-president with overseeing committees as required
- Follow the Day Nursery Act
- Follow guidelines from Ministry of Education, the Ministry of Health, and the Fire Department
- Ensure protection of confidential information for children and parents
- Maintain an open line of communication with the executive committee

Bookkeeper:

- Duties of the bookkeeper are as follows:
- issues treasurer an A/P report each month and treasurer is responsible for payment
- prepares annual financial statements
- keeps records of accounting transactions
- completes monthly banking records, payroll, issues deductions slips and treasurer writes the cheques
- completes year end adjusting entries

F. COMMITTEES

Each of the following committees is responsible for the maintenance of a specific school area and reports to the Vice-President, who acts as committee administrator.

In accordance with the Parent-School Agreement, each family must sign up for one committee position for each child enrolled. Parents **must** actively participate on the committee they sign up for. **The fine for failure to fulfill committee responsibilities is \$50.00.**

Each position on the Executive Committee will fulfill a family's committee responsibility to the school, regardless of how many children they have enrolled.

Kitchen Management, Newsletter /Calendar Editor & Excursion Coordinator, Scholastic Book Orders and Website Administrator are sensitive positions and are appointed by the President in consultation with the executive committee at their discretion. You must apply to the President if you are interested in one of these positions.

With the exception of the Executive Committee and Sensitive Committee positions, all other committee positions are determined at the June General Meeting. However, the **Fundraising Committee must have a minimum of 8 committee members** (not including the Chairperson) before the other committee positions can be filled.

Committee Positions:

Class Representative and Photographer

- Acts as a liaison between their class and the executive committee
- Collects parent consent forms for all field trips
- Co-ordinates extra volunteer duty parents for all field trips
- Coordinates with special events committee to collect pledge money, tickets, etc.
- Is responsible for obtaining necessary statistics required by executive (i.e. ages and birth dates of siblings, order forms, numbers for attendance at parties, etc.)
- Contacts their class using class lists, upon request of either the teachers/supervisor or executive committee for such purposes as emergency school closings, special reminders, etc.
- takes pictures of own class at special events, parties and field trips (approximately once a month)
- children, other than those registered, are not permitted to accompany the class representative
- this position requires the member to be at the school during drop off and pick up on a fairly regular basis

Creative Play Area and Library Committee

- Chairperson is responsible for co-ordinating an annual written schedule for all committee members
- Members set up the back room and Bulletin Boards to reflect the theme being presented (i.e. farm, Easter, etc.)
- chairperson is also responsible for providing a written record of the year's schedule for next year's chairperson (to be given to the Vice-President at the end of the year)

- Members set up the bookcase with theme-related books from both the public and nursery school libraries, under the direction of the teachers/supervisor
- Members make play dough weekly or as needed.
- Members may be required to come up with new and creative ideas for backroom set-up.
- Members may have to make/craft props to help support the theme.

Fundraising Committee *(Must have 8 members before other positions can be filled)*

- The goal of this committee is to initiate, plan, co-ordinate and implement events for the school which will benefit the membership and generate funds to assist in school operations
- Committee members work with the chairperson in initiating and co-ordinating several special events throughout the school year, such as a Trike-a-Thon/Silent Auction, Santa's Workshop, Adult Only event's, Family nights etc.
- The committee will be comprised of at least one representative from each class
- Large commitment in the summer months to organize and promote annual Trike-a-thon and solicit prize donations.
- Large component of this committee is solicitation and collection of items for silent auction from community business contacts for various fundraising events throughout the school year.
- Must actively participate at all special events from start to finish, including set-up and clean-up

Handy Person

- is responsible for repairs to school toys, furniture and equipment as required
- must be available to do repairs during school hours

Kindergarten Support Team

- Provides assistance and support to teachers with classroom activities.
- Assists with organizing workbooks, homework books, reading books
- Sorting art work and newsletters for take-home in art bags.
- Assists with reading program, computer help and crafts.

Public Relations Committee

- the goal of this committee is to plan, co-ordinate and implement social events for the school (i.e. family bowling night, year-end picnic)
- committee members work with the chairperson in initiating, co-ordinating and participating in all social events,
- the committee will assist the chairperson with school advertising, website updates, end of year certificates and yearbooks

Social Committee

- co-ordinates with the teachers/supervisor decorations, supplies, store bought snacks, etc., for all special events and general meetings
- please refer to social committee handout and teacher for food quantities for each event
- Purchases decorations, supplies and store-bought peanut-free snacks/beverages for special school events and general meetings.
- Delivers and prepares snacks for event(s).
- Purchases wrapping supplies for children's gifts and assists with wrapping gifts. May have to assist with purchasing food items for Fundraising events.
- Chairperson will coordinate purchasing of snack and party materials

Toy washing & Clean-Up Committee

- Chairperson is responsible for co-ordinating an annual written schedule with committee members and for providing a written record of the year's activity for the next year's chairperson (to be given to the Vice-President at the end of the year).
- Chairperson coordinates cleaning date and specific tasks with teachers in advance
- Disinfects the school's equipment at least three times during the year
- Cleans up after fundraising and school events (i.e., Trike-a-thon, School Picnic, etc.)
- school easels, paint pots, brushes and drying rack clean and/or fill as per the schedule (twice a month)
- Clean all toys in regular use on the toy shelf every three weeks
- Cleaning should be scheduled for a weekday afternoon, or a weekend. It cannot take place before or during class
- Ensures proper cleaning supplies are available at school. If not, co-ordinate with teachers and Kitchen Management committee in advance.

Sensitive Positions:

***Kitchen Management**

- This position may be assigned to a member by appointment of the executive committee, at their discretion
- clears the school refrigerator of all leftover juice/snacks and thoroughly washes all pitchers/containers on a weekly basis
- shall be responsible for cleaning and clearing the school's blue box every week through their own residence
- responsible for the laundering of the towels and dishcloths in the kitchen as necessary
- purchases and keeps replenished the school's daily consumable and domestic supplies (list to be supplied by the teachers/supervisor)
- will be reimbursed by school on a monthly basis or when amount exceeds \$50.00

***Newsletter and Calendar Editor/Excursion Coordinator**

- This position may be assigned to a member by appointment of the executive committee, at their discretion
- Produces a multi-page newsletter to the membership. It should include information from the executive, teachers and membership.
- There shall be a separate calendar page for each class, which includes birthdays, field trips, classroom themes, and any other information provided by the teachers.
- Books field trips, secures transportation for same and creates permission forms.

As editor you shall:

- Handle all phases of production of the newsletter and calendar, from gathering information, to editing, to photocopying and distribution.
- Gathering information may entail being assertive in “hunting down” information/stories (may need to remind executive and teachers of their obligation to contribute information)
- Distribute newsletters electronically to members and on paper when necessary.

As excursion coordinator:

- the person who holds this time-sensitive position arranges for the children to visit places of interest in the community as well as invites special visitors to the school upon consultation with the teachers/supervisor
- is responsible for sending home parent consent forms for all field trips at least one (1) week prior to the event
- is responsible for booking and confirming the school buses
- provides a written record of the year's schedule for next year's co-ordinator (to be given to the Vice-President at the end of the year)

***Scholastic Book Orders**

- this position may be assigned to a member by appointment of the executive committee, at their discretion
- acts as the school's liaison between Scholastic of Canada, the teachers/supervisor, and the executive committee, with respect to all aspects of the Book Club (invoices, payment, collections, etc.)
- advises the membership at the beginning of each school year about Scholastic, how the book orders work and of the benefits to the school
- posts notices in the school and/or newsletter regarding due dates, offers, descriptions of books, and benefits to the school
- maintains proper records of moneys received from the membership, the school and bonus coupons from Scholastic, as well as all moneys and coupons paid out
- gives teachers/supervisor copies of the Bonus Catalogue, Criterion, Elf, See-Saw and all information given in Scholastic Brochures with written qualifications for free items, special offers, contests and special coupons
- places copies of the Elf and See-Saw brochures in every child's art bag, with a covering letter detailing the benefits to the school of ordering from the current flyers and order deadlines (this is done monthly or more frequently, if necessary, during the year)
- is responsible for ordering or distributing all items required by the teachers/supervisor, school members, librarian and executive committee as applicable.
- Passes along all applicable records to next year's committee member

***Website Administrator**

- Updating the school website to reflect any changes, important dates, photos and Open House details.
- Tracking site stats and tracking keywords that help identify EMC on the web through search sites.
- Develop ways to increase traffic to the website.

***Other**

If there is something that you can do/provide which you feel will be asset to the school, please inform the teachers and/or a member of the executive committee. A committee position may be created for you, if approved by the executive committee and all other committee positions have sufficient support.

Committee Time Chart

This chart supplements the committee job descriptions found in the handbook. It should help you to decide which committee will work best with your schedule. Remember, you will only have to serve on one committee per child. An Executive Position acts as two committee positions and might be beneficial to those families who have 2 children registered in the same school year.

Executive Committee	Members	Evenings	Weekdays	Weekends	No. of Events
President Executive Position	1	10 Executive meeting and 3 general meetings	Yes	Some	All school events
Vice President Executive Position	1	10 Executive meeting and 3 general meetings	Yes	Some	School orientation & other school events if needed
Secretary Executive Position	1	10 Executive meeting and 3 general meetings	Yes	Some	All school events if needed
Treasurer Executive Position	1	10 Executive meeting and 3 general meetings	Yes	Some	All school events if needed
Duty Scheduler Executive Position	1	10 Executive meeting and 3 general meetings	Yes	Some	All school events if needed
Public Relations Chair Executive Position (with committee)	1	10 Executive meeting and 3 general meetings + Meetings arranged with committee	Yes	Some	End of year school picnic, Family Social Events and Open House event. All school events if needed
Fundraising Chair Executive Position (with co-chair and committee)	1	10 Executive meeting and 3 general meetings + Meetings arranged with committee	Yes	Yes	All school fundraising events and all other school events if needed
Registrar Chair Executive Position	1	10 Executive meeting and 3 general meetings + Meetings arranged with committee	Yes	Yes	School Open Houses (x2). All school events if needed

Non-Executive Committee Members	Members	Evenings	Weekdays	Weekends	No. of Events
Fundraising Committee Members (chairperson is an executive member)	8 with co-chair	Some	Some	Some	All fundraising events as determined by the committee
Toy Washing Committee Members	1 chairperson 7 committee members	Possible	Possible	Possible	Once every 3 weeks (as determined by the Chair)
Public Relations Committee	1	Some	Some	Some	Family Social Night(s) and Year End Picnic
Class Representative & Photographer	3 (one person per class)	Possible	Yes	Some (fundraising events)	All field trips, in-school parties, special and/or fundraising events
Creative Play/Library Area	1 chairperson 2 committee members	Possible	Yes	Possible	10 (dates and times determined by the Chair)
Social Committee	3 (one person per class. One member to act as chair)	Yes	Yes	Yes	General Meetings (x3), Open House (x2), Mother's Day event and all in-school Party and/or fundraising events.
Kindergarten Support	2 (max. of 4)	No	Yes	Yes	Bi-weekly (weekly if max. members)
Newsletter Editor, Calendar & Excursion Coordinator	1	Flexible	Yes	Flexible	Once a month for newsletter/calendar, as needed for excursions.
Kitchen Maintenance	1	Flexible	School Hours	Flexible	Weekly throughout school year
Scholastic Book Orders	1	Flexible	Yes	Possible	Once a month
Website Administrator	1	Flexible	Flexible	Flexible	On-going updates during the school year
Handyperson	1	Flexible	Some	Some	On-going throughout the school year

G. ORIENTATION

This begins when inquiries are first made about enrolment in the school and continues throughout the school year. The goals for effective orientation are: better informed parents, open communication between parents and teachers, and a smooth running school with happy, relaxed children, parents and teachers.

When parents first participate in the school program, their primary concern is to be in the right place at the right time and to learn the location of equipment and supplies. Since we function best when we know what is expected of us, it is extremely important that we are well prepared for this role as participating members of a co-operative nursery school.

As stated, due to the importance of orientation, it is mandatory to attend your scheduled orientation session for your program. **A \$15.00 fine will be assessed for failure to attend orientation.**

As part of your orientation:

1. The teachers/supervisor will show you the facilities, the location of the equipment and supplies, fire drill procedure, emergency information and explain duty parent responsibilities.
2. The Vice-President (committee administrator) will provide orientations and procedures for all members regarding their chosen committee(s).

Please do not hesitate to ask if you have any questions.

It is the parent's role to assist in the management of the pre-school, as well as to assist the teachers/supervisor with the children's program. This is best achieved through your attendance at the required May, June, and September general meetings, which are scheduled in the evenings. A December general meeting may be called if deemed necessary.

IV POLICY

A. ADMISSION REQUIREMENTS AND REGULATIONS

1. Maximum enrolment of 24 children per class under the supervision ratio of two early childhood educators and two participating parents, is governed by the school's Day Nursery License.
2. Applications over and above this number shall be placed on a waiting list and shall be considered in the order received.
3. Children above the age of two years old are eligible to enrol. (Note: We are restricted to three children per morning class between the ages of 2 - 2 1/2 years.)
4. The attending child must be toilet trained and should not be sent to school in diapers.
5. At a co-operative nursery school parent participation is required (unless the family is opting for the non-participation option). Subject to the approval of the executive committee and teachers/supervisor, exceptions may be allowed whereby grandparents, etc., might serve as your substitute.

6. Children will be eligible for enrolment all year long, at the discretion of the executive committee and teachers/supervisor.
7. Applications for admission made after December 31 will require an observation by the teachers/supervisor. The final acceptance of your child shall be at the discretion of the teachers/supervisor, based on the child's ability to adjust to the school's program, as per the Parent- School Agreement.

B. ENROLMENT

The first person you will likely come in contact with is the registrar. He/she will explain the educational opportunities for your child and the significant value to parents as members of a co-operative nursery school. The registrar will discuss the school and outline the specific parent obligations. In a prearranged appointment (made with the registrar) interested parents are welcome to visit the school with their child.

Applications for membership are available upon request from the registrar. Enrolments are taken on a first- come, first-serve basis. Current Erin Mills Co-operative Nursery School executive members are given the first opportunity to enrol their children for the upcoming year. Families returning to the school are entitled to register their children prior to alumni, and then registration is open to the public.

It is important to understand that before your child is considered enrolled at Erin Mills Co-operative Nursery School:

- a) All of the following forms must be returned by July 31:
 1. Registration Form
 2. Parent Consent Forms
 3. Protection of Confidential Information Form
 4. Acceptance of Parent-School Agreement and Behaviour Management Form
 5. Child's Medical Information Form(s)
 6. Medical/Immunization Form for Duty Parents
 7. Emergency Telephone Numbers
 8. Child's Immunization: Region of Peel Form with 2 copies of child's Immunization record
 9. Criminal Reference Check
 10. Emergency Card
 11. Long Term Duty Request
- b) A \$45* non-refundable registration fee. (*subject to change with new school year)
- c) A \$10 refundable handbook deposit, if you received a hard copy. A hard copy must be requested.
- d) Membership fees made up of ten (10) post-dated cheques payable to **ERIN MILLS CO-OPERATIVE NURSERY SCHOOL**, dated the 25th of each month except the first cheque which is due July 1, then September 25 to May 25 inclusive.
- e) Parents must have completed an orientation and submit a valid Criminal Reference Check and duty parent Medical form before their first scheduled duty day.

NOTE: If all registration forms are not completed and received by the Registrar by July 31, you may

lose your spot in the school. YOUR CHILD CANNOT START SCHOOL UNTIL ALL REGISTRATION FORMS AND FEES ARE RECEIVED AND COMPLETED IN FULL, PROVIDING A SPOT IS STILL AVAILABLE (exemptions include Criminal Reference Check and duty parent immunization however, these forms are required within 4 weeks of your child starting school and/or before your first duty day, if registrations occurs after the new school year has started).

C. SCHOOL TERM AND HOURS

The school year begins the second or third week of September and will continue through to the second or third week of June. Actual dates vary from year to year, dependent on the calendar, and are chosen at the discretion of the executive committee and the teachers/supervisor.

Our school offers the following programs:

- 3 A.M. (3 mornings per week: Monday, Wednesday, and Friday)
- 2 A.M. (2 mornings per week: Tuesday, Thursday)
- 4 P.M. (4 afternoons per week: Monday, Tuesday, Wednesday, and Thursday)
- 4 P.M. Enrichment Program (2 afternoons per week which are to be determined by enrolment numbers)

Morning programs begin at 9:30 A.M. and end at 11:45 A.M. Afternoon programs begin at 1:05 P.M. and end at 3:35 P.M. There may be the odd occasion when the hours will be changed (i.e. field trips, special concerts). You will be notified accordingly.

Erin Mills Co-operative Nursery School observes all statutory holidays as per the Peel Board of Education, with the exception of professional development days.

Children are admitted to school the second or third full week of September on a staggered basis. By the end of the week all children will have begun. Staggered entry allows the children time to adjust in smaller groups to the daily routine and to gradually acquaint themselves with the teachers/supervisor and new friends.

D. EMERGENCY CLOSINGS

Any of the following conditions may make it necessary to cancel school:

- a) Severe weather conditions (the school shall use the local school boards as a guide to make this decision. That is; if the school buses in the area are not running then the teachers may cancel school for that day.)
- b) Other emergencies (i.e., heating problems)
- c) The school is unable to provide a supply teacher when the teachers/supervisor.

If any of the above events should occur, the class representative will contact each family.

E. FEES AND REFUNDS

Our annual membership fee, which is divided into ten (10) equal monthly payments, will be determined each year by the executive committee. Any adjustments to fees must be approved by the membership.

Payment of a non-refundable registration fee, and the ten monthly payments are due at the time of registration. These fees are made up of ten (10) post-dated cheques, payable to **Erin Mills Co-operative Nursery School**, dated the 25th of each month except the first cheque which is due July 31, then September 25th to May 25th inclusive. As well, the handbook deposit is due at the Spring General Meeting if you are requesting one. No child will be permitted to start school unless all cheques have been received.

Please contact the treasurer if:

- a) You change your bank account, or
- b) You are unable to cover one of your monthly cheques.

Any banking costs incurred by the school for cheques returned (for any reason) will be borne by the member involved and not the school. The cheque in question must be replaced by either CASH or CERTIFIED CHEQUE, together with the reimbursement for any additional banking costs incurred, within ten (10) days of the cheque being returned.

Refunds will not be made for:

- Temporary absences (i.e. Vacations, illness, non-participation in school trips etc.)
- Withdrawals after May 1
- For part of any month's payment, or
- When the school is temporarily closed due to emergency conditions
- Donations or Fundraising dollars contributed to the school through participation in fundraising events

Refunds for unforeseen emergency withdrawal because of lengthy illness will be made at the discretion of the executive committee.

Non-participating Option – if the program is full, there will be an option for a percentage of the families to pay an extra fee per month to forego duty days. The non-participating family will still be responsible for committee obligations and may still be required to provide either juice and/or snack for the entire class. The number of non-participating options will be determined on class size and will be awarded on a first come, first serve basis. Families will be notified prior to the start of the school year if they will have to provide juice or snacks.

Multiples family discount – families with 2 or more children in the school will be offered a discount on fees for the second and third child registered.

F. FUNDRAISING

Fundraising is an important part of a non-profit co-operative Nursery School. Fundraising allows Erin Mills Co-operative Nursery School to pay for school trips for students and volunteers, purchase educational and art supplies for the school and purchase special treats and gifts for students. As a non-profit school, the school relies heavily on fundraising in order to run an extensive learning program for its students. Other than tuition fees, fundraising is the only other source of income the school receives from its members.

As a member of a Co-operative, families are expected to participate in ALL fundraisers and donate at least the minimum requirement for each fundraiser, which will be outlined throughout the school year. The minimum expectation for ALL fundraisers combined shall not exceed \$120.00. However, it is hoped that families will go above and beyond the minimum requirement to ensure a successful school year.

G. WITHDRAWAL

To withdraw a child you must give either:

- a) one month's notice in writing to the registrar, or

- b) one month's payment in lieu of notice.

If over the summer you decide to cancel your enrolment, please contact the Registrar. Withdrawals prior to the start of the upcoming school year must be **submitted in writing to the Registrar no later than June 30, or your fees for the month of September will be forfeited.**

The teachers and/or executive committee may, at their discretion, ask a parent to withdraw their child due to:

- The child's inability to adjust to the school
- The parent's failure to participate
- Non-payment of fines/fees

In the event a parent is asked to withdraw their child, an adjustment to membership fees will be made from the child's last day of school.

H. HEALTH REGULATIONS

Prior to the first day of school, the Child's Medical Information Form must be returned to the registrar. As per the Day Nursery Act, this form will be kept at the school in a confidential file.

Ontario law requires that all parents/guardians participating in co-operative day nursery programs must have the following:

- a) An up-to-date immunization against Diphtheria, Tetanus, Polio (DT)
- b) Documentation of immunization against MMR
- c) A tuberculin skin test or chest x-ray completed prior to their child starting school. Documentation of the test results must also be kept at the school in a confidential file.

The young child is very susceptible to communicable diseases and must be kept home if symptoms of illness are evident. DO NOT send a sick child to school; it is unfair to the other children. It is most important that the registrar and/or teachers be notified if your child has a communicable disease. The school will notify all parents when any child is reported ill with a communicable disease.

If a child in the school develops symptoms of illness, the parent will be contacted. If unavailable, the person designated for emergencies shall be notified so that the child may be taken home.

When a serious accident or illness occurs to a child in the school, the teachers/supervisor shall immediately:

- a) Notify the parents of the child,
- b) Obtain all necessary medical assistance.

The teachers/supervisor shall permit at any time inspection of the nursery school by the local medical officer of health or any person designated by him or her.

Absolutely no medication will be given at school by teachers or duty parents unless specified on the Administration of Drug Form for special medical conditions.

If your child has a particular medical problem which could occur during school hours (i.e. asthma, epilepsy, severe allergy) it is essential that the school be notified. In order to accommodate a child in this kind of situation, everyone at the school must be aware should such a problem exist.

I. ABSENCE OF A CHILD

Please notify the teachers/supervisor if you know that your child will be absent for several days whether it is due to holidays or illness.

J. FIRE DRILL AND EMERGENCY INFORMATION

A procedure approved by the local fire chief is established and followed in the case of fire. This procedure shall include the duties of each member of the staff and duty parents.

The teachers/supervisor are to carefully instruct the duty parents and children of the nursery school in the proper fire drill procedure. This procedure is posted in the school and reviewed several times during the year.

Telephone numbers of the teachers/supervisor and executive committee, the local medical officer of health, a taxi, an ambulance, the nearest hospital, the fire department, the police department and other emergency information are listed on a card posted above the telephone in the school's kitchen.

K. TRIP PROCEDURES/ACTIVITY FEE

The children will be going on several field trips during the school year and school buses will generally be used. Ideally, money raised from fundraising efforts will cover the cost of payment of the buses and admittance to field trips. The school reserves the right to implement a non-refundable activity fee at any point through-out the school year should the school not raise enough money to cover the cost of field trips through fundraising efforts.

A Field Trip Consent Form, signed by the parents or guardians, is required before a child may be taken on field trips away from the school. Parents will be notified of impending trips. If a parent does not wish a child to go on a particular trip, it is the parent's responsibility to notify the school that the child will not be attending school for that day. Parents who wish to volunteer to assist with field trips must submit a valid criminal record check in advance of the excursion.

L. INSURANCE

Erin Mills Co-operative Nursery School carries accident insurance, liability insurance, property coverage and directors and officers liability insurance through 'The Co-operators'. The insurance policy is on school premises and can be reviewed at any time.

M. FINES

FINEABLE ITEM	FINE AMOUNT	DETAILS ON PAGE
Not returning handbook	Non refund of \$10.00	1
Failure to fulfill committee responsibilities	\$50.00	11
Non-attendance at orientation	\$15.00	14
Returned cheque (bank charge and repayment of cheque must be paid within 10 days)	Bank charge	18
Withdrawal from school without 1 month written notice	One month tuition payment	19
Failure to fulfill duty day responsibilities	\$25.00	25
Late for a duty day- one warning will be issued	\$15.00	25
Late pick-up of child - one warning will be issued	\$10.00	29
Non attendance at a mandatory meeting	\$15.00	33

All fines must be paid within thirty (30) days of the date the fine letter was issued or your child will not be permitted to return to school until payment is received. Every effort will be made to mail the fine letters within ten (10) business days, excluding weekends, statutory holidays and Christmas and March Break holidays.

N. PETITIONING A FINE

In the event a fine is issued that you disagree with, you may petition the fine in one of the following manners:

You may petition your fine in person at the first monthly executive meeting after your fine is issued. If you choose to represent yourself in person, you must notify the President and Vice-President of this request and the reason(s) for the petition in writing.

You would attend the executive meeting, state the grounds of your appeal and the executive would, later in the meeting, vote on your appeal.

You may have the President or Vice-President petition your fine at the executive meeting that follows your fine being issued. The President or Vice-President will state your case on the grounds you feel your case is

worthy. This will be done anonymously.

After this petition takes place:

The executive will vote on your individual request, taking into account all aspects of the handbook and sections of fineable issues. A majority vote of the executive will determine the outcome of your specific petition.

Either the President or Vice-President will notify you of the outcome of the vote. A fine is to be paid, ten (10) days after notification of petition outcome, or by the due date on the original fine letter, whichever is earliest. **Failure to pay your fine will result in your child not being able to attend school until the fine is paid.**

You are allowed to petition a fine one (1) time only. At the time of your petition all aspects of your fine must be brought up.

The majority vote of the executive will determine the outcome of your fine, and that decision is final.

If you do not notify the Vice-President before your thirty (30) days, or date the fine is to be paid on, your fine will be considered due. After this date, you may no longer petition that fine.

V PARENT PARTICIPATION

The co-operative aspect of our school is stressed in everything we do. Without the parents, the school would not exist. Therefore, as an active member of this co-op, you have commitments to keep.

1. Participating and Non-Participating families will be expected to serve on one committee throughout the entire school year. Families with two children in the school will have to serve on two committees.
2. As a participating family you must fulfill your duty days at school as per the duty schedule by arriving on time to help with classroom set-up, providing either juice or snack for the entire class and assisting the teachers with classroom activities and end of class clean-up. Families of two children in one class will have an amended number of duty days, which must be fulfilled. As a non-participating family you will not be responsible for in-classroom duty days however, you may still be required to provide juice and/or snack and are still expected to serve on a committee.
3. Your attendance at general meetings (which deal with school operations) is **mandatory**.
4. You are expected to co-operate with the teachers/supervisor on your duty days.
5. Your support of all school fundraising endeavours is essential.
6. By being an active, fully participating member of Erin Mills Co-operative Nursery School, both you and your child will reap the benefits of this unique and valuable experience.

A. DUTY DAYS

What is a Duty Parent?

A duty parent is a parent who assists the teachers/supervisor. Depending on the day and season, duties could range from assisting children on and off with clothing to the cleanliness and maintenance of the school. Parents must have a complete understanding of the important role they assume once joining a co-op. Confident, competent parents result in the nursery school being a rewarding place for everyone.

Both moms and dads are encouraged to participate in duty days and visit at any time throughout the school year.

Duty Parent Responsibilities:

1. The duty schedule sheet will be given to each member at least two weeks prior to its date. The number of participation days will vary from month to month. A copy of the schedule will also be posted on the bulletin board.
2. Any long-term special requests for the schedule must be reported in writing as soon as possible to the Duty Scheduler.
3. Parents are responsible for their own substitutes. Please be considerate enough to make these arrangements well in advance. Changes to the duty schedule will not be considered official until the Vice-President has been notified. Failure to notify the Duty Scheduler leaves you responsible for your duty day, which could result in a fine.
4. In case of a last minute emergency or illness, you may call the emergency parent. The daily emergency parent is listed on the duty schedule (indicated by an "E").
5. It is against Day Nursery licensing regulations to allow children other than those enrolled to attend the school. It is your responsibility to make alternative arrangements for siblings and/or other children under your care prior to your duty/emergency duty day.
6. On your duty day, it is essential that you be at the school and ready to begin your duties no later than 9:00 A.M. for the morning classes.
7. You must remain at the school until all the children have been picked up at dismissal time and all clean-up requirements are fulfilled. Clean-up will take approximately 15 minutes to 45 minutes, depending on the program.
8. Each of the following is considered failure to fulfill your duty responsibility:
 - a) missing your duty day
 - b) arriving late for duty
 - c) leaving before all the children have been picked up at dismissal time
 - d) missing your emergency duty day

The fine for failure to fulfill your duty day responsibility will be \$15.00 for late arrival and \$25.00 for all other infractions on each occasion. The third time may result in dismissal from the school.

9. **A criminal reference check must be submitted before you can participate in duty/volunteer days. Your Criminal Reference Check must be received within 6 weeks of your registration date. You will not be permitted to participate in duty days until your CRC has been received BUT you will be required to make up all the duty days you missed while waiting for your CRC to be returned. If your CRC has not been submitted within 6 weeks of your registration date, you may be required to re-submit a new form and pay a \$40* fee (*subject to increase) to have it returned promptly. It is your responsibility to find a replacement from the class until your file is complete.**
10. Please come dressed in comfortable, washable clothing. Activities require freedom, participation, and protection.
11. Once you arrive, duties begin immediately. You should become familiar with every area so that the routine flows smoothly.

Morning Classes - Your morning will be busy assisting the teacher(s) and children. You will be one of two participating parents each session as either the "snack parent" or "juice parent". Healthy snacks and juice are to be provided for the entire class. The duties for either of these two positions are outlined on cards provided at the school. Concentrate your attention on the children rather than visiting with the adults.

Afternoon Class - The JK/SK class is a non-participating class. Parents do not have to assist in the classroom. All families will be on a rotating Snack/Juice schedule. You are responsible for providing and preparing both a healthy snack and juice for the entire class on the days you are scheduled. Parents may volunteer their time to come into the classroom and assist with daily classroom activities. A criminal reference check is required if you wish to volunteer.

12. **2AM** - You will be scheduled as a duty parent **approximately** 1-2 times per month. In addition, you will be scheduled as emergency duty parent approximately 1 time per month.
- 3AM** - You will be scheduled as a duty parent **approximately** 2 times per month. In addition, you will be scheduled approximately 1 time per month for emergency duty days.
- 4PM** - You will be scheduled for snack/juice **approximately** 2-3 times per month.

Note: The number of duty/snack days and emergency days given above are based on the classes having full enrolments and full non-participation spots.

ON YOUR DUTY/VOLUNTEER DAY

1. Check with the teachers/supervisor and acquaint yourself with plans for the day.
2. Be accepting of the fact that your child may find it difficult to share you with other children, and realize that your child may act differently when you are not in the nursery school.
3. Know your responsibilities as duty parent and re-familiarize yourself with the fire drill procedure. Lock the front door 5 minutes after class begins and reopen 5 minutes before class ends.
4. Be constantly alert to the safety of all children when inside and outside. Station yourself nearby when children are climbing, sliding, balancing, etc.

Step in when:

- a) a child is in physical or emotional danger
- b) equipment is being misused

5. Be constantly alert to allergy lists posted.
6. Consult the teachers/supervisor if you have a question about helping a child in a certain situation. It is important to the entire group that any problem be handled smoothly and with a minimum of disruption. Remember you are assisting the teachers/supervisor.
7. Help the children to help themselves. This is the way they learn. However, do not insist on complete self-help, particularly at the end of the day.
8. Give as few directions as possible. Give suggestions in the positive -- what we "do" rather than what we "do not." Show them as well as tell them. Then calmly assist the child if he/she needs help in following the directions.
9. When you have to say "no", give a reason.
10. Speak at a child's level of understanding, but don't talk down.
11. Go to the child to speak to him/her. Always use a quiet, pleasant voice. Speak briefly, simply, distinctly and directly to the child. Speak only when you have their attention. Sit or squat so you can face the child on their level.
12. Listen to the children. You will learn much about their thoughts and feelings.
13. When a conflict occurs:
 - a) try not to judge it for the child, you may not know all the facts.
 - b) don't be too eager to help, many times children can settle their own conflicts and learn in the process.
14. Warn the children in advance of a change of activity. "It's almost tidy up time."
15. Expect co-operation and you will usually get it.
16. Commend good behaviour, and disregard minor unacceptable behaviour, thereby focusing the child's attention on the acceptable behaviour.
17. Participating may mean being alert rather than physically rushing about. Try to create a casual, unhurried atmosphere. If things are going smoothly, take time to observe the children.
18. Laugh with - never at - a child.
19. Avoid judging a child by making comparisons between one child and another.
20. Establish the idea of taking turns. "He is using it now, you may use it later".
21. Do not expect children to be constructive all the time or to enter into all the activities.

22. Bring your sense of humour to the nursery school.
23. When assisting the teachers/supervisor at circle time, participate in the activities and be alert to discipline problems.
24. Put supplies away neatly and leave the nursery school as you would like to find it next time.
25. The children should never be left alone at any time. There must always be at least two adults in the school at all times.
26. Cultivate a relaxed, good natured attitude toward the children.

MERGENCY DUTY PARENT RESPONSIBILITIES

B. EMERGENCY DUTY PARENT RESPONSIBILITIES

The emergency duty parent is only to be used in the case of a last minute reason for being unable to fulfill your duty day.

A.M. CLASSES - The emergency duty parent is not to be called until after 8:00 P.M., the night before the duty day in question. If before this time you know you will not be available to fulfill your regular duty day, you must trade duty days with another parent from your child's class, not the emergency duty parent. In the event of a last minute true emergency such as car failure or illness on the way out the door, the emergency duty parent must be called no later than 8:30 A.M.

with the exception of an emergency arising on the way to school. If you are scheduled as the emergency duty parent, you must be available to report for regular duty until 9:30 A.M.

If the snack or juice parent needs the emergency duty parent, it is the emergency duty parent's responsibility to fulfill the duty day. If the emergency duty parent is also unavailable, it is their responsibility to find a replacement **NOT** the original snack or juice parent. The emergency parent will receive a fine if they are unavailable when scheduled.

If you use the emergency duty parent, you are **obliged** to take that parent's **next** regular duty day, or one that is mutually convenient to both parties.

Please report to the Duty Scheduler when you have used the emergency duty parent and advise them of the next duty day you will be taking.

C. EXEMPTION FROM DUTY DAYS

A maximum of three months' exemption from duty days is allowed for pregnancy leave. A written request must be given to the Duty Scheduler. Duty days missed during leave must be made up.

D. SMOKING

There is absolutely no smoking permitted at the nursery school.

VI SCHOOL DAYS

A. ARRIVAL AND PICK-UP

Your child's program will begin **promptly** at 9:30A.M. or 1:05 P.M. **Please** adhere to these times. The inner doors will be locked until 9:30 A.M. or 1:05 P.M. Duty parents and their children will be admitted earlier. Any other parents arriving at the school prior to 9:30 A.M. and 1:05 P.M. are responsible for their children and must remain with them in the hall, until the inner doors are opened and the children are taken into the classroom.

The front door will be locked 5 minutes after the class begins and will reopen 5 minutes before class ends. If you are late, please use your discretion and the side door.

Every parent is responsible for:

1. assisting their children (and those in their car pool) with removal of outer clothing if necessary
2. taking the children to the teachers/supervisor and ensuring she knows they have arrived

The children will be ready to leave at 11:45 A.M. or 3:35 P.M. Please be sure they are picked up promptly at these times. You will be notified of any early closings ahead of time. **A fine of \$10.00 will be charged for any child who is not picked up within five (5) minutes of class dismissal.** You will be given a written warning on your first occurrence. Each additional occurrence will result in a \$10.00 fine.

Once you have come to the classroom to pick up the children they become your responsibility.

The teachers/supervisor must be notified in writing if someone other than the parents or persons named on the emergency card will be picking them up. Emergency Cards should be updated throughout the year with the witness of an executive member or teacher.

B. PREPARING YOUR CHILD FOR NURSERY SCHOOL

Give your child the experience of being separated from you (i.e. baby-sitter). If you have other children, it is easy to forget that they become dependent on each other and when left among strangers your child may feel lost.

Try and acquaint yourself with someone who lives nearby who will be going to the nursery school at the same time and have them over.

Talk about the school. Tell him what he can expect to find when he goes there, what he can do, who will be there and your responsibilities to the school.

You must be sure of your own feelings. Your child will pick up attitudes of apprehension, fear, or a desire to keep him with you a little longer.

Check the public library for books on starting school (e.g. The Berenstain Bears Go to School).

C. YOUR CHILD'S FIRST DAY AT SCHOOL

Even though the children begin school on a staggered basis and the class may not be very large, we must appreciate that to your child, the adults are strangers, other children are sometimes noisy and activities are

often confusing. So much is new. In time they will feel at home, so reassure yourself because they will adapt.

Come prepared to stay, keeping in mind, that siblings and/or other children under your care cannot stay with you. Stay as long as your child needs you. This may be necessary for more than just the first day of school.

When it is time for you to leave, don't be swayed by your child's pleas or cries. Just explain that you will be back later and go. Hesitating, loitering in the hall or coming back for another "good-bye", will make it harder for your child to adjust.

D. CLOTHING

Dress your child in appropriate clothing so that they will feel free to participate fully in any and all activities (some may be quite messy).

Ensure that their clothing is such that it will be easy for them to go to the restroom on their own. Belts, buttons and zippers can be overwhelming for duty parents as well when there are 20 of them. Outdoor clothing should be adequate for prevailing weather.

A smock will be provided for painting and water play.

Indoor shoes should be brought to school on a daily basis. Shoes with rubber soles should be worn at all times to ensure safety during school activities and fire drills.

Remember -- easy clothing means

independence. A lost and found box is located

in the school.

It is recommended that a change of clothing also be brought to school daily.

E. CLASS PROGRAM

Our program is set up to offer all of the following activities:

- learning circle
- snack time
- theme-related sensory areas
- dramatic play centre
- music listening centre
- computer centre
- toy tables
- creative tables
- outdoor play (weather permitting)
- puzzle table
- "reading" centre

F. TIDY UP TIME

Inform each child in your duty area what will be happening next and that he has a few minutes to finish what he is doing and then tidy up. The child then has time to prepare him/herself mentally and physically for what is to come.

During tidy up time, expect each child to tidy up or at least help, so that each may learn responsibility for his or her school and equipment. Offer assistance if required so that the child may learn independence and co-operation.

G. SNACK TIME

The duty parent(s) are required to provide juice and snack for the entire class. The Day Nurseries Act states that these must be nutritious. For the morning class, one parent will be assigned to bring fruit juice (indicated by a "j" on the duty schedule), while the other parent (indicated by an "s" on the duty schedule) is to bring a nutritious snack-veggies, crackers, cheese, etc. For the afternoon class the parent is required to provide both the snack and juice for the entire class. Please pay close attention to labels or recipes if there are allergies in your class, or if severe, the school.

H. BIRTHDAYS

If your child's birthday occurs during the school year, we have a special day when we sing the birthday song. We try to do this as close to the child's birthday as possible, and have his/her parent scheduled to be on duty that same day. Birthday treats, such as cupcakes or brownies, may be brought in for snack, making the child's birthday even more special.

I. LIMITS AND RULES

1. Children are discouraged from bringing toys to school from home. They can very easily be lost or misplaced and we cannot be responsible for them.
2. No gum chewing is allowed.
3. The children should not bring any money into the school.
4. No running is permitted in the school.
5. Equipment in the various activity centres should not be removed from that area.
6. Smocks are to be worn when painting or at water play.
7. Toys should be tidied up before another is taken or before beginning another activity.
8. Careful handling of all school equipment is stressed with the children.
9. Children are not allowed in the hall unless going to the washroom.
10. Hands must be washed following visits to the toilet and before snack.

These guidelines will be discussed with the children several times during the year by the teachers/supervisor so they will become familiar with them.

J. DISCIPLINE

The staff at Erin Mills Co-operative Nursery School must comply with the behaviour management policies and procedures under the Day Nursery Act, governed by the Ministry of Community and Social Services (copies are available upon request).

1. When an incident occurs the situation should be handled in the following manner:
2. Talk to the child or children and try to work out a solution.
 - a) If the problem continues, give the child a warning that if they cannot manage they will need to find another activity or area to play in.
 - b) If the problem still persists, remove them from the activity regardless of the situation.
3. If there is bodily injury of any kind or aggressive behaviour, the children are immediately separated and removed from the situation.
4. It is prohibited to:
 - a) use physical discipline at any time, even with your own child
 - b) use any deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect
 - c) confine a child in a separate room when the child has been withdrawn from other children.

If you are witness to any unsuitable disciplinary measures, it should be reported immediately to either the teachers/supervisor or any executive member. Immediate action will be taken.

VII COMMUNICATION

Open lines of communication are vital between parent members, the executive committee and staff, to facilitate the efficient operation of the school.

A. GENERAL MEETINGS

As per the Parent-School Agreement, it is mandatory that a representative from each family attend these meetings. **Failure to do so will result in a \$15.00 fine.** They are held in May, June, September for the purpose of administration of school business. A General Meeting may also be called in December if the executive and teachers deem it necessary. At this time such items as school policies are discussed and voted upon by everyone. General meetings are also an opportunity to communicate your feelings, ideas or concerns to the membership. These general meetings are not necessarily strictly for business purposes. They can also include parent awareness discussions or guest speakers, making the evening both interesting and informative.

B. CHILDREN'S ART BAGS

Your child's first activity at school will be the decoration of his/her own "art bag" (bags will be supplied). This bag should be returned to the school at the beginning of each week. In addition to your child's artwork, which is sent home on a weekly basis, this bag will also be used to relay special notices, permission forms, etc. It is important that you check it regularly to keep up to date on what is happening in the school.

C. BULLETIN BOARD

The bulletin board is a tool that enables parents to share useful information with other families. It is available for use by any parent member. Duty schedules are posted on the bulletin board near the classroom doors and the class programs are also posted on a bulletin board on the opposite wall.

D. NEWSLETTER

This is one of our strongest communication devices, conveying information between the executive committee, teachers/supervisor, parent membership and the community. It is published each month and includes such things as: administrative news, special events, helpful hints, classified ads, creative arts and crafts.

VII CONCLUSION

This Parent Handbook was compiled to acquaint you with Erin Mills Co-operative Nursery School, to explain the administration and day to day functioning of the school and your role as an assistant to the teachers/supervisor.

Enjoy your time in the school and above all, enjoy the children.

VIII AMENDMENTS

Amendments may be made to the Parent Handbook at any time by a majority vote of the executive committee.

SECTION 2

GENERAL BY-LAWS OF ERIN MILLS CO-OPERATIVE NURSERY SCHOOL INC.

BE IT ENACTED AND IT IS HEREBY ENACTED AS A BY-LAW OF ERIN MILLS CO-OPERATIVE NURSERY SCHOOL INC., (hereinafter called the "Co-operative") as follows:

ARTICLE 1 – GENERAL

The Head Office of the Co-operative shall be located at 2264 Council Ring Road in the City of Mississauga in the Regional Municipality of Peel. All business correspondence must be mailed to that address except from the Mississauga Recreation and Parks Department, which is to be mailed to the president's home. The Co-operative is a non-profit organization licensed under the Ontario Provincial Day Nurseries Act.

The Corporate Seal of the Co-operative shall have inscribed there-on the words:

"ERIN MILLS CO-OPERATIVE NURSERY SCHOOL INC."

The Seal impressed in the margin of these By-laws is hereby adopted as the Corporate Seal of the Co-operative.

The General By-laws are strictly governed by the Ontario Provincial Day Nurseries Act and the Co-operative Corporations Act, (hereinafter called "the Act"), unless the act so states these By-laws to govern. If amended so must these By-laws be.

The AIM of the school is threefold:

1. To provide an opportunity for healthy, physical, social, emotional and intellectual growth.
2. To prepare the child for more formal education
3. To provide sound parent education through parents' participation in the school program and other activities of the association.

These By-laws must be carried by each executive member and at least one copy is to be present at all general and executive meetings.

Neither these By-laws nor any By-laws to amend these By-laws are effective until they are passed by the executive members and confirmed with or without variation by at least two-thirds of the votes cast at a general meeting of the members of the Co-operative duly called for that purpose.

ARTICLE II – MEMBERSHIP

Membership in the Co-operative shall consist of the immediate families of an enrolled child whose written application for membership accompanied by a non-refundable registration/membership fee per course per child, and this application approved by the executive members.

A member of the Co-operative may withdraw from membership in the Co-operative by giving to the registrar one month's written notice of her intention to withdraw.

Membership in the Co-operative shall not be transferable unless authorized by the executive members and shall terminate with death.

A member of the Co-operative may be expelled from membership by the executive members for cause, providing the procedure for expulsion is in accordance with the Act.

A person whose membership has been terminated under Section 3 or 4 of this Article, shall be refunded tuition fees from termination day forward and in the manner prescribed by the Act.

ARTICLE III – FEES

The fees paid by the membership shall be in two parts:

A non-refundable registration/ membership fee: not to increase more than \$5.00 in any given year. Any changes must be approved by a general membership vote at a meeting duly called for that purpose.

A tuition fee: shall be based on enrollment and legitimate expenses and actual balance sheets plus a reasonable cost of living increase. The fees may be adjusted at any time during the school year provided actual financial statements are available, and the adjustment is deemed necessary for the continued operation of the school. All changes must be approved by a general membership vote at a meeting duly called for that purpose.

ARTICLE IV - STAFF

Staff members are employees of the school who shall have an advisory role at general meetings but have no voting right.

The staff shall consist of a supervisor and the necessary teachers. The supervisor must have completed an approved training course in Early Childhood Education (pre-school children) and be approved by the Director of the Day Nurseries Branch of the Ministry of Community and Social Services. The hiring of teachers for the school shall be subject to the approval of the supervisor and the executive committee, and be approved by the Director of the Day Nurseries Branch of the Ministry of Community and Social Services.

Staff Employment

The terms shall be contained in a contract to be signed annually before the final meeting of the school year. The School shall abide by the provisions of the Ontario Employment Standards Act.

Staff Duties (Teacher/Supervisor)

The supervisor shall be responsible for:

- a) Planning and implementing the school program
- b) Planning and orientation day for registered families
- c) Consultation with parents regarding their children
- d) Instructing the parents in the practical application of the school program
- e) Keeping on file at the school medical forms, consent forms and emergency numbers for each child.

ARTICLE V – MEETINGS OF MEMBERS AND EXECUTIVE

1. The Annual Meeting of the members for the election of the executive members for the coming year and the transaction of such other business as may properly be brought before an annual meeting of the members, shall be held at such place as the executive committee may determine, in June.
 - a) Wherever possible, the president shall act as chairman. Otherwise the vice-president shall act as chairman and one other executive member.
 - b) They shall seek out nominations and prepare a slate for the executive committee prior to the annual meeting.
 - c) Other nominations shall be permitted from the floor at the annual meeting.
2. Other meetings of the members may be called by order of the president, vice-president, or the executive members at any time and at such place as the executive committee may determine and the secretary shall send the requisite notice of such meeting to the members of the Co-operative.
3. Executive meetings shall be held once a month at the call of the president. Any member of the organization may attend such meetings as an observer.
 - a) Ten percent of the members of the Co-operative may requisition executive members to call a general meeting of the members for any purpose connected with the affairs of the Co-operative that is not inconsistent with the Act.
 - b) The requisition shall state the general nature of the business to be presented at the meeting and shall be signed by the requisitioners and deposited at the head office of the Co-operative and may consist of several documents in like form, each signed by one or more requisitioners.
 - c) Upon deposit of the requisition, the executive members shall call forthwith the meeting of the members for the transaction of the business stated in the requisition.

- d) If within 30 days from the date of the deposit of the requisition the executive members do not call and hold the meeting, any of the requisitioners may call such meeting, which shall be held within 60 days from the date of the deposit of the requisition.
 - e) A meeting called under this Section shall be called as nearly as possible in the same manner as meetings of the members are called under Sections 1 and 2 of this Article.
 - f) Any reasonable expenses incurred by the requisitioners by reason of the failure of the executive members to call such meeting shall be repaid to the requisitioners by the Co-operative and any amount so repaid shall be retained by the Co-operative out of any monies due or to be come due, by way of fees or other remuneration for their services, to such of the executive members as where in default, unless, at the meeting, the members by a majority of the votes cast, reject the reimbursement of the requisitioners.
4. At a meeting of the members called under Section 2 or 3 of this Article, only the business stated in the notice calling such meeting may be transacted.
 5. Notice of any annual or other meeting of the members shall be deemed to be well and sufficiently given if such notice is given or sent electronically and addressed to each member at her usual place of business or at her residence, or at her address as entered in the books of the Co-operative and sent at least 10 days but not more than 50 days prior to the date fixed for the holding of such meeting.
 6. When notice is received generally by the members, the accidental omission to give notice to any member thereof, or the non-receipt of any notice by any member thereof, shall not invalidate any resolution passed or any proceedings taken at such meeting.
 7. Notwithstanding anything contained in these By-laws, no notice of any annual meeting or other meeting of the members shall be necessary:
 - a) Where all the member families entitled to vote at such meetings are present in person, and in the case of an annual meeting, consent to the transaction of business, or in the case of any other meeting, consent to the transaction of the business for which such meeting is being held; or
 - b) Where all members entitled to vote at such meeting who are not present either before or after the meeting, waive in writing notice of the meeting and the purpose for which it is being held.
 8. Any votes taken at a general membership meeting to implement or amend school policies or these By-laws shall be valid by a majority vote of regular members present provided a quorum is established.
 9. Members of the Co-operative are entitled to one single vote per family at any general meeting. A family that has a child enrolment in 2 or more programs or a family that has 2 or more children enrolled is still only entitled to one vote. Voting by proxy shall not be permitted.
 10. Two members present in person shall be a quorum for any meeting of members for the choice of a chairman and the adjournment of the meeting; for all other purposes a quorum for any meeting shall be:

- a) The quorum for the general meeting shall be one-half of the members entitled to vote present in person.
- b) The quorum for the executive meetings shall be a majority of the executive members present in person.

11. No business shall be transacted at any meeting unless the quorum requisite is present at the commencement of the business.

If at any annual or other meeting of the members a quorum is not present within 30 minutes of the time for which the meeting is called, the meeting, if convened upon requisition of the members, shall be dissolved, and in any other case a presiding executive member shall adjourn the meeting to a date not less than seven (7) and not more than fifteen (15) days thereafter, and the decision of the adjourned meeting shall be binding upon the Co-operative provided that at least two members are present. Notice of the adjourned meeting shall be given by the secretary in the manner therein provided, five (5) days previous to the date of the adjourned meeting.

ARTICLE VI – EXECUTIVE MEMBERS OF THE CORPORATION

1. The business of the Co-operative shall be under the direction and control of a board of eight executive members to be known as the “executive committee”, who may exercise all such powers and do all such things as may be exercised or done by the Co-operative and are not by the By-laws of the Co-operative or by statute, expressly directed or required to be done by the Co-operative at meetings of the members.
2. The qualifications of each executive member shall be that she be at least eighteen years of age and that she be a member of the Co-operative, having a child or children currently enrolled in the school or a current member of the executive committee whose child or children will NOT be attending Erin Mills Cooperative Nursery School in the coming year (for a maximum of 3 years past their membership termination).
 - a. No undischarged, bankrupt or mentally incompetent person shall be an executive member, and if an executive member becomes bankrupt or a mentally incompetent person, she thereupon ceases to be an executive member.
 - b. A person who is elected or appointed an executive member is not an executive member unless she consents to act as an executive member in person at the meeting where she was elected or appointed or in writing within ten days of the meeting.

All active members of the organization except members of the school staff shall be eligible for election to the executive.

The executive committee shall include a president, vice-president, secretary, treasurer, registrar, and three members at large. Executive members are members of the organization having a child or children currently enrolled in the school or enrolled in the previous 3 years. Each executive member shall be considered a regular member and shall be entitled to vote at the general meetings. No executive member shall be entitled to more than one vote except that the chairman of a meeting shall have a second or casting vote when the votes are otherwise equal.

Any executive member who needs to resign must do so in writing and automatically forfeits the executive position held. The organization may remove from office any executive member by a two-thirds vote of the membership cast at a general meeting provided that advance notice (two weeks) of such a motion has been given. It may then fill the vacancy so created by a simple majority vote.

The executive shall be responsible for the administration of all school business.

The executive may form special committees of regular members throughout the year.

The affairs of the corporation shall be arranged by the executive who shall serve as executive members at the annual general meetings held in May, June and September of each year and they shall hold office for the duration for the fiscal year.

Any vacancies in an executive office occurring between the annual elections may be filled through appointment by a majority of the executive members.

All school property, correspondence, files and supplies, etc., must be turned over to the newly elected or appointed executive member within two weeks of the vacancy for the position. In the event of dismissal or resignation of an executive member, all school property must be returned to the president immediately.

3. At each meeting of members in June eight executive members shall be appointed by the current executive committee prior to the meeting or elected by the general membership at the meeting to serve for one year. They are eligible for re-election upon completion of their term up to five years.
4. At a meeting where the executive members are to be elected, the meeting before nominations are called for, shall choose its chairman for the purpose of conducting the elections if the President does not wish to act as such. Nominations shall be on an individual basis and the chairman shall not accept a blanket motion to elect executive members until after the nominations have been closed.
5. Every member entitled to vote at an election of the executive committee, shall cast there at a number of votes equal to the number of executive members to be elected, and the members shall distribute the votes among the candidates in such manner as she sees fit but no candidate shall receive more than one vote from each member.
6. The office of an executive member shall be vacated:
 - a. If she becomes bankrupt or suspends payment or compounds with her creditors or makes an authorized assignment or is declared insolvent;
 - b. If she becomes mentally incompetent;
 - c. If she ceases to have the necessary qualifications for office;
 - d. If she is absent without leave of the executive committee from three consecutive regular meetings of the executive committee;
 - e. If by notice in writing to the Co-operative she resigns her office;
 - f. If by resolution passed by a majority of the votes cast at a meeting of the members called for that purpose, she is removed from office.
7. Wherever any vacancy occurs on the executive committee, the remaining members thereof, so long as here is quorum in office, may fill a vacancy from among the persons having the necessary qualifications and the person so appointed shall hold office for the unexpired portion of the term of the executive member causing the vacancy.
8. Regular meetings of the executive committee shall be held at such times as the executive members may from time to time determine, but at least once a month.

9. Meetings of the executive committee may be held at the Head Office of the Co-operative or at such place as the executive committee may from time to time determine. A meeting of the executive committee may be convened by the president or any three executive members at any time, and the secretary by direction of the president or any three executive members shall convene a meeting of the said executive members. Notice of such meeting shall be delivered, mailed, telegraphed, faxed or telephoned to each executive member not less than ten (10) days (exclusive of the day on which the notice is delivered, before the meeting is to take place; provided always that meetings of the said executive committee may be held at any time without formal notice if all the executive members are present or those absent have waived notice or have signified their consent in writing to the meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or notice thereof may be waived by an executive member.

In the case of the first meeting of the executive committee to be held immediately following the June annual meeting, or in the case of an executive member elected to fill a vacancy of the said board, it shall not be necessary to give notice of said meeting to the newly-elected executive member or members in order to legally constitute the meeting, provided a quorum of executive members is present.

10. A majority of the executive members shall constitute a quorum at any meeting of the executive committee but no business shall be transacted unless a majority of the quorum are resident Canadians.
11. Questions arising at any meeting of the executive committee shall be decided by majority of votes.
12. No executive member at any time shall receive any remuneration of any kind for acting as such.
13. Executive members shall be entitled to be reimbursed for expenses properly incurred by them in connection with the business of the Co-operative.
14. In the case of the absence or inability to act of the president, vice-president, or any other officer of the Co-operative or for any other reason that the executive members may deem sufficient, the executive members may delegate all or any of the powers of such executive member to any other executive member for the time being, provided that the executive members concur therein.
15. The president shall, if present, preside at all meetings of members and executive members. She shall sign all instruments which require her signature and shall perform all duties incident to her office and shall have other such powers and duties as may from time to time be assigned to her by the executive members.
16. The vice-president shall assist the president whenever and wherever necessary. She shall be vested with all the powers and shall perform all the duties of the president in the absence or disability or refusal to act as the president. The vice-president shall also have such powers and duties if any, as may from time to time be assigned to her by the executive members. The vice-president shall also act as duty coordinator and shall arrange and maintain a roster of parents to assist the staff in the co-operative. She shall assist in arranging for replacement of a parent in case of sudden illness and shall keep a record of such replacements.

17. The secretary shall keep or cause to be kept suitable records wherein shall be kept recorded:
 - a. a copy of the Certificate of Incorporation with the Articles of Incorporation;
 - b. all By-laws and Resolutions of the Co-operative;
 - c. a register of members in which is set out the information required by the Act;
 - d. a register of executive members in which is set out the names and residence addresses while executive members, including the street number, if any, of all persons who are or have been executive members of the Co-operative with several dates on which they have become or ceased to become executive members;
 - e. the minutes of all proceedings at meetings of members, directors and any executive committee, and make them available to the general membership.

She shall sign with the president or other signing officers of the Co-operative such instruments as require her signature and shall perform such other duties as the terms of her engagement call for or the executive committee may from time to time properly require of her.

She shall issue or cause to be issued, notices for all meetings of the members and executive members when directed to do so. She shall also be responsible for any general correspondence.

All correspondence initiated by the school must be typewritten on official Erin Mills Co-operative Nursery School Inc. letterhead by the secretary.

18. The treasurer or some other officer specifically charged with the duty shall have the care and custody of all the funds and securities of the Co-operative and shall deposit the same in the name of the Co-operative in such bank or banks, credit unions, or with such depository or depositories as the executive committee may direct. She shall keep or cause to be kept, proper accounting records in accordance with the Act. She shall at all reasonable times exhibit her books and accounts to any executive member upon application at the office of the Co-operative during business hours. She shall sign or countersign such instruments as require her signature and shall perform all duties incident to her office or that are properly required of her by the executive committee. She shall draw up with the executive a budget, including a fee schedule during the third term of the school year preceding that in which these fees are to be effective. Such fees may be increased or decreased at any time by resolution adopted by not less than two-thirds of the votes cast at a general meeting of the members called for the purpose.

She shall be responsible to prepare or cause to prepare monthly Statements of Income and Expenses with actual cash balances of accounts. She shall prepare a quarterly financial statement package with Full Balance Sheet, a Statement of Income and Expenses and a Comparative Income Statement to the budget.

19. The registrar shall handle the registration of all members, being responsible for the registration forms and fees, (the latter to be turned over to the treasurer), seeing that Health and Admission requirements are met and handling matters of withdrawal of a child from the Co-operative. The registrar shall be responsible for the annual enrollment campaign, co-operating with the executive and publicity committee.
20. The three members at large shall be designated positions of Fundraising Chairperson, Public Relations Chairperson and Duty Scheduler. The fundraising chairperson shall chair a committee of at least eight other persons to organize and execute events to raise funds to supplement the fees paid by the members. All such fees to be turned over with reports or explanations to the treasurer. The public relations chairperson shall implement or cause to implement literature which advertises

the school and its events to the local community. The Duty Scheduler shall compile a monthly schedule outlining when parents are on duty for each class and send said schedule to the members in a timely manner.

21. The immediate past president may act as an advisory member of the executive committee. She may act as chairman of the nominations committee; otherwise the chairman shall be appointed by the executive committee, but has no voting privileges except as a member if she has a child enrolled.

ARTICLE VII - IDEMNIFICATION

Every director and officer of the Co-operative, and his heirs, executors and administrators respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Co-operative only from and against:

1. all costs, charges and expenses whatsoever such director or officer sustains or incurs in or about any action suit or proceeding that is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office;
2. all other costs, charges and expenses he sustains or incurs in or about or in relation to the affairs of the Co-operative, except such costs, charges, and expenses as are occasioned by his own negligence or default, or failure to act honestly, and in good faith with a view to the best interest of the Co-operative.

ARTICLE VIII – DISTRIBUTION OF SURPLUS

1. Before any distribution of the surplus arising from the business of the Co-operative in each fiscal year, the Co-operative may set aside such sum or sums as it deems advisable as a reserve fund or funds for such purpose or purposes as it deems conducive to the interests of the Co-operative or its members, and may invest the several sums so set aside in such investments as it thinks fit from time to time, deal with and vary such investments and dispose of all or any part thereof for the benefit of the Co-operative.
2. The distribution of the net surplus shall be determined by the resolution of the executive committee but must be donated to a non-profit registered charitable organization related to the health of children.

ARTICLE IX – BORROWING POWERS

1. The executive members may from time to time:
 - a. Borrow money on the credit of the Co-operative
 - b. charge, mortgage, hypothecate or pledge all or any currently owned or subsequently acquired real or personal movable or immovable property of the Co-operative, including book debts, rights, franchises and undertaking to secure any debt obligations or any money borrowed or other debt or liability of the Co-operative.
2. The powers hereby conferred shall be deemed to be in supplement of, and not in substitution for, any powers to borrow money fro the purposes of the Co-operative possessed by its executive committee independently of a borrowing by-law.

ARTICLE X – AUDITORS

1. In any financial year, the Co-operative will be exempt from appointing an auditor to prepare the audited statement if the Co-operative has;
 - a. Capital not exceeding \$500,000 as shown on the financial statement of the co-operative for the preceding year; and
 - b. Assets not exceeding \$500,000 and sales or gross operating revenues not exceeding \$500,000, as shown on the financial statement of the co-operative for the preceding year.
2. The members at each annual meeting may appoint an auditor who is familiar with Co-operative accounting practice, to prepare a simple unaudited report. The auditor when appointed shall hold office until the next annual meeting, and if an appointment is not so made, the auditor in office may continue until a successor is appointed. The remuneration of the auditor shall be fixed by the executive committee.
3. No person or persons appointed to prepare either an audited or unaudited financial statement shall be related to an executive member of the Co-operative.

4. The financial report shall contain;
 - a. Statement of Income and Expenses;
 - b. A balance sheet showing assets and liabilities with comparative figures;
 - c. Amount of non-member contributions.
5. The auditor shall have access to the books, accounts and vouchers of the Co-operative and may require from the executive committee, such information and explanations as may be necessary for the completion of the annual financial report.
6. The financial report whether audited or unaudited shall be approved by the executive committee and mailed to the membership and to the Ministry of Consumer and Commercial Relations, ten (10) days prior to the holding of the September annual meeting.

ARTICLE XI – CHEQUES, DRAFTS AND NOTES

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers or person or persons whether or not executive members of the Co-operative and in such manner as the executive committee may from time to time designate.

If a cheque is payable to one of the signing officers or her family the other two signing officers must endorse the cheque.

Except as provided, expenditures must be previously approved by the executive. Any single expenditure or group of associated expenditures over \$100.00 shall be approved by the executive. The executive has the authority to approve all expenditures within the yearly budget approved by the general membership. Any single purchase over \$1,000.00 not detailed in the budget shall be approved by the general membership.

ARTICLE XII – CUSTODY OF SECURITIES

All shares and securities owned by the Co-operative shall be placed for safe keeping (in the name of the Co-operative) with a Chartered Bank, Credit Union, or Trust Company, or the Province of Ontario Savings Office, or with such other Corporations as may be determined from time to time by the executive committee.

ARTICLE XIII EXECUTION OF INSTRUMENTS

1. Contracts, documents or any instruments in writing requiring the signature of the Co-operative may be signed by the president, secretary or the treasurer and all contracts, documents and instruments in writing so signed shall be binding upon the Co-operative without any further authorization for formality. The executive committee shall have power from time to time by resolution to appoint any executive member or members, person or persons to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing on behalf of the Co-operative.
2. The Seal of the Co-operative shall be fixed in the custody of the secretary and may, when required, be affixed by her or by any executive member or members, person or persons appointed by resolution of the executive committee to contracts, documents and instruments in writing signed as aforesaid.

ARTICLE XIV – FISCAL YEAR

The financial or fiscal year of the Co-operative shall terminate on the 30th day of June in each year.

ARTICLE XV - DISSOLUTION

In the event of dissolution of the Co-operative and after payment of all debts and liabilities, the remaining property of the Co-operative shall be distributed or disposed of to charitable organizations carrying on their work solely within Canada.

ARTICLE XVI – NOTICES

1. The signatures to any notice to be given by the Co-operative may be written, stamped, typewritten or printed.
2. Any notice may be given by the Co-operative to any member or executive member either personally or by sending it through the post in a prepaid envelop or wrapper or by telegram or fax addressed to such member or executive member at their address as same appears in the books of the Co-operative or if no address is given therein then to the last address of such member or executive member known to the secretary.
3. A certificate of the secretary or other duly authorized officer of the Co-operative in the office at the tie of the mailing of the certificate, as too the facts in relation to the mailing and delivery of any notice shall be conclusive and evidence thereof and shall be binding on every member or executive member of the Co-operative as the case may be.

ARTICLE XVII – GIFTS

Only gifts (except to the children currently enrolled in the school and their siblings) to a registered non-profit, charitable organization shall be made by the school, in accordance to the budget set at the September general meeting.

ARTICLE XVIII - INTERPRETATION

In all By-laws of the Co-operative, the singular shall include the plural and the plural the singular; the feminine shall include the masculine; the word "person" shall include firms and corporations in the Co-operative; and the word "Act" shall mean THE COOPERATIVE CORPORATIONS ACT 1987 and any act that may be substituted therefore or as from time to time amended, wherever reference is made in the By-laws to any statute or section, as the case may be.

ARTICLE IXX – CONFLICT OF INTEREST

Definition

1. A conflict of interest exists where the personal or business interests of an officer or director of the Erin Mills Co-Operative Nursery School (hereinafter referred to as the “Centre”) conflict with the best interests of the Centre and includes any circumstances where an officer, director or family member

of an officer or director receives a direct or indirect personal benefit, advantage or privilege as a result of business conducted by or with the Centre.

Prohibitions

2. No officer or director or family member of an officer or director shall enter into a relationship, arrangement, contract or agreement with the Centre that gives rise to a conflict of interest.
3. The Centre shall not employ or retain the services of an officer, director or family member of an officer or director.
4. No officer or director shall directly or indirectly receive any remuneration from his or her position. Officers and directors may be entitled to compensation for reasonable expenses incurred in the performance of their duties for the Corporation.
5. No former officer or director may pursue a relationship, arrangement contract or agreement or apply for employment with the Corporation for a period of 1 year from the date that he or she ceases to be an officer or director of the Corporation.
6. Relationship, arrangement, contact or agreement as used in the By-Law shall not refer to the obligations that arise in the regular course of the duties of an officer or director.

Potential Conflicts

7. Where an officer or director believes that a conflict of interest may exist, that officer or director shall disclose his or her interest and the general nature of that interest to the Board and leave the meeting where the matter is discussed and the board shall decide whether there is a conflict of interest.

Minutes of Meetings

8. The minutes of all meetings of the Board of Directors and their committees, if any, shall record all conflicts of interest and potential conflicts of interest.

Ongoing Obligation

9. All officers and directors of the Corporations shall monitor potential and actual conflicts of interest.

Distribution of By-Law

10. A copy of this by-law shall be given to all new directors upon their election to the Board.

ARTICLE XX – SERIOUS OCCURENCE

1. As of November 1st, 2011, following the submission of the serious occurrence report (INR) and within 24 hours of the serious occurrence occurring the supervisor or designated person will also complete and post a serious occurrence notification form . This form will inform parents at Erin Mills Cooperative Nursery School about the serious occurrence in question. This form will be posted outside the kitchen next to the centre's license and Licensing summary.
2. No personal information will be recorded on the form. (i.e. Child's name, staff name, birth date of child, age etc.)
3. The Supervisor or Designated person will not the serious occurrence notification form if there is allegations of abuse or unverified complaints until the following have been concluded:
 - a. The Children's Aid Society (CAS) has concluded an investigation and the allegation is either verified or not verified; or
 - b. CAS has determined that any investigation will not be conducted; and
 - c. The Ministry has investigated any associated Licensing non-compliance.
4. Upon completion of the above investigation by the CAS, the Supervisor or Designated person will fill out and post the serious occurrence notification form.
5. The Supervisor or Designated person will update the form with additional new information if necessary. The serious occurrence notification form will be posted for ten days after the last update.
6. Erin Mills Co-operative Nursery School will keep the serious occurrence notification form on file at the school in the supervisor's files for two years after the serious occurrence has been reported. The form will be made available for parents, licensing and municipal services if requested.
7. Within seven days of submitting the Initial Notification Report (INR) the supervisor or designated person shall submit the Serious Occurrence Inquiry Report. A copy of both reports shall be submitted to the Executive Committee.
8. When the Ministry is notified of a serious occurrence, they may request further information. If further action is required, Erin Mills Co-Operative Nursery School will comply.
9. Erin Mills Co-operative Nursery School may submit a completed Serious Occurrence Inquiry Report (IR) in lieu of Initial Notification Report (INR) if the report is sent within 24 hours of the occurrence and all the necessary action has been taken and documented.