

# WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL

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## PARENT HANDBOOK

2014/2015 School Year

Version 5.4, Effective October 2014

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## **1. Introduction**

The Westboro Village Co-operative Preschool (WVCP) is a licensed non-profit co-operative for children 2 to 4 years old. This manual explains the policies, procedures, and general operation of the preschool. It is designed to meet the needs of all parents whose children attend the preschool and to fulfill our requirements under the *Day Nurseries Act*.

*Nurseries Act*, R.S.O. 1990, c. D.2, as amended (*Day Nurseries Act*).

## **2. Background**

The preschool was started more than 30 years ago. It operates on a non-profit basis and is administered by its member parents in a co-operative format. The preschool employs a director (Director) and a teacher with ECE-suitable experience, related training, and education. 20 children participate in each of the 3-year-old programs (3's a.m. and 3's p.m.) and 15 in the 2-year-old program (2's). The school is licensed under the Ontario Ministry of Education and follows standards for enrollment, health and safety, staff training, and school premises. All individuals assisting at the school are required by law to obtain a "police records check for work with the vulnerable sector" (the paperwork is part of the registration package).

## **3. Philosophy of Preschool**

We believe that children ***learn through play***. During play, young children develop the foundations for skills like reading, writing, mathematics and science – while having fun at the same time. Our program provides play experience for each individual's developmental needs. Parental involvement also provides educational stimulation for the children. We provide an opportunity for parents to belong to an organization where they can work and learn in partnership for the benefit of their children. Parents should be aware that when they are scheduled as duty parents, they are a part of a child/adult ratio legally required for the school to operate.

## **4. Program**

### **4.1 Program Schedule**

Three programs are offered at the Westboro Village Co-operative Preschool:

1. A program for two-year-olds operates on Tuesday and Thursday mornings from 9:15 - 11:30 a.m. from September to June.
2. A morning program for three/four-year-olds operates on Monday, Wednesday, and Friday mornings from 9:15 - 11:30 a.m. from September to June.
3. An afternoon program for three/four-year-olds operates on Monday, Wednesday, and Friday afternoons from 12:30 – 3:30 p.m. from September to June.

## 4.2 Extension Programs

Most children register at the beginning of the year for the extension programs, which include the Lunch and Learn, and the 3's Early Drop-Off Program. There is also an opportunity for parents to use these programs on an occasional basis. Parents will be invoiced \$10.00 per drop-in (for either the 3's Early Drop-Off Program or the Lunch and Learn) at the end of each month.

## 4.3 Daily Routine

While each day will have its unique flavor, a regular routine is followed. A program theme is posted every 2 weeks on the wall outside the art room as well as on the WVCP Facebook page. Daily schedules are also posted in the art room and will vary, depending on the activities planned; e.g. whether or not it is a music class day.

A typical day's schedule would be as follows:

|             |   |
|-------------|---|
| 9:00 a.m.:  | Two duty parents arrive to help set up the gym (except when a parent is on Music Room Duty, in which case arrival time is 8:45 a.m., see Section 5.3.3 below)<br><b>* <i>Non-duty parents may bring their children to the gym between 9:00 and 9:15 but are asked not to leave the gym until the teachers arrive at 9:15.</i></b> |
| 9:15 a.m.:  | Class begins – Gym time   |
| 9:45 a.m.:  | Free Play time in classroom (children choose from a variety of activities, including crafts, often related to the week's theme)   |
| 10:20 a.m.: | Snack time  |
| 10:40 a.m.: | Free Play time in classroom   |
| 11:00 a.m.: | Clean-up and circle time  |
| 11:30 a.m.: | Pick-up time and end of duty  |

The afternoon program follows a similar schedule:

|             |                                   |
|-------------|-----------------------------------|
| 12:30 p.m.: | Class begins – Gym time           |
| 1:15 p.m.:  | Circle time in classroom          |
| 1:45 p.m.:  | Snack Time                        |
| 2:00 p.m.:  | Free Play / Art time in classroom |
| 3:15 p.m.:  | Clean-up and goodbye story        |
| 3:30 p.m.:  | Pick-up time                      |

The preschool follows a calendar similar to that of the Ottawa Carleton District School Board and includes Christmas and March breaks as well as other statutory holidays. The exact dates are given out at the beginning of the year.

## 4.4 Program Goals

Our program goals are:

- to provide a creative play-based program
- to provide a sensitive, caring learning environment that will meet the emotional, social, physical, cognitive and language development of each child
- to recognize children's need to feel successful and self reliant
- to respect children's dignity and develop self esteem
- to recognize that each child develops at his/her own rate

- to assess and evaluate children on an ongoing basis to determine if the program is meeting their individual needs
- to utilize community resources to enrich the program.

While the program offers a wide choice of play experience for the children, it also focuses on the development of emotional health and socially acceptable behavior. The 2's and 3's follow the same program, which includes:

- introduction to music
- gross motor activities
- science for preschoolers
- arts and crafts
- math and language experiences
- special days

#### **4.5 Inclusion**

At WVCP, we make an effort to accommodate children with special needs. The director will meet with you to discuss your child's requirements and suitability of our program.

## **5. Parent Responsibilities**

### **5.1 Overall Role of Parents**

- to foster a warm and caring environment at the preschool
- to understand and support the philosophy and goals of the co-operative
- to educate the community about the value of co-operative preschools

### **5.2 Responsibilities of the Parent Members**

As our school is a co-operative, parent contribution is key to the school's success. Member parents are required:

- to be on duty at least once a month
- to provide a healthy snack once (and occasionally twice) a month
- to participate in, and financially contribute to, fundraising
- to participate in committees or executive functions
- to pick up their children on time
- to do laundry for the school once in the school year
- to participate in the overall governance of the co-operative by voting on amendments to the bylaws (as required) and electing the Board of Directors (annually)

### **5.3 Duty days**

#### **5.3.1 Duty allocation**

A duty roster is prepared for each month and is distributed to parents via e-mail by the relevant class coordinator. On average, parents do duty at least once a month.

### **5.3.2 Switching and substitutes**

If you are unable to attend on your assigned duty day, it is your responsibility to find a substitute parent or caregiver (from the police checked list). Parents may trade duty days, but the Director must be informed of all changes, and all changes must be noted on the master roster on the wall inside the art room doorway. Caregivers may replace parents on their duty days, but parents are responsible for ensuring that caregivers understand their responsibilities fully.

To aid in finding a substitute duty parent, parents receive a list of the telephone numbers of other parents in their class. In addition, three email distribution lists are maintained for each of the classes for quick email access to other parents:

[wvcp\\_2s\\_parents@wvcp.ca](mailto:wvcp_2s_parents@wvcp.ca),

[wvcp\\_3s\\_pm\\_parents@wvcp.ca](mailto:wvcp_3s_pm_parents@wvcp.ca)

[wvcp\\_3s\\_am\\_parents@wvcp.ca](mailto:wvcp_3s_am_parents@wvcp.ca)

In the rare event you cannot find a substitute from among the parents and caregivers, you must contact the appropriate class coordinator for the name of a supply teacher from the roster maintained by the Director. You must arrange for payment of the \$40.00 fee directly with the supply teacher who covers for your duty.

***Where a parent or caregiver simply fails to show up for duty without notice and without a serious justification, a \$50.00 fee will be charged to that family.***

### **5.3.3 Duty Parent Responsibilities**

There is a list on one of the bulletin boards inside the art room outlining duty parent responsibilities by day of the week. Parents should re-familiarize themselves with this list at the beginning of each duty day. This will permit the staff to focus their efforts on child interaction rather than on supervising duty parents.

Duty parents are expected to begin their duty promptly at 9:00 a.m. (except where that parent is on Music Room Duty, in which case duty begins at 8:45 a.m., see “Music Room Duty”, below) This entails arriving prior to 9 a.m. in order to allow for time to get ready for class (changing out of coats and boots, washing hands, etc.). Duty begins in the gym with the task of taking out and arranging the gym equipment. Duty ends when the last child is picked up from the free play room after circle time, usually around 11:30 a.m.

As a general rule, in the preschool classroom one staff member is in the art room and the other in the free play room. Parents move around as necessary. All duty parents are expected to help set up and clean up all rooms of the preschool even if they are not working in a particular room.

#### ***Art Room***

Parents need to:

- label children’s artwork

- keep the area safe and tidy as the day progresses
- take direction when necessary from the staff
- clean-up at the end of the class

### *Free Play Room*

Parents need to:

- ensure that toys are safe and tidy as the day progresses
- remember to sit at the level of the children when playing with them
- take direction from the staff and clean up at end of the class

### *Snack*

Assigned parents are responsible for contributing a healthy snack on duty. These typically include: juice, water or milk, cheese, fruit or vegetables and crackers. WVCP is a **nut-free** school (see Appendix B for more details on WVCP's allergy policy) and all snacks must adhere to this policy. In addition, assigned parents must be aware of any specific allergies in their group and plan snacks accordingly. A list of children and their allergies is posted in the snack preparation area.

### *Music Room Duty*

Once a week (Mondays for the 3's and Tuesdays for the 2's), a music teacher comes to the class to do musical activities with the children. Since the music class is held in the free play room, teachers appreciate parent help to rearrange the furniture in this room once music class is over. For the Monday 3's a.m. duty parent, this parent is asked **to arrive at 8:45 a.m.** instead of 9:00 a.m. to set up the music room prior to the setting up of the gym.

### *Laundry Duty*

In general, each family will be assigned to laundry duty once or twice over the course of the entire school year. When assigned to laundry duty the parent must collect the laundry from the school on either Thursday (2's) or Friday (3's) and return it, washed, dried and folded on either the following Monday (3's) or Tuesday (2's).

### *Hygiene Duties*

Duty parents must assist in maintaining proper hygiene of children during the course of the program. This includes ensuring children wash their hands at the following times:

- Before snack
- Where hands are dirty from a craft (glue, paint etc. on fingers)
- After a child uses the toilet
- Other times, as necessary (for e.g., wiping runny nose with hands)

WVCP is a diaper-friendly school (i.e. children do not have to be toilet-trained). Although children are not normally changed during the course of the program, it is the responsibility of duty parents to change the diaper of any child (not just his or her own child) who may require it during the course of the program (for e.g., a soiled diaper or a leaking diaper). This includes putting the child into a change of clothes when necessary. For toilet-trained children, duty parents must accompany children to the toilet and assist them if required (i.e. with zippers, buttons etc.).



## **5.4 Behaviour Management**

As part of registration, each family signs off on the following Behaviour Management Policy, which includes requirements from the Ministry of Education under the Day Nurseries Act as well policies and procedures developed by WVCP.

### **5.4.1 Behaviour Management Policy**

#### **5.4.1.1 Ministry of Education (Day Nurseries Act)**

Policies & Procedures:

1. There shall be no corporal punishment of a child by an employee of the operator or by another child or group of children.
2. There shall be no deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect.
3. There shall be no deprivation of a child of basic needs including food, shelter, clothing or bedding.
4. No one shall lock or permit to be locked for the purpose of confining a child, the exits of a day nursery, or use a locked or lockable room or structure to confine a child who has been withdrawn from other children.
5. Should any child's behaviour cause serious problems and disruption within the classroom, that child's teacher will withdraw the child from the class to talk to that child and explain that her behaviour is inappropriate. The child must understand that she is causing disruption, and once the teacher is satisfied that the child understands this, she will be taken back into the classroom. It is important that staff talk to misbehaving children in a kind and patient manner.

Contravention of Behaviour Management Policies:

Any staff member who is seen to break any of the above rules will receive a verbal warning from a Board Director. If that staff member breaks any rule again, she will receive a written warning, which both she and the Director will sign. A third infraction of the above rules will mean dismissal of that staff member, effective two weeks after the date of the notice of dismissal.

Volunteer parents who break any of the above rules must be dealt with in a different manner. A special Board Meeting will be held, where a staff member and the parent will also attend, and action to be taken will be decided at that time. Parents are also privy to two warnings, the first verbal and the second written, before this step is necessary.

#### **5.4.1.2 Westboro Village Co-operative Preschool Policy on Guiding Children:**

The philosophy of behaviour management in the nursery school is to guide the children in a positive non-threatening way.

- Each child is to play and interact in a socially acceptable manner.
- Expectations for classroom behaviour are clearly stated and gently reinforced.
- When the child's safety or that of another is threatened the situation is discussed and proper

conduct stated.

- If the situation occurs again, a “sitting out” time is required.

#### Discipline:

- When a situation requires a “sitting out” time, the teacher will interact with the child.
- The teacher will seek all information surrounding the incident.
- The teacher will explain to the child the reason for interaction.
- The teacher will have the child sit out of the group activity but close enough for observation.
- The child will be encouraged to rejoin the activity when appropriate behaviour is possible.
- Parents will be advised when a problem arises.
- Solutions will be sought through parent and teacher cooperation.

#### Monitoring Behaviour Management:

- There are daily observations by supervisor, teacher and parents.
- Teachers hold daily informal discussions about various aspects of the day. During this time we discuss any intervention that was taken by a staff or parent and its outcome.
- The Director will bring issues relating to behaviour management to the monthly meetings of the Board of Directors. The Board and the Director will discuss what, if any, further steps need be taken.

#### **5.4.2 Additional Behavioural Management Guidelines**

It is important that all teachers and duty parents be consistent in handling behavior in the preschool. Certain behaviours may not respond to the above steps and may prove a problem to some children in the preschool or the group as a whole. All avenues should be explored (i.e. attempts to remedy behavioural problems as outlined above, discussions with and assistance from the parents of the child in question) but if problems continue, the following steps may be required:

- The parent may be asked to accompany the child each day of preschool until a positive behavioural change is noticed.
- The child may be asked to leave the preschool for a short time or as a last resort, be asked to leave permanently.

This behaviour management policy must be reviewed and signed by all employees, parent volunteers and student teachers before they start working in the classroom, and annually after that.

#### **5.5 Supervision of Volunteers and Student Teachers**

Because WVCP is a co-operative nursery school, the Ministry of Education permits WVCP to use parent volunteers in place of additional staff. In addition, from time to time, WVCP may have student teachers conducting placements as part of their training in the classroom.

This policy on supervision of volunteers and student teachers must be reviewed and signed by all volunteers and students each year before they can assist in the classroom. This supervision policy must also be reviewed with employees before they start work and least annually afterwards.

### ***5.5.1 Policy on Supervision of Volunteers and Student Teachers***

No child may be supervised by a person under 18 years of age. Only employees and volunteers who are members of this co-operative preschool will have direct, unsupervised access to children. Parent volunteers and student teachers are not counted in the staffing ratios of the school.

WVCP provides all volunteers, student teachers and staff with a comprehensive Parent Handbook, which sets out the policies and procedures of the school. This Handbook is reviewed and updated at least yearly. WVCP also provides an orientation to all parents at the beginning of the school year.

The staff, led by the Director, are responsible for the day-to-day operations of the school, including monitoring volunteers and students. The Director leads the orientation session at the beginning of the year, participates in revising the Parent Handbook and provides ongoing guidance to all staff, volunteers and students.

Parent volunteers are expected to familiarize themselves with the policies and procedures in the Parent Handbook and follow direction from staff. If they have any questions or concerns, parent volunteers should speak to the Director. Experienced parent volunteers may also provide assistance to new members of the co-operative.

Student teachers report directly to the Director. Student teachers are expected to familiarize themselves with the policies and procedures in the Parent Handbook and follow direction from staff. If they have any questions or concerns, student teachers should speak to the Director.

### **5.6 General Meetings and Toy Washes**

Parents are required to attend the three general meetings, typically held in October, February and May.

On the nights when a general meeting is held, a toy wash is scheduled immediately prior to the meeting. At least one member from each family is required to participate in each general meeting/toy wash night. Each activity takes approximately one hour, so that the time commitment required is not more than two hours. In the event you cannot attend a general meeting/toy wash, you must pay a financial penalty of \$30 to the school.

### **5.7 Committees and Fundraising**

Parents are required to participate on one committee or on the Board of the Directors. The different committees and Board positions are described in section 11. Parents are also required to participate in the school's fundraising activities.

The school relies on fundraising as a necessary component of its revenue stream. Parents are expected to contribute to the school's fundraising efforts through direct purchase of fundraiser items, soliciting purchases from friends, family or co-workers, or both. Parents may opt out of participating in fundraisers throughout the year by writing a lump sum cheque at the beginning of the school year. The amount of each family's fundraising contribution and the opt-out fee will be

determined by the Board of Directors from year to year.

Currently, each family is expected to raise approximately \$400 for school fundraisers during the year. The Board has set the opt-out fee at \$150. Families who choose to pay the opt-out fee are welcome, but not obliged, to buy items from the school fundraisers. **Families who choose to pay the opt-out fee are still required to perform all of their other co-operative responsibilities (eg., participate on a Committee or Board position, do duty days, attend Toy Washes/General Meetings).**

### **5.8 Clothing and Possessions**

Dress your child in clothing appropriate for indoor physical activity. A second set of clothing (including indoor shoes and spare diapers and wipes, if needed) is required to be kept at the preschool in case of accidents. All clothing should be labeled with your child's name.

### **5.9 Picking Up Children**

Pick up time for morning programs is 11:30 a.m. Parents are asked to wait outside the door of the free play room (the second door). Pick up time is 3:30 p.m. for the afternoon program. Consistently late parents will be charged a fine determined by the Board of Directors. Duty parents are responsible for staying until the last child is picked up. It is important to inform the Director of all persons who are allowed to pick up your child, as well as any changes in who will be picking up your child. A parent/legal guardian must give written or verbal permission to the Director for another adult to pick up their child. The information given to the Director must include the day(s) of pick up, name of child, name of responsible adult and signature of parent/legal guardian. Photo identification may be required at the time of pick up.

### **5.10 Siblings**

As a general rule, parents may not bring siblings on their duty days. Nursing and pre-crawling infants are the understandable exceptions. The inclusion of siblings on duty days is not encouraged for a number of reasons:

- both hands must be free for safety reasons
- parents must provide constant supervision without being distracted themselves
- the preschool child views his/her parent's duty day as a special day

Parents can often make reciprocal babysitting arrangements with other parents. If your duty day occurs on a scheduled PD day for school, please try to make other arrangements for your older children or change days with a parent without school-aged children.

### **5.11 Program Enrichment**

Even the best preschool program can benefit from the varied talents, experiences, and contributions of all parents. We hope that parents will be willing to do a little bit extra to enrich the program itself. For instance, a parent might organize a day's activity in cooperation with the teacher (a carpentry corner, a clay day, a baking session), or bring in something interesting (a pet

turtle, a shell collection, an unusual toy), or arrange a special presentation (a puppet show, a felt board story, dance, play an instrument). If you have a special talent or resource that you can share with the children, please let the Director know.

## **6. Health and Illness**

### **6.1 Absences due to illness**

Children should be in good health when brought to the school. When a child will not be attending school due to illness or vacation, the parents are not required to notify the Director. However, they must inform the Director (tel: 613-728-9473) when the child is being kept home due to an infectious illness. That child must not return to the school until the symptoms have disappeared. In cases where the illness is a serious communicable disease (e.g., German measles, chicken pox, mumps, conjunctivitis (pink eye), head lice, strep throat, fifth disease, H1N1 flu, etc.), parents must inform the Director of this fact to enable the Board to monitor the extent of any outbreak among the school's population. Children must be up-to-date on their immunizations throughout the school year. (Please refer to Appendix C for the school's Communicable Disease Policy)

### **6.2 Administering of prescription medication**

Staff can administer prescription and non-prescription medication to children (in accordance with provincial legislation), provided that:

- a written consent form is submitted with dosage and times drug is to be given, AND
- medication is in original container, clearly labeled with child's name, name of drug, dosage, date of purchase, and instructions for storage and administration of drug.

### **6.3 First aid**

Staff are trained in basic first aid and are able to handle most common accidents. A first aid kit is kept in the office. You should inform the Director if your child has a medical problem that may affect his/her participation in the preschool activities. Other parents may need to be made aware of such problems should serious injury be caused to the child as a result of normal preschool play. The Director will discuss this first with the parent of the child before disclosing any confidential medical information to others.

### **6.4 Changing diapers**

The proper procedure for changing diapers is posted near the change table in the bathroom. For information on when diaper changes are required, see Section 5.3.3.

## **7. Safety and Procedures for Accidents**

**\* ALL PARENTS AND CAREGIVERS ARE REQUIRED TO READ THIS SECTION VERY CAREFULLY.**

### **7.1 Safety in the Free Play / Art Rooms**

- Discourage children from running in the rooms and climbing on the furniture and window sills. Please do not do these things yourself. Explain to the children that running

is reserved for the gym.

- Position yourself so that you can see the children at all times.
- Do not leave children in an area alone. If you must leave a room, make sure another adult replaces you.

## **7.2 Safety in the gym**

- There must be three (3) adults in the gym at all times.
- Children must not be left alone in the gym.
- Children may not leave the gym unaccompanied by an adult.
- Children are not allowed on the stage.
- Running shoes are to be worn in the gym to provide a good grip on the equipment and to protect the children's feet.
- As in the playrooms, please position yourself to allow maximum view of the children, particularly watching both exits.
- If you must leave the gym with a child, inform one of the other adults.

## **7.3 Safety on the Stairs**

**\* PLEASE FOLLOW THIS PROCEDURE EACH DAY WHEN TAKING THE CHILDREN FROM THE GYM TO THE CLASSROOM.**

It is important that adults and children become familiar with this routine to eliminate confusion and to avoid accidents:

- Children must walk up the stairs in single file, holding the handrail.
- Adults are spaced evenly among the children (about one for every 4-5 children), with one at the front, two in the middle and one at the end.
- One duty parent must hold the door at the top of the stairs while the children walk through to the classroom.
- Smaller children (especially in the 2's) may need a duty parent to hold their hand while walking up the stairs.

## **7.4 Procedures in Case of an Accident**

### **7.4.1 Emergency phone lists:**

A list for each group is posted in the Director's office, in the music room and in the supply basket in the gym. These lists are updated periodically. Please ensure that the details of your child's emergency contacts are up to date by telling the Director.

### **7.4.2 Telephone locations:**

- The preschool has a telephone located in each room; the number is **613-728-9473** and is listed in the Ottawa telephone book.
- One telephone is located in the church office.
- One telephone is located in the hallway outside the gym door at the far end of the gym (near

the elevator).

## **7.5 First Aid**

**THE FIRST AID KIT AND MANUAL** are located on the labeled shelf in the office. In case of an accident:

- A staff member, or parent (if present), will attend to the injured child.
- Other adults will attend to the needs of the other children and continue to maintain the normal routine.
- At their discretion, the staff member may ask an adult to assist them (make phone calls, get the first aid kit.)

Accidents can create confusion and concern. Please remember that all the children must be supervised at all times and especially when an accident has occurred.

**PREVENTING ACCIDENTS REQUIRES CAREFUL SUPERVISION OF CHILDREN AT ALL TIMES.**

## **7.6 Fire and Emergency Evacuation Procedures**

### **7.6.1 General information:**

Fire and emergency procedures are posted near each classroom door in the preschool. It is the responsibility of each duty parent to be familiar with the procedure.

There is a labeled bag hanging on the hook behind the art room door for use in case of fire, fire drills, and other emergencies.

Fire extinguishers are situated at each end of the hallways.

**Fire drills are held monthly.** This information is posted on the wall just outside the Director's office.

### *Classroom Evacuation Procedures:*

In the event of a fire, fire drill or other emergency requiring evacuation of the classroom:

- Keep fire doors closed as per instructions on each door.
- Use front stairs and not the elevator.
- A staff member will bring the emergency phone list and attendance book. (A copy of the emergency phone list is in the labeled bag.)
- Once in the lobby, if time permits, children should be dressed and moved outside to the emergency location. If time does not permit, an adult will be sent back to the church to gather up all clothing once the group has arrived at the emergency location.
- One adult will be responsible for telephoning parents and leaving notice as to the whereabouts of the children.
- The children will be moved to the emergency house located at the **Westboro Dental Clinic, 566 Byron Ave.** (This procedure is reconfirmed with the Westboro Dental Clinic at the beginning of each school year by the Director).

## **7.7 Serious occurrences**

In accordance with the provisions of the *Day Nurseries Act*, a special report is necessary in the event

of any of the following serious occurrences happening at the preschool:

- death of a child
- any serious injury to a child
- a missing child
- fire or other disaster, such as flood, insect infestation, etc.
- a complaint concerning the operational, physical or safety standards on the premises
- alleged abuse or mistreatment or a reasonable suspicion that a child is in need of protection within the meaning of the *Child and Family Services Act*, R.S.O., c. C.11, as amended.

The appropriate authorities (Ministry of Education, Public Health Department, Fire Department, etc.) will investigate all reports of serious occurrences.

## **8. Registration Policy**

### **8.1 Eligibility**

Children who will be 2 by September are eligible for the 2's program. There are also two spaces available specifically for children who will be 2 by December 31<sup>st</sup>. Children who will be 3 by the 31<sup>st</sup> of December are eligible for the 3's program. Four year olds are also eligible for the 3's program. Children do not need to be toilet-trained. Our services are available to children with special needs as well. If a child starts later in the school year, s/he must still meet the age eligibility.

Children younger or older than the above standards will only be admitted by prior approval of the Director and the Board of Directors. (N.B., our license permits a 20% exception to this minimum age rule which means that with Director and Board approval, we could have three children under two enrolled (or four children under three) at the start of the school year, each of whom would have to turn two (or three) by December 31<sup>st</sup>).

Parents are encouraged to stay with their child(ren) until they become comfortable with the preschool environment. The objective is to reassure and minimize the fears of their child(ren). The director should be able to give the parents some guidance as to when their child is ready to be left alone.

### **8.2 Fees**

Children attending the preschool are automatically registered for the full year. Cheques for the entire school year are due at registration.

The fees cover the rental of the facilities, salaries, toys and supplies. The fees and payment schedule for each school year are set by the Board in the preceding January and approved by a general meeting. Registration packages for September registration are available in February.

Subsidized services may be available to eligible families. Further information may be obtained from the Director.



For those children admitted to the school, a non-refundable registration fee is payable only once per child and a non-refundable deposit equivalent to one month's tuition is payable prior to the start of each school year. In order to be added to the waiting list, parents must submit a completed registration package (including all cheques). No fee is charged, however, until such time as a place in the program is offered and accepted. Parents are responsible for all bank charges due to NSF and in addition will be charged a \$20.00 administrative fee. There are no refunds for temporary absences.

### **8.3 Required Registration Documents**

Included in the registration package are three documents that must be returned completed to the preschool before a child can attend classes. They are:

- Behaviour management form.
- Police records check for "work with the vulnerable sector" for at least one parent (or family representative). The parent with the record check must be the parent performing the duty days.
- Immunization record.

#### **Behaviour management form**

Behaviour management forms must be signed and returned every year.

#### **Police Record Check**

All parents and caregivers who will assist as duty parents during the year must complete a separate police records check. Parents and caregivers must submit a new police records check each year.

Parents/caregivers who will perform duty must present themselves to the police station with a cover letter from WVCP, a completed application and appropriate identification (see [www.ottawapolice.ca](http://www.ottawapolice.ca) for details).

Processed requests are returned directly to the individual that is the subject of the request. Before a child can start school, the processed request must be given to the Registrar.

#### **Immunization Record**

The Immunization record is only required once. If your child does not have their full immunizations, an immunization waiver form is required. At the beginning of each school year the registrar sends a list to Ottawa Public Health of all students attending the school and also the immunization record of all new students.

Non-compliance can result in the Public Health Department mandating a child's withdrawal from the school until the immunization form (or the waiver) is provided.

### **8.4 Withdrawal and Termination**

If a parent decides to withdraw his/her child from the preschool permanently, written notice must be given to the Registrar four weeks in advance of leaving. If the preschool terminates services for a parent, written notice will be given to the parent. Services will be terminated immediately.

Refunds will be given according to the number of months remaining in the year, beginning 4 weeks after written notice is received. Since filling vacancies is extremely difficult after the March break, no refunds will be given where written notice is received after the **3rd Friday in February** (this date may be subject to change).

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Therefore, your child will be placed on a waiting list. If your child is already on a waiting list for an extension program, he/she will be moved to the bottom of the list upon temporary withdrawal.

WVCP reserves the right to terminate services if policies are not followed or fees are not paid. *(Note: The WVCP withdrawal policy also applies to both the Lunch & Learn and the 3's Early Drop-Off Program).*

### **8.5 Priority for Registration**

The priorities for early registration and waiting lists are as follows:

1. Current members - returning children
2. Current members - siblings
3. Children still on waiting lists from current year
4. Others

Returning students and their siblings are eligible for early registration at the beginning of February. People on current waiting lists will also be given an opportunity to apply during the early registration period.

Following the early registration period, registration and waiting lists are administered on a first-come-first-serve basis.

## **9. Relationship with the Church**

The preschool rents its space from the Westminster Presbyterian Church, and we must respect their property.

- Please remove all boots in the lobby; i.e., before going upstairs or downstairs.
- Please change all other clothing upstairs where there is a shoe rack and coat hooks
- Please do not let your child run in the church halls. It is important that we all try to keep on good terms with the church.
- Since church officials are also at work (the church office is located on the main hallway leading to the rooms used by the school), please refrain from loitering and from excessive noise in the hallway both during drop-off and
- pick-up.
- Baby strollers should be left on either side of the front steps (i.e., not brought into the church, nor impeding front walkway access to the church). They cannot be locked to the iron railings on the front steps but may be locked to the bike rack.
- Please do not park in the church laneway; those spots are reserved for other users of the

church.

## **10. Communication**

A Facebook page has been created for the WVCP, where parents can find ongoing updates on classroom themes and activities, school events, upcoming meetings, fundraising opportunities, tips and reminders from the teachers and other important information about the school. Emails are also sent with information about duty days and other specific events (fundraising opportunities, Meetings etc.). The hall bulletin board is also available for parents' use. Please read it and use it for good communication within the group. The WVCP website contains additional details about the school, including information about the school's "learning through play" philosophy and links to the Parent Handbook and Registration Package.

An alumni list will be created for the purpose of notifying previous students and their families of fundraising activities and special events. This list will include the following information: e-mail address, student name, school year(s) attended, parent/guardian names, home telephone number, and home address. The process for opting into the alumni list is part of the registration package.

## **11. Management and Operations**

The preschool operates with the active participation of members. A Board of Directors for the upcoming school year is elected at the May annual general meeting. The Board is responsible for hiring the Director and all staff. Together they will be responsible for the design and implementation of the program and for supervising the duty parents. A list of the names and e-mail addresses of the 2013-2014 Board and Staff (Director and teacher) are provided in Appendix D.

### **11.1 Board of Directors**

Members of the Board are elected for a one-year term, and all parents are eligible to serve on the Board. The Board may fill vacancies at any time. Board members need to be re-elected each year.

The Board of Directors consists of:

Two (2) Co-Presidents  
Two (2) Co-Treasurers  
Secretary  
Registrar  
Fundraising Coordinator  
Marketing and Communications Chair  
Class coordinators (2's, 3's am, 3's pm)  
Director (ex-officio)

The Board of Directors may include other positions (eg. Past President) as considered necessary. The duties of each position are outlined below:

Co-President (2):

- chairs and establishes agendas for Board and general meetings
- acts as official liaison with the church
- ensures that all volunteer positions are filled, understood, satisfactorily performed, and finds replacements when necessary
- sets up for the September Orientation Meeting until the committees are established
- leads and coordinates teacher/Director contracts, and if necessary, the hiring process for new teachers
- coordinates teacher/program evaluation process
- acts as the liaison between the school and the Ministry of Community and Social Services
- ensures the Insurance Policies are kept up to date and the annual premiums paid
- maintains and updates the Board of Directors' Handbook and Parents' Handbook on a yearly basis and ensures that copies are given and read by elected members of following year's board
- ensures that Confidentiality Agreement is signed by all Board members at the first meeting of the executive. These agreements are kept on file by the Registrar.

Co-Treasurer (2):

- is responsible for all duties related to payroll: issuing cheques, government remittances, preparation of T4's
- records and makes bank deposits
- enters details of deposits into ledger and Simply Accounting software
- prepares, reviews, and monitors budget
- prepares a budget for the following school year updated with current expenses
- attends and presents the budget at each meeting of the executive
- presents financial information at General meetings
- works with board on contract, hiring, salary and fee review
- deals with all correspondence (i.e. government, bank, etc )
- directs Operating grant application
- prepares tax returns (hires professional if required)
- prepares Record of Employment (ROE) at the end of each school year for director and teacher
- organizes subsidized spaces
- signs and distributes cheques
- issues receipts to parent members

Secretary:

- prepares, files, and distributes minutes of all general and board meetings
- prepares correspondence, handouts and other documents as needed
- photocopies and distributes all of the above as needed
- maintains a continuous record of motions raised and outcomes from all meetings

Registrar:

- maintains all waiting and current registration lists for preschool

- answers information calls at home
- confirms all registrations for coming year and informs incoming parents of June and September meetings
- prepares address and phone lists for the secretary, board, and parents
- checks that all registration and consent forms are complete and that the Director and the church have copies, retaining copies for the preschool files
- fills vacancies throughout the year as they occur
- arranges tours of the preschool when requested by interested parents with the appropriate class coordinator
- generates alumni list each year
- assists Director to plan any open houses for preschool recruitment

The preschool retains children's records for a minimum of two (2) years. These records are confidential.

#### Fundraising Coordinator:

- chooses appropriate fundraising activities for the year according to monetary goals for WVCP (as set by board)
- sets dollar goals for each event
- leads with planning and organizing fundraising events with assistance from the special events committee
- invites and engages all co-op members to help implement events (obligation of membership)
- ensures that all recognition of donors (individuals and businesses), volunteers, and non-paid staff is done in a thoughtful and timely manner
- provides a written report including recommendations and a tally sheet to the board of directors for consideration by early May of each year

#### Marketing and Communications Chair:

- oversees the committee that prepares information for parents - such as the Facebook page, brochures, newsletters, posters, and manuals
- arranges and develops advertising for registration
- arranges and develops advertising for fundraising events
- arranges and develops advertising for any open houses and other publicity for preschool recruitment
- provides guidance for updating and maintaining the website

#### Class Coordinator (3):

- acts as a close liaison between the parents of class and the teachers
- develops the duty and snack roster for each month, posts roster at school and sends out to parents of class
- attends the first and last board meeting of the year and ensures that at least one of the three class coordinators is present at each board meeting
- acts as a welcoming member to new members who join after September. This includes ensuring that the new members have all appropriate documents and manuals, and that they are informed about the school's operation.

- gives tours of the preschool when requested by interested parents
- if either the Director or teacher is absent, the remaining teacher will first attempt to find a teacher from the supply teacher list. If a supply teacher is unavailable, the coordinator will then attempt to find a volunteer parent to fill in. If no volunteer parent can be found, then it is the discretion of the teacher and coordinator as to whether school should be cancelled (n.b., the school license allows the school to operate with 1 teacher and 2 other adults).
- if both the Director and teacher are absent, the coordinator should notify the parents that school is cancelled.

## **11.2 Volunteer Committees**

In addition to duty days, each parent is required to sit on a volunteer committee. (Board members are exempt). These committees are appointed in September and function independently. Each committee will decide how to allocate the respective jobs among committee members. A chairperson for each committee will be chosen, and this person will report to the board. The committees, sub-committees and their general areas of responsibilities are described below, but these may change from year to year depending on the needs of the school:

### **Committees Coordinator:**

- assigns parents their volunteer positions for the year based on their preferences or strengths
- acts as a liaison between parents and the board and ensures that all volunteer positions and committees are running smoothly throughout the school year

### **Marketing and Communications Committee:**

- prepares postings for Facebook page, information brochures, newsletters, posters, manuals and other information for parents
- maintains website
- arranges and develops advertising for registration
- arranges and develops advertising for fundraising events
- arranges and develops advertising for any open houses and other publicity for preschool recruitment

### **Fundraising Committee:**

- chooses appropriate fundraising activities for the year according to monetary goals for WVCP (as set by board)
- sets dollar goals for each event
- leads with planning and organizing fundraising events with assistance from the special events committee
- invites and engages all co-op members to help implement events (obligation of membership)
- ensures that all recognition of donors (individuals and businesses), volunteers, and non-paid staff is done in a thoughtful and timely manner
- provides a written report including recommendations and a tally sheet to the board of directors for consideration by early May of each year

### **Scholastics Sub-Committee:**

- distributes Scholastics catalogues to parents
- collects order forms from parents and send to Scholastics
- picks up and distributes orders to parents

#### Coffee Sales Sub-Committee:

- coordinates bi-monthly coffee sale fundraiser in conjunction with Francesco's Coffee
- collects orders from parents and submits total order to Francesco's
- picks up and distributes orders to parents

#### Berry Sales Sub-Committee:

- organizes annual berry sale
- develops Sale promotional materials with Publicity Committee
- collects and places order with Sysco Foods
- organizes other Fundraising members to assist with sorting the delivery
- arranges order pick-up with Co-operative members

#### Social Committee:

- organizes evening event for parents in the fall (eg. Pub Night or Wine & Cheese)
- organizes springtime family and community event
- plans activities and engage performers
- coordinates with other committees (Publicity, Fundraising) as necessary
- organizes parent work shifts and donations for the event

#### Purchasing and Repairs Committee:

- maintains and repairs all toys and equipment
- purchases classroom supplies
- assists with any extra preparation of classroom materials
- records all purchases in monthly spreadsheet

#### Special Events Committee:

- organizes special days
- arranges the set-up, provides refreshments and helps the teachers for all toy washes and General Meetings
- assists fundraising committee at fundraising events as needed
- assists Director to prepare classrooms for any open house for preschool recruitment

#### Administrative Committee:

This committee supports the Board in carrying out some of the administrative functions necessary to the operation of the school. Individual members of this committee may:

- act as Assistant Registrar
- act as Assistant to the Treasurer (eg. track fundraising and extension programs)
- act as Assistant Co-President (eg. looks after committees in the role of Committees Coordinator)
- perform other tasks identified by the Board

Inventory Committee:

- keeps toys in gym organized
- keeps track of new books and toy purchases (taking photo inventory)
- prints off and displays photos taken in class



## **Appendix A – Westboro Village Co-operative Preschool By-laws**

### **Article 1      Name and Location of the Co-operative**

WVCP, hereinafter referred to as the “Co-operative”, shall be in the City of Ottawa, in the Province of Ontario, and at such place therein as the Board of Directors (BoD) may from time to time determine.

### **Article 2      Purpose of the Co-operative**

The purpose of the Co-operative is:

- to provide a stimulating preschool experience for children, encouraging creativity and individual development;
- to assist children and parents by operating a day nursery pursuant to the Day Nurseries Act, R.S.O. 1990, c. D.2, as amended;
- to provide our children with the opportunity to play with other children in a stimulating environment in our own community;
- to provide the parent with regular periods of time free from child care;
- to provide a quality program to meet the different needs of our toddlers and preschoolers.

### **Article 3      Membership in the Co-operative**

#### ***Section 3.1      Parent Members***

Both parents and legal guardians of children enrolled at the school shall become “Parent- Members” upon payment of their child's registration fee, receipt of the completed registration package and acceptance confirmation by the registrar. They shall at that time accept the inherent rights and obligations of the Co-operative as outlined in the parent handbook of the school. At the time of their child's departure from the school, parents shall cease to be members of the Co-operative, and all rights and obligations of membership shall terminate at that time. Former Parent-Members may, however, upon payment of the annual membership fee, become Community Members. Parent-Members shall comprise at least fifty percent (50%) of the total membership in the Co-operative.

Any member of the Co-operative may withdraw from membership by giving one month's written notice to the Registrar of the member's intention to withdraw. Whether or not the child does not attend the school during the notice period, the member will be required to pay one month's fees following the date written notice was given.

Where a member withdraws from membership in the Co-operative less than one month before the first day of the month in which their child is registered to begin classes, the member will be required to pay the first month of fees.

Membership ceases when the child is no longer registered in the Preschool.

Members can, after one oral and one written warning from the President, be expelled from membership in the Co-operative by resolution passed by a majority of the Board of Directors (BoD) at any regular or special meeting of the BoD, provided that such member shall be given written notice of such intended expulsion and an opportunity of appearing before the said BoD for a hearing in accordance with the Act.

Expulsion of a member may result from any contravention against the by-laws of the Co-operative, or from any intentional act that comprises the integrity or good name of the Co-operative, or from deliberate disregard of members' responsibilities to the Co-operative.

### ***Section 3.2    Community Members***

Individuals in the community shall become Community Members of the Co-operative upon payment of the annual membership fee and upon ratification by the Board of Directors. Community Members shall cease to be members of the Co-operative on the last day of school year, but may renew their memberships at that time if otherwise eligible.

The BoD may refuse to accept any application for membership, without giving reasons. If the application is not accepted, any payment forwarded with it shall be refunded.

### ***Section 3.3    Lifetime Honorary Members***

Lifetime Honorary members may be invited to join the Co-operative by the Board of Directors (BoD), and shall be elected by a majority of members of the Board. Such members shall have none of the responsibilities of membership in the Co-operative, shall be exempt from payment of annual fees, and shall be entitled to all the rights and privileges of membership except those of making motions, voting, and holding office.

A representative of the BoD shall promptly inform each Lifetime Honorary member of admission; the members shall thereafter be entitled to one vote in the Co-operative, so long as the membership is in effect. Lifetime Honorary members may resign by written or verbal notification to the BoD. Such resignation shall be effective immediately upon acceptance by the Board. All rights and privileges of membership shall cease upon resignation from the Co-operative. Expulsion of a Lifetime Honorary member may result from any contravention against the by-laws of the Co-operative, or from any intentional act that compromises the integrity or good name of the Co-operative, or from deliberate disregard of members' responsibilities to the Co-operative. Expulsion may occur upon resolution by a BoD member and a two-thirds majority of assenting votes cast at any regular or special meeting of the BoD. The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the Board meeting before the resolution is put to a vote.

### ***Section 3.4 Responsibilities of the Co-op Members***

1. To pay the term fee for their children participating in the Preschool on or before the fee due date.
2. To perform duty days in the School as scheduled. When performing duty days, members may not bring siblings of children enrolled in the Preschool unless the sibling is a non-ambulatory, breastfeeding infant.
3. To arrange an exchange of duty day with another parent, should the member be unable to work his or her shift for any reason. Membership lists will be provided to facilitate such exchanges.
4. To sit on the BoD or to participate in one or more of the committees established by the Co-operative to maintain the quality of our school.
5. To attend and vote at all Co-operative meetings; each member family (hereafter referred to as member) shall have one vote.
6. To check the school bulletin board regularly and keep informed about School activities.
7. Attendance at a Preschool orientation in September or January, depending on when the member joins the Preschool, shall be compulsory only for new members, and for returning members who have been absent in excess of one year.
8. To participate in all toy washing sessions in the year.

### ***Section 3.5 Rights of Members***

1. To receive and approve minutes of general meetings of the Co-operative and an annual financial report
2. To participate fully in the planning and decision making process of the School through co-operative and committee meetings and through participation in duty parent days.

## **Article 4 Membership Fees**

The Board of Directors shall review dues or fees payable by members from time to time. An authorized representative of the Board shall notify members of the dues or fees at any time payable by them. If they are not paid within thirty days of such notice, the members in default shall automatically cease to be members of the Co-operative. Any such member shall, upon payment of dues or fees, be reinstated.

## **Article 5 Meetings of the Co-operative**

An annual meeting of the members shall be held in the spring of each fiscal year. Other general meetings shall be held in the fall and winter of each school year, at such times and places as determined by the BoD.

At every annual meeting, in addition to any other business that may be transacted, the report of the BoD and the current financial statements shall be presented. The membership shall elect at that time a BoD for the ensuing year. Upon resolution by the Executive, the books and records of the Co-operative may be opened for inspection to such a person or persons as may be named in the resolution.

The BoD, a Co-President, or a quorum of the Co-operative membership shall have the power to call at any time a general meeting of the members of the Co-operative. Written notice of the time and place of every such meeting shall be given to each member at least ten days before the time fixed for the holding of such meeting. Such written notice is not required if all the members of the Co-operative are present.

Notice shall be given to the members of the preschool of the date and agenda of the meeting not less than ten days in advance of the meeting.

Between meetings of the Co-operative membership, decisions concerning policy and the operation of the school shall be made by the BoD in a manner that is consistent with these by-laws. Between meetings of the BoD, decisions concerning the daily operation of the school shall be made by the paid staff in consultation with the appropriate Presidents in a manner that is consistent with these by-laws and the decisions of the BoD.

Any meeting of the Co-operative may be adjourned and reconvened within a thirty-day period. Any such business may be transacted when the meeting reconvenes as might have been transacted at the original meeting. No notice shall be required of any such adjournment and no quorum is mandatory for adjournment. A quorum for a meeting reconvened shall be defined as the number of members present.

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Co-operative shall invalidate or make void any proceedings taken thereat.

## **Article 6        Quorums at the Meetings of the Co-operative**

A quorum for the transaction of business at any regular or special meeting of the members shall consist of at least thirty percent (30%) of the Co-operative membership and not less than seven members represented in person. If no quorum exists and the meeting is adjourned, a quorum for the reconvened meeting shall be defined as the number of members present. The reconvened meeting shall be held and any such business may be transacted as might have been transacted at the original meeting.

## **Article 7      Voting at Meetings of the Co-operative**

Members are entitled to one vote per child registered in the school at any regular or special meeting of the Co-operative. A child registered in the school includes both a child currently attending the school and one registered for the upcoming year. Voting by proxy is prohibited. Current members and incoming members are both eligible to vote at the Annual General Meeting in May. No member shall be entitled to vote at meetings of the Co-operative unless all dues or fees owing are paid in full.

At all meetings of members each question shall be decided by a majority of the votes of the members present. Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any member. The President will make a declaration that a resolution has been carried or not carried and an entry to that effect shall be made in the minutes of the meeting. Such entry shall stand as resolution of the question, without specific record of the number of votes in favor of or against such question.

If a poll is demanded, the question shall be decided by a majority of votes given by the members present. The poll shall be taken in such manner as the President directs, and the members of the Co-operative shall be informed as the number of votes in favor of or against the resolution.

In the case of an equality of votes cast at any meeting, the Co-President who is chairing the meeting shall cast the deciding vote.

## **Article 8      Responsibilities of the Board of Directors (BoD)**

The BoD of the Co-operative shall administer the affairs of the Co-operative in all matters. The BoD are expressly empowered to purchase, lease, or otherwise acquire, to sell, exchange or otherwise dispose of real or personal properties of the Co-operative, upon such terms and conditions as they may deem advisable.

The BoD shall also see that all necessary books and records of the Co-operative required by the bylaws of the Co-operative or by any applicable statute or law are regularly and properly kept.

## **Article 9      Membership on the Board of Directors**

A Board of at least six (6) BoD members shall manage the affairs of the Co-operative. The proposed slate of Board members shall be circulated to each member of the Co-operative at least ten (10) days prior to the annual general meeting, at which time the Board is to be elected. A request for other nominations shall be made at that meeting. At any annual meeting, any two (2) members of the Co-operative may nominate a member of the Co-operative for election to the Board. Notwithstanding the foregoing, the Board, prior to any annual meeting, may appoint a committee for the purpose of nominating the succeeding Board.

Each member of the BoD shall be elected to hold office beginning July 31 of the subsequent year, but shall be eligible for re-election if qualified. The election shall be by a show of hands at a meeting of the Co-operative, unless any member demands a ballot.

A Member of the BoD may resign by written notice to the Co-Presidents of the BoD. The members of the

Co-operative may remove any Director before the expiration of his or her term, given that an extraordinary resolution has been brought forth and passed by at least a two-thirds majority at a general meeting of the Co-operative duly called for the purpose of passing such a resolution. The Member of the BoD who is the subject of the proposed resolution for removal shall be given an opportunity to be heard at the general meeting before the resolution is put to a vote. At such general meeting, any person otherwise qualified may be elected to replace that Member of the BoD for the remainder of the term.

Individuals from among the qualified members of the Co-operative may fill vacancies on the Board so long as a quorum of BoD members remains in office. Alternatively, a quorum of BoD members may resolve that such vacancy shall be filled at the next annual meeting of the members, at which time the BoD for the ensuing year are elected. If there does not exist a quorum of BoD members, the remaining BoD members shall forthwith call a general meeting of the members of the Co-operative to fill the vacancies.

The BoD shall receive no remuneration for acting as such, nor shall they receive directly or indirectly any profit from their position on the Board; the BoD may, however, be paid reasonable expenses incurred in the performance of their duties.

## **Article 10      Positions on the Board of Directors**

The following offices shall constitute the executive positions on the Board of Directors:

- Co-President (1)
- Co-President (2)
- Co-Treasurer (1)
- Co-Treasurer (2)
- Secretary
- Registrar

Additional positions on the Board of Directors may include:

- 2's Coordinator
- 3's a.m. Coordinator
- 3's p.m. Coordinator
- Past-President
- Fundraising Committee President
- Marketing and Communications Committee President

Officers must be Parents or Community Members of the Co-operative at the time of their election to office. One person may not hold more than one office at a given time. Each Officer shall be elected by position from among the members of the Co-operative at the annual general meeting. In default of such election, the incumbents, being members of the Board, shall hold office until their successors are elected.

Ideally, the Co-Presidents will be chosen from separate classes. For example, Co-President 1 from the 3's and Co-President 2 from the 2's, or vice versa.

The exiting Presidents and Treasurers shall make every possible effort to find their successors before their term expires.

All members of the BoD are subject to recall by a majority vote of the Co-operative membership at a duly constituted meeting.

Members of the BoD make a one-year commitment to serve. In order to provide some continuity and experience to the BoD, some members of the BoD should try to sit for 2 years, where possible, although not necessarily in the same position.

The Director of the School shall act as a resource to the Board and a liaison to the staff, landlord, and community.

The BoD shall be elected annually at the May General Meeting and work with the outgoing Board before assuming full responsibility on August 1st.

### ***Section 10.1 Duties of the Co-Presidents***

The Co-Presidents shall call meetings, set the agendas for all meetings, and preside at all meetings of the Co-operative and the BoD. The Co-President chairing any meeting shall abstain from voting in the regular course of operations of the Co-operative, but shall register a casting vote in the case of an equality of votes at any regular or special meeting of the Co-operative or BoD.

The Co-Presidents shall also be charged with the general management and supervision of the affairs and operations of the Co-operative in accordance with the By-laws and Manual of the School. The Co-Presidents, along with the Secretary or other officer appointed by the Board for the purpose, shall sign all by-laws and amendments thereto.

During a period of absence or inability on the part of one Co-President, the other Co-President may for that period of absence or inability exercise the duties and powers of the first Co-President.

### ***Section 10.2 Duties of the Secretary***

The Secretary or the person performing the usual duties of the Secretary shall attend all meetings of the BoD and record all fact and minutes of all proceedings. The Secretary shall give all notices required to members and to the BoD. The Secretary shall handle correspondences in the normal

course of operation of the Co-operative.

### ***Section 10.3 Duties of the Co-Treasurers***

The Co-Treasurers, or person(s) performing the usual duties of the Treasurer, shall see that full and accurate accounts of all receipts and disbursements of the Co-operative are kept in proper books of account, and shall see that all moneys or other valuable effects are deposited in the accounts of the Co-operative. The Co-Treasurers shall oversee the disbursements of the funds of the Co-operative, taking proper vouchers thereof, and shall render to the Board at each meeting a report of all transactions. The Co-Treasurers shall monitor the current year's budget and propose a budget for the following year. The Co-Treasurers shall perform such other duties as the BoD may from time to time determine.

### ***Section 10.4 Duties of the Registrar***

The Registrar shall keep accurate records of all current registrants in the school, and shall render to the Board at each meeting a report of current enrollment. The Registrar shall also consult with the Director on a regular basis to confirm current enrollment figures and to establish that all records on children are properly filed. The Registrar shall distribute registration packages and keep records of waiting lists and next year's enrollment. The Registrar shall perform such other duties as the BoD may from time to time determine.

### ***Section 10.5 Standing Committees***

The standing committees ensure that the school remains a parent-controlled facility with a high quality program at a reasonable cost.

The Executive may from time to time establish such ad-hoc committees, as they deem necessary.

## **Article 11 Signing Officers**

The signing officers of the Co-operative are here-by designated as follows: the President of the BoD, the

Co-President 1, Co-President 2, the Secretary, Co-Treasurer 1 and Co-Treasurer 2, and any other individual deemed necessary by the BoD. The signatures of two of the signing officers shall appear on any deed, transfer, license, contract, or other document executed on behalf of the Co-operative, and shall be binding on behalf of the Co-operative.

## **Article 12 Meetings of the Board of Directors**

Except as otherwise required by law, the BoD may hold its meetings at such place or places as it may



from time to time determine. Notice of such meetings shall be given to each Member of the BoD and the membership not less than one day before the meeting is to take place. No formal notice of any such meeting shall be necessary if the entire BoD are present, or if those absent have signified their consent to the meeting.

The Board may appoint a time and day in any month for the regular meetings, and no notice of such regular meetings need be sent, provided a list of such meeting dates was provided to the membership.

A BoD meeting may also be held immediately following the annual meeting of the Co-operative. The BoD may consider or transact any business either special or general at any meeting of the Board. Subject to the next sentence, all members and the School Director may attend all meetings of the BoD and participate therein, but shall not have a vote. Where the Board determines, in its discretion, that it is necessary to hold a meeting or part of a meeting in camera, only Board members may be present at that meeting or part of a meeting.

Any error or omission in giving such notice for a meeting of the BoD shall invalidate such meeting or make void any proceedings taken at such meeting.

Under emergency or extraordinary circumstances, the Co-President(s) or person performing the usual duties of the President shall have the authority to transact business via telephone conversations and/or email exchanges with all available Board of Director members. Questions arising under such circumstances shall be decided by a simple majority of votes cast by any and all Board members available. Any question decided upon in this manner shall be presented in the form of a resolution at the next regular or special meeting of the Board, and shall be ratified by the Board of Directors.

Questions arising at any meeting of the BoD shall be decided by a majority of votes.

Upon request, the BoD will make available to any member the proceedings of any meeting of the BoD and all information pertaining to any decision taken by the Board, except those pertaining to any in camera session.

### **Article 13      Quorums at Meetings of the Board**

Any four BoD members present shall form a quorum for the transaction of business.

### **Article 14      Voting at Meetings of the Board**

Questions arising at any meeting of the BoD shall be decided by a majority of votes. Each Member of the BoD shall be entitled to one vote at any regular or special meeting of the Board. Every question shall be decided in the first instance by a show of hands unless a ballot is requested by any Member.

If a ballot is requested it shall be taken in the manner directed by the Co-Presidents and the number of votes in favor of or against such resolution shall be presented to the Board. In the case of an equality of votes, the Co-President shall have a casting vote. A declaration shall be made by the Co-President that a resolution has been carried or defeated and an entry to that effect shall be made in the minutes of the meeting. Such entry shall be admissible in evidence as proof of the outcome without record of the number of votes in favor of or against such resolution, unless such vote was taken by ballot.

## **Article 15      Execution of Documents**

Contracts in the ordinary course of the Co-operative's operations may be entered into on behalf of the Co-operative by any two signing officers. Any two signing officers or any persons from time to time so designated by the BoD may, upon approval of the Board, transfer any and all shares, bonds or other securities, and may affix the seal of the Co-operative to contracts, documents, and other instruments in writing.

### ***Section 15.1    Notices***

The signatures to any notice to be given by the Co-operative may be written, stamped, typewritten or printed.

Any notice may be given by the Co-operative to any member or member of the Executive either personally or by sending it through the post in a prepaid envelope or wrapper to the address contained in the records of the Co-operative. If there is no record of a current address, the notice shall be sent to the last known address of such member or member of the BoD.

The Secretary or other duly authorized officer of the Co-operative shall execute a certificate setting out the facts in relation to the mailing or delivery of the notice to the member or member of the BoD. Publication of any notice shall be conclusive and binding on every member or member of the BoD of the Co-operative.

## **Article 16      Finances of the Co-operative**

Unless otherwise ordered by the BoD, the fiscal year of the Co-operative shall terminate on the 31st day of August of each year. The BoD shall at their discretion appoint auditors and empower them to carry out any audits of the Co-operative.

All cheques, bills or exchange, or other orders for the payment of money, notes, or other debts shall be signed by one of the Co-Treasurers or other such agents so designated by the Board. Any two officers or other agents designated by the Board may endorse notes and drafts for collection on the account of the Co-operative, and may endorse notes and cheques for deposit in the Co-operative's

name.

The Co-operative shall present a current financial statement to the members of the Co-operative at the annual meeting.

The Co-operative shall be carried on without the purpose of gain for its members and any profits or other accretions to the Co-operative shall be used in promoting its objects and improving its programs, unless otherwise determined, resolved, and voted upon by the BoD.

#### **Article 17      Amendments to the By-Laws**

Notice of any proposed amendments to the By-laws must be circulated to all members of the Co-operative at least twenty-one days prior to the meeting at which time the amendment is to be considered. The Co-Presidents or the person performing the usual duties of the President at a general or annual meeting of the Co-operative must propose such an amendment. Any amendment to the by-laws must be passed by a simple majority of the general membership.

#### **Article 18      Liquidation and Dissolution of the Co-operative**

Upon the dissolution of WVCP, and after the payment of all debts and liabilities, the remaining assets of the Co-operative shall be distributed to a registered charitable organization as decided by a majority vote of the Co-operative members.

#### ***Section 18.1    Interpretation***

In all by-laws of the Co-operative, the singular shall include the plural and the plural the singular; the masculine shall include the feminine and the feminine shall include the masculine; the word "person" shall include firms and Co-operatives and the word "Act" shall mean the Co-operative Corporations Act, 1973 and any Act that may be substituted therefore as from time to time amended. Wherever reference is made in this by-law to any statute or section thereof such reference shall be deemed to extend and apply to any amendment to said statute or section, as the case may be.

## **Appendix B – Westboro Village Co-operative Preschool Allergy Policy**

### **Background**

Many children have allergies—a few, however, are life threatening. Some children are severely allergic to peanut products. About 1% of the population suffers from severe allergy to foods and this includes pre-school age children. Exposure to an allergen may lead to **Anaphylaxis** or allergic shock.

Symptoms of anaphylaxis range from watery eyes and itching to breathing difficulties in severe cases. WVCP is committed to providing the safest environment for all of our students as is reasonably achievable. This policy outlines the WVCP policy for working with children with allergies. Our preschool is operating in a shared space and can therefore not guarantee a peanut or allergen free environment. This policy includes procedures to deal with children with allergies in a safe manner.

The three cornerstones of the WVCP Allergy Policy are:

Information and awareness for the entire school as well as trained teachers; Procedures for avoidance of the allergen; and Emergency response procedure in case of accidental exposure.

### **Information and Awareness**

All teachers must be aware of those students who may require epinephrine treatment and what is the allergen. It is the responsibility of the parents to identify an allergic child to the WVCP Registrar and to provide the school with medical information (i.e. what the child is allergic to), their physician's protocol for treatment and an adequate supply of up-to-date auto injectors.

Parents of children with allergies will inform: i) the Registrar on registration and then ii) the Director on the first day of the school year regarding:

The foods that trigger an allergic reaction.

A treatment protocol signed by the child's physician.

Permission to share this information with staff, volunteers and other children attending WVCP. Emergency contact information.

Permission for staff and volunteers to administer an EpiPen.

The parents are also responsible for supplying epinephrine auto injectors labeled with the child's name and expiry date.

The Director, teacher and all duty parents must be aware that a child with anaphylaxis is attending the school and they should be aware of who the child is. This will be communicated at each of the General Meetings and also by letter to ensure that all parents are made aware. The Director will inform duty parents at the start of each duty day and a notice will be placed on the bulletin board and in the gym.

The Director and teacher are trained in how to recognize an anaphylactic reaction and what is the appropriate emergency response. All duty parents are responsible for knowing how to recognize an anaphylactic reaction.

### **Recognizing an Allergic Shock**

Common symptoms and signs of allergic reactions may be combination of any of the following:

Hives

Itching of any body parts

Swelling of any body parts

Red watery eyes

Runny nose

Vomiting

Diarrhea

Stomach cramps

Change of voice

Coughing

Wheezing

Throat tightness or closing

Difficulty swallowing

Difficulty breathing

Sense of doom

Dizziness

Fainting or loss of consciousness

Change of colour

If any of these symptoms are seen in a child who is known to be allergic, the emergency response will be initiated.

### **Procedures for Avoidance**

The most common allergen is nut allergy. Hence this policy addresses this issue. If a parent identifies another allergen, the board will decide if the school can provide a suitable environment and, if so, include this allergen in the policy.

The WVCP strives to provide an environment that is free from nuts. Due to the fact that snacks and lunch are served in the same space as is used for play and that the rooms are used for other activities over which the pre-school has no control or knowledge, we do not guarantee an environment that is free of traces of nuts or other allergens. We do, however strive to ensure that: all food (snacks and lunches) are to be nut-free hand washing will be done before snack and lunch a sign is posted by the Director in the snack preparation room identifying all children with known allergies a log of all snacks served is kept when an know anaphylactic child is registered with the school materials used for crafts will not contain nuts.

***It is all parents' responsibility to be aware of the safe snack list and only bring snack food from the list or foods that are certain to be nut free.*** Parents who wish to provide snacks for their own child may do so, but these snacks must also be nut free.

### **Emergency Response**

When accidental exposure trigger an anaphylactic reaction, a fast response is essential. Anaphylactic children sometimes know when a reaction is taking place and the emergency procedure may be initiated by the child, the Director, Teacher or duty parent.

### ***If a child is suspected of having an allergic reaction the following steps are taken:***

Immediately inject EpiPen (time is crucial and risk is minimal). Call 911, advise of suspected anaphylactic shock, etc. Call emergency contacts for that child. Observe and monitor the child until the ambulance arrives. The child is never left alone. Administer second EpiPen if ambulance has not arrived within 10 – 15 minutes. One duty parent or one of the teachers will accompany the child to the CHEO or Civic Hospital emergency room even if the parent or child's emergency contact has not arrived. One adult will engage the other children in play elsewhere, away from the child with the allergic reaction.

## Appendix C - Communicable Disease Policy

WVCP is following recommendations from Ontario Ministry of Health and educating staff and families about preventing communicable diseases. WVCP will also be enforcing a policy requiring that children or staff showing flu-like symptoms stay at home.

What can we all do to prevent the spread of communicable disease at WVCP?

Good hand hygiene is the best way to prevent the spread of communicable disease. Wash your hands with soap and water thoroughly and often. Each adult and child must wash hands before and after class. Hand sanitizer may be used if hand washing is not possible. Teach proper cough and sneeze etiquette (covering nose and mouth with arm or hand; then sanitize). Throw all tissues away after one use. Remind children to avoid touching eyes, nose and mouth Limit physical contact where possible. Refrain from sharing foods. Use clean utensils for serving snacks Keep common surfaces and items clean and disinfected Frequent toy washes.

### ***What to do if you or your child have flu-like symptoms?***

*(See accompanying chart below for description of flu-like symptoms)*

**STAY AT HOME.** Please do not bring your child to WVCP. Children exhibiting flu-like symptoms will be sent home. Duty parents showing flu symptoms will be sent home. Please arrange a substitute for your duty day if you are not feeling well.

### **Teacher Policy:** *(This policy may be updated periodically.)*

Teachers will stay at home if they feel ill. We have procedures for bringing in substitute teachers. Please understand that in the event that we cannot find replacement staff or we have any children with serious communicable diseases, we may have to close the school temporarily. Parents will be notified as far in advance as possible, although the school may still close with short notice.

### **What are flu-like symptoms?**

| Symptom       | Cold   | Flu (influenza)              |
|---------------|--------|------------------------------|
| Fever         | rare   | usually high<br>sudden onset |
| Headache      | rare   | frequent                     |
| Aches & pains | slight | usual<br>often quite severe  |

|               |                               |  |
|---------------|-------------------------------|--|
| Weakness      | rare / mild                   | moderate to extreme<br>can last up to one month                    |
| Bed-ridden    | never                         | frequently<br>lasts up to five or ten days                         |
| Sniffles      | common                        | sometimes  |
| Sneezing      | usual                         | sometimes  |
| Sore throat   | common                        | sometimes  |
| Cough         | sometimes<br>mild to moderate | usual<br>can become severe   |
| Complications | sinus or ear infection        | pneumonia, kidney failure, heart failure (can be life-threatening) |
| Prevention    | Frequent handwashing          | Annual vaccination<br>Frequent handwashing                         |

Source: [http://www.ottawa.ca/residents/health/conditions/cd/influenza\\_en.html#P8\\_1666](http://www.ottawa.ca/residents/health/conditions/cd/influenza_en.html#P8_1666)



## Appendix D – 2013/2014 Staff and Board Contacts

### Staff:

|          |                       |  |
|----------|-----------------------|--|
| Director | Sue-Ellen Nevala      | <a href="mailto:wvcp.director@gmail.com">wvcp.director@gmail.com</a>                 |
| Teacher  | Stephanie Vanderhooft | <a href="mailto:stephanie.vanderhooft@gmail.com">stephanie.vanderhooft@gmail.com</a> |

(For telephone contact with the staff, please call the school number: 613-728-9473)

### Board of Directors:

|                          |                    |  |
|--------------------------|--------------------|--|
| Co-President             | Heloise Mitchell   | <a href="mailto:wvcp.copresident1@gmail.com">wvcp.copresident1@gmail.com</a>                   |
| Co-President             | Jesse Pierce       | <a href="mailto:wvcp.copresident2@gmail.com">wvcp.copresident2@gmail.com</a>                   |
| Secretary                | Kelly Koroluk      | <a href="mailto:wvcp.secretary@gmail.com">wvcp.secretary@gmail.com</a>                         |
| Co-Treasurer             | Lawrence Humber    | <a href="mailto:wvcp.cotreasurer1@gmail.com">wvcp.cotreasurer1@gmail.com</a>                   |
| Co-Treasurer             | Stephanie Stamler  | <a href="mailto:wvcp.cotreasurer2@gmail.com">wvcp.cotreasurer2@gmail.com</a>                   |
| Registrar                | Maureen Silverson  | <a href="mailto:wvcp.registrar@gmail.com">wvcp.registrar@gmail.com</a>                         |
| Committees Coordinator   | Erica Desloges     | <a href="mailto:wvcp.committeescoordinator@gmail.com">wvcp.committeescoordinator@gmail.com</a> |
| Fundraising Chair        | Lindsay Malleck    | <a href="mailto:wvcp.fundraising@gmail.com">wvcp.fundraising@gmail.com</a>                     |
| Communications Chair     | Camila Suvaric     | <a href="mailto:wvcp.comms@gmail.com">wvcp.comms@gmail.com</a>                                 |
| 2's Class Coordinator    | Julie Demole       | <a href="mailto:wvcp.2am@gmail.com">wvcp.2am@gmail.com</a>                                     |
| 3's AM Class Coordinator | Catherine Rossiter | <a href="mailto:wvcp.3am@gmail.com">wvcp.3am@gmail.com</a>                                     |

### Web Site and Distribution Lists:

|   |  |
|---|--|
| Web Site                                | <a href="http://www.wvcp.ca">www.wvcp.ca</a>                               |
| Board of Directors (includes Sue-Ellen) | <a href="mailto:wvcp_board@wvcp.ca">wvcp_board@wvcp.ca</a>                 |
| 2's Parents                             | <a href="mailto:wvcp_2s_parents@wvcp.ca">wvcp_2s_parents@wvcp.ca</a>       |
| 3's Parents (am)                        | <a href="mailto:wvcp_3s_am_parents@wvcp.ca">wvcp_3s_am_parents@wvcp.ca</a> |
| 3's Parents (pm)                        | <a href="mailto:wvcp_3s_pm_parents@wvcp.ca">wvcp_3s_pm_parents@wvcp.ca</a> |
| All Parents                             | <a href="mailto:wvcp_all_parents@wvcp.ca">wvcp_all_parents@wvcp.ca</a>     |
| WVCP Alumni                             | <a href="mailto:wvcp_alumni@wvcp.ca">wvcp_alumni@wvcp.ca</a>               |