



GENERAL INFORMATION

**ELMVALE CO-OPERATIVE
nursery school**

Dear Parent/Guardian:

We are pleased that you are interested in having your child attend Elmvale Co-operative Nursery School. Preschool is a great opportunity for your child to 'practice' and prepare for kindergarten.

GOALS AND PHILOSOPHY OF ELMVALE CO-OPERATIVE NURSERY SCHOOL

ECNS is a co-operative preschool. Our co-op program allows the parents to participate in their child's preschool experience by spending time in the classroom, attending field trips and contributing to the events of the year ahead.

The fundamental goal of our preschool is to provide an environment that will encourage the developmental and social needs of the preschool child and to provide a wide variety of activities and experiences that will prepare the student for kindergarten.

A preschool child is generally ego-centric, relating to the world from their own needs alone. Because of this, our program is set up to help the child learn to share and co-operate with their peers. They do this through group play activities, circle activities, games and songs. Basic readiness skills and number and letter concepts are also introduced. Tasks that we may take for granted like, snack time, lunch boxes, sitting cross legged, putting their hand up in turn are basic skills that children require throughout their schooling.

PROGRAM STRUCTURE

Elmvale Co-Operative Nursery School is licensed to enroll a total of 16 preschoolers per day (maximum 8:1 student/teacher ratio). Our classes operate from the upper level of St. Johns United Church, 27 Yonge Street South, which is fully licensed and regularly inspected. The school year begins the week after Labour Day in September and continues until the third week of June. Classes are from 9:00 a.m. until 11:30 a.m. We are closed 2 weeks over Christmas, March Break, Statutory Holidays, July and August. Snow days are determined by staff and executive discussion based on Simcoe County District School Board, North Zone bus cancellations. Children must be a minimum 30 months of age the day they start.

Elmvale Co-Operative Nursery School is licensed by the Ministry of Education, Child Care Quality Assurance and Licensing, Barrie Region.

WHAT IS A CO-OPERATIVE SCHOOL?

A co-operative school is a non-profit organization, administered and maintained by its members. Being a member of a co-operative school involves **parent participation** which includes active involvement in all phases of the program. Parents and/or guardians are welcome to assist in the classroom, under the supervision of a qualified teacher and assistant teacher, provided a current Criminal Reference Check (CRC) is on file. In an attempt to help ensure that all involved contribute equally and fairly, **each family is asked to complete a minimum of 14 volunteer hours throughout the year.** See below for details.

CLASSROOM PARTICIPATION

Parents/guardians are invited to join in the classroom routine and experience throughout the school year. However, participants are required to submit a criminal reference check (CRC) before volunteering. **Please note; CRC's may take up to 4 weeks to obtain.** For your convenience, a CRC request letter is available upon request to submit to the local OPP. Children not enrolled in the school (i.e. siblings) MAY NOT be brought to school during classroom participation days (as dictated by insurance and licensing).

GENERAL INFORMATION

PROGRAM DEVELOPMENT

Programs are evaluated regularly to reflect changes within the Child Care Early Years Act and ideologies on Early Childhood Education. A newsletter and calendar will be available regularly informing you of topics of interest, including program themes, events and preschool news. Families are invited to contribute to these newsletters.

EARLY INTERVENTION SERVICES

A new screening initiative has been introduced in Simcoe County. This new screening project will help parents and your child's teacher, together with an Early Learning Professional, determine if your child is or is not meeting his/her developmental milestones. This project aims to help parents identify what services, if required, may be beneficial for them and their child. We encourage you to share any concerns about your child's development with his/her teacher. Research tells us, the earlier a child receives intervention, the better the outcome. We want to help your child be as ready as possible for kindergarten.

FLUORIDE VARNISH PROGRAM

A dental hygienist from the Simcoe Muskoka District Health Unit is scheduled to visit our facility in October to start a Fluoride Varnish Program. Parents may sign their children up for this optional program in September / October. Children who qualify for the program will receive a dental screening and fluoride varnish application one or two times in the school year. The children have fun with this program learning to brush Alex the Alligator's teeth and discover how quick and easy it is to have their teeth checked and have fluoride varnish applied. More information will be shared at the first general meeting in September.

TOY CLEANING

To reduce the spread of germs, each week we are required by the Health Unit and Ministry of Education to clean and disinfect the toys used in the classroom. Families are required to complete a minimum of two cleanings per year (possibly more, if needed). Executive members are exempt from toy cleaning obligations.

VOLUNTEER HOURS

With the guidance and direction of the Executive, all families are asked to volunteer approximately 14 hours throughout the year. These hours will consist of various tasks including attendance to all required general meetings, at least 2 toy cleanings and fundraising event attendance and facilitation. Full participation is required for all members including those that have opted out of fundraising.

BOND CHEQUES

Bond cheques are mandatory. If the first 3 hours of the volunteer commitment is missed or fundraising requirements are not met, the bond cheque of \$200 will be cashed and a replacement cheque of \$200 would be required in order to continue. Any further hours missed and the second cheque will be cashed.

FEE SCHEDULE FOR 2019 – 2020:

TITLE	AMOUNT	PURPOSE
Membership/Registration THIS FEE IS NON-REFUNDABLE	\$50*	Membership fee, administration, Insurance
Program Fee/month <i>September 1 to May 1, inclusive</i>	\$125	Based on Attendance of 2 days per week and Fundraising Option 1 (see below)
Program Fee/Final Month <i>June 1</i>	TBD	An invoice will be prepared for June and any discounts and/or adjustments will be applied at that time.
Bond Cheque <i>Do Not Date</i>	\$200	Volunteer and/or Fundraising commitment

GENERAL INFORMATION

* A \$10 discount for COMPLETE registration packages received prior to September 1st will be applied and reflected on the final invoice in June.

All fees are required at time of registration and/or at the first General Meeting by cheques dated as indicated. For those families that do not have cheques, a cash deposit of \$200 can be paid September 1 and held in trust until the end of term. **Payments can be made by cash, cheque, etransfer or direct deposit (TD bank only). Cheques can be made payable to 'Elmvale Co-operative Nursery School' or 'ECNS'. Etransfer to: ecnsexecutive@gmail.com (no password required). TD Direct deposit forms are available upon request.**

DONATIONS & FUNDRAISING

Donations and fundraising is a crucial part in the financial maintenance of our school and requires the maximum co-operation of all parents for its efficient operation. Each family is required to provide an additional \$200 per school year. This can be done through fundraisers held throughout the year or added to monthly program fees. Fundraisers can be great opportunities to make new friends and participate with/for your child. There can be few or several opportunities throughout the year, subject to member discussion and agreement. Fundraising can feel overwhelming and time consuming but these events are only successful with your support and effort. Fundraising ideas and suggestions are encouraged and will be discussed at General Meetings.

There are 3 fundraising options:

Option 1: I will fundraise \$200.

Option 2: I will fundraise only \$100. Add \$10 extra per month to my monthly fee.

Option 3: I will not fundraise. Add \$20 extra per month to my monthly fee.

Donations are always welcome (but are separate from fundraising requirements) to assist in keeping costs low. Items like, but not limited to: **Dollar Store and/or Walmart gift cards, paper towels, Kleenex, dish soap, hand soap, bleach, play doh, markers, glue sticks, craft supplies** are appreciated. A list of supplies may be posted from time to time on the information board outside the classroom as needed.

FUNDRAISING & EVENTS

Throughout the school year there are many special events and field trips. The seasonal fundraisers are only suggestions and are subject to change pending member discussion and approval. All ideas are welcome - this is a group effort for success!

EVENTS	REWARD
Fall Fair School Parade	Community Involvement & Awareness
Christmas Concert	Social, Family Meet & Greet
Easter Egg Hunt	100% of Advanced Ticket Sales (\$5 each)
Maple Syrup Festival Bake Sale	Baked goods/treats are donation
World's Finest Chocolates	Approx. \$24 dollars per \$60 box
Purdy's Chocolates	Percentage varies per item
MacMillan's	Percentage varies per item
Loveable Labels	0% towards fundraising goal*
Scholastics; monthly book purchase	0% towards fundraising goal*
Scholars Choice	0% towards fundraising goal*
*Money raised, if any, automatically goes towards new items in the classroom.	

EXECUTIVE

ECNS is owned and operated by the enrolled families each year. The legally constituted Board of Directors administers the school on behalf of the families. Without it, the school would not be able to operate. Executive meetings are held a minimum of 6 times during the school year. Executive members receive a small monthly program fee discount. The Executive and Committees are a collective effort. While individuals are given particular roles and responsibilities, all families participate in making sure each task is completed successfully. The following list outlines the positions of the Board of Directors. Detailed descriptions can be found in the Parent Handbook.

President (Executive Member)

The President oversees the entire operation of the centre on behalf of the families and the Board of Directors. The President also works in close co-operation with the Supervisor, who runs the centre on a day-to-day basis. Advertising, promotion and marketing are also included in tasks.

Vice-President (Executive Member)

The Vice-President fills in for the President when the President is absent. Their primary responsibility is overseeing and managing the annual Egg Hunt fundraiser.

Treasurer (Executive Member)

The Treasurer's primary responsibility is working closely with the VP, overseeing and managing the Silent Auction portion of the annual Egg Hunt fundraiser and assisting the bookkeeper when required.

Secretary (Executive Member)

In addition to being a member of the Board of Directors, the Secretary's responsibility is to provide administrative services to the Board and the Centre. Overseeing and maintaining the toy cleaning schedule, meeting minutes and communications are among the varied tasks.

Fundraiser (Executive Member)

Fundraiser is responsible for coordinating, organizing and overseeing fundraising campaigns throughout the year. Maintain up-to-date, accurate fundraising files including inventory, orders, expenses and surplus.

COMMITTEES

- Housekeeping (2):** Deep cleaning of classroom and equipment during both Christmas and March breaks. Deep clean includes toys, fans, radiators, sink, cupboards, gym (mats, equipment, balls, trikes), etc.
- Yearbook (2):** Classroom and field trip photography, year-end memory book.
- Scholastics (1):** Manage Scholastic orders throughout the school year. Distribute orders as needed.
- Bake Sale (1):** Coordinate Maple Syrup Festival Bake Sale; set up, take down, etc.
- Media (1):** Submit articles throughout the year about the school and events.
- Egg Hunt:** Work closely with Executive to coordinate donations, Silent Auction, gift bag preparation, event promotion, etc.

SUMMARY

The requirements of the co-operative can feel overwhelming. For most families time is already stretched thin and all extras involved may be off putting. We are confident that the benefits your child will receive from this program far outweigh the temporary commitment being asked of its families. Preschool classroom skills are a valuable stepping stone on your child's educational path. **Additional information is available in the 'ECNS Handbook'.**