



# GENERAL INFORMATION

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## **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 for Christmas break, March Break, Statutory Holidays, July and August. Snow days are determined by staff discussion based on Simcoe County District School Board, North Zone bus cancellations and/or recommendations. 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 10-15 volunteer hours throughout the year.** See below for details.

## **CLASSROOM PARTICIPATION**

Parents/guardians are invited (but not mandatory) 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).

## 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

Together with an Early Learning Professional, a screening initiative program is offered through Community Living Huronia and RVH. An Early Referral Identification Kit (ERIK) is a questionnaire available to help parents and teachers 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.

## STUDENT NEEDS

ECNS may need to make modifications to your child's involvement with the program if it is not developmentally appropriate for your child. Our program may not be able to meet your child's needs if they require 1:1 support. These modifications may include, but not limited to, if a child is showing aggression to other students or staff (ie. biting, hitting and/or throwing toys) on an ongoing basis, the in class time may be shortened.

## 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 10-15 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 2020 – 2021:

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

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All fees are required at time of registration and/or by the first General Meeting. Postdated cheques dated the first of each month. 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, e-transfer or direct deposit (TD bank only). Cheques can be made payable to 'Elmvale Co-operative Nursery School' or 'ECNS'. E-transfer to: [ecnsexecutive@gmail.com](mailto: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!

<b>EVENTS</b>	<b>REWARD</b>
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. \$21-\$26 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*
<b>*Money raised, if any, automatically goes towards new items in the classroom.</b>	

## 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 gives an overview of each position:

### **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

- Bake Sale (1):** Coordinate Maple Syrup Festival Bake Sale; set up, take down, etc.
- Egg Hunt:** Work closely with Executive to coordinate donations, Silent Auction, gift bag preparation, event promotion, planning and day of tasks, etc.
- 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.
- Media (1):** Submit articles throughout the year about the school and events.
- Scholastics (1):** Manage Scholastic orders throughout the school year. Distribute orders as needed.
- Yearbook (2):** Classroom and field trip photography, year-end memory book.

## SUMMARY

The requirements of the co-operative can feel overwhelming. For most families time is already stretched thin and all extras outlined 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 within. Preschool classroom skills are a valuable stepping stone on your child's educational path.

**Additional information is available in the 'ECNS Handbook'.**