



**ELMVALE CO-OPERATIVE**  
**nursery school**

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# General Information

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**If the ECNS program is not for you, please pass this package on to a friend that may benefit.**

- ❖ Please review the General Information & Registration pages in full.
- ❖ Contact us with any questions or concerns. We will be happy to clarify.



# GENERAL INFORMATION

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## **Dear Parent/Guardian:**

Thank you for your interest in Elmvale Co-operative Nursery School. Preschool is a wonderful 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 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 development 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 time, games and songs. Basic readiness skills, number and letter concepts are also introduced. Tasks that we may take for granted like, snack time, open/closing backpacks and lunch boxes, sitting cross legged, putting a hand up in turn are basic skills that children require throughout their schooling.

## **WHAT IS A CO-OPERATIVE SCHOOL?**

A co-operative school is a not-for-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. In an attempt to help ensure that all involved contribute equally and fairly, **each family is asked to complete approximately 10 volunteer hours throughout the year** (details forthcoming).

## **PROGRAM STRUCTURE**

Elmvale Co-Operative Nursery School is licensed by the Ministry of Education, Child Care Quality Assurance and Licensing, Barrie Region and permitted to enroll a maximum of 16 preschoolers per session (8:1 student/teacher ratio). Our classes operate from the upper level of St. Johns United Church, 27 Yonge Street South, which is inspected annually. The school year begins the Monday after Labour Day in September and continues until the third week of June. Following the Simcoe County District School Board schedule, we are closed for Winter break, Spring Break, statutory holidays, July and August. Inclement weather closures (snow days) are determined by staff and board discussion and conferred with SCDSB, North Zone bus cancellations and/or recommendations.

Classes run Monday/Wednesday **or** Tuesday/Thursday mornings; 9am - 11:30am. Third day options may be available based on interest and enrolment. Children must be a minimum 30 months of age before their first day of class. \* **New** \* Afternoon programming is now available Monday/Wednesday only; 1pm-3pm. Children must be a minimum 36 months or older to participate in the 2-hour afternoon program.

Programs are evaluated regularly to reflect changes within the Child Care Early Years Act and ideologies in Early Childhood Education.

## **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 caregivers and educators determine if your child is or is not meeting his/her developmental milestones. This project aims to help families identify what services, if any, may be beneficial to support their child. We encourage you to share any concerns about your child's development with staff. 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. Our program may not be able to meet all needs if 1:1 support is required. 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.

## **CLASSROOM PARTICIPATION**

Parents/guardians are invited (but not mandatory) to join in the classroom routine and experience throughout the school year. 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 volunteer 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.

## **SUPPLY TEACHER LIST \* New \***

Like many other programs, we are struggling with a shortage of available Supply Teachers. Similar to the paragraph above, all participants would require a valid CRC and would work alongside at least one current staff member in order to avoid temporary closures and only on an as needed basis. This position would be compensated.

## **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. To help keep costs low, we ask families to complete a minimum of two cleanings per year (possibly more or less depending on enrolment, as needed). Executive members are exempt from toy cleaning obligations.

## **VOLUNTEER HOURS**

With the guidance and direction of the Executive members, all families are asked to volunteer approximately 10 hours throughout the year. These hours will consist of various tasks including attendance to all required general meetings, at least two toy cleanings and fundraising events (attendance and facilitation). Full participation is required for all members including those that have opted into the fundraising buyout.

## **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 for the student to continue. Any further hours missed and the second cheque will be cashed. 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.

**Preferred payment method is etransfer: [ecnsexecutive@gmail.com](mailto:ecnsexecutive@gmail.com) (no password required).** Other options available are; cash or direct deposit (TD bank only - forms are available upon request). Postdated cheques are no longer accepted for monthly tuition fees (does not apply to Bond requirement).

## **FUNDRAISING & DONATIONS**

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: Our family will fundraise \$200.

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

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

## **EXECUTIVE TEAM & COMMITTEES**

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 approximately 5 times during the school year or on an as needed basis via email. **Perks for the Executive members include; a small program fee discount, exemption from toy cleaning and registration priority preference.**

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 (detailed information available upon request):

### **President (2<sup>nd</sup> Year Family encouraged):**

The President oversees the entire operation of the centre on behalf of the families and works in close co-operation with the Supervisor, who runs the centre on a day-to-day basis.

### **Vice-President:**

The primary responsibility of the VP is overseeing and managing the annual Egg Hunt fundraiser.

### **Treasurer:**

The Treasurer's primary responsibility is working closely with the bookkeeper and reviewing the financials. Additional responsibilities include assisting the VP with the annual Egg Hunt fundraiser.

### **Secretary:**

The Secretary's responsibility is to provide administrative services to the Board and the Centre oversee and maintain the toy cleaning schedule, meeting minutes and communications as needed.

### **Fundraiser:**

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.

## **COMMITTEE OPTIONS**

**Bake Sale (2):** Coordinate Maple Syrup Festival Bake Sale; set up, take down, organize donations, etc.

**Yearbook (2):** Classroom and field trip photography, year-end memory book.

**Handy Person (1):** Odd jobs and minor repairs around the classroom as needed.

**Egg Hunt:** Work closely with Executive to coordinate donations, gift bag preparation, event promotion, planning and day-of tasks, etc.

## **SUMMARY**

The requirements of the co-operative may seem overwhelming at the start. For most families time is already stretched thin and the '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. Welcome! 😊