



Co-operative Nursery School

A Great School For Your Terrific Child

Parents' Handbook

**Bettye Hyde Cooperative Nursery
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www.bettyehyde.com

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1.0 Introduction

1.1 School History

The Bettye Hyde Cooperative Nursery School (referred to as 'the school') has been in continuous operation for more than 60 years. It grew out of the original Neighbourhood Nursery School, begun in the early forties by two energetic mothers of young families, Polly McKay-Smith, now Hill, and Jo Adams. They were part of the wartime influx of people who brought new ideas to Ottawa. The nursery school was an idea whose time had come. It began as a little group of neighbourhood families cooperating to provide their children with an educational experience. Before the first year was out, the families sought the assistance of Bettye Hyde, an outstanding educator who developed and ran the school's program for more than 20 years and subsequently established the Early Childhood Education program at Algonquin College. After a number of moves, the school found its present home at the All Saints Anglican Church. For over 60 years, the cooperative impulse has remained strong. Parents have done everything from painting walls and ceilings, laundering dolls' clothes and building equipment, to dealing with sceptical bank managers. They have always participated in the planning for the school and the teaching of their children. Bettye Hyde and Polly Hill joined parents, children, alumni and staff (past and present) to celebrate the school's 50th and 60th birthdays. Stories were exchanged, memorabilia collected and a tree was planted in the schoolyard at Chapel and Blackburn, in honour of this very special and enduring nursery school.

1.2 The Cooperative School Philosophy

Cooperative schooling provides an opportunity for children, parents and teachers to grow and learn together.

A place for children...

The children are provided with an environment that is geared to their needs, with suitable activities planned for their growth and development in all areas. The primary goal of the school is to encourage social interaction within the child's peer group. This takes place as a result of the activities provided in the school and through the guidance of the teachers.

We believe that children learn best when allowed to choose their own activity. The child's attention span is usually longer when he or she is the one choosing what to do and remain engaged at all times. Children learn the consequences of their choices and actions in such a setting.

Other goals include:

- to develop an awareness of self and good feelings;
- to learn consideration for others and to cooperate with peers;
- to develop an understanding of basic concepts such as numbers, letters, colours and shapes.

A place for their parents ...

The school is a registered, non-profit charitable corporation, owned and operated by the parents of its students.

At the school, parents have the opportunity to learn about child development, to participate in their child's preschool experience and to contribute ideas and talents to the program. Through the cooperative's executive and the general meeting held at the outset of the year, parents participate in the over-all organization and administration of the school. In addition, parents are an active ingredient in the school's operation as they undertake scheduled

maintenance and fundraising duties throughout the year.

In return, the school can be a source of support. The daily drop-off and pick-up time, the school parties and events provide opportunities to meet neighbours and share parenting experiences, as well, the school's director and teachers will discuss the many aspects of your child's development, in formal interviews or informal chats.

Where you will find teachers with both skill and experience ...

Our staff is qualified Early Childhood Educators and is responsible for managing programs that meet the standards of Ontario's Day Nurseries Act.

The Bettye Hyde Cooperative Nursery School has maintained an excellent reputation for the outstanding calibre and dedication of its Director and teachers. All teachers share equal responsibility for activities in the school. Our school is also recognized as a teaching centre where early childhood educators and student nurses come to learn and contribute to the program from time to time.

In addition to regular teaching duties, the School's Director is responsible for program planning and for the daily management and operation of the school. She is a member, *ex officio*, of the School's executive committee and attends all parents' meetings. As the list of parents differs greatly from one year to the next, the Director provides vital continuity to the operation of the school.

2.0 Programs and Options at a Glance

2.1 Morning Program (for Children aged 2 to 5 years at entry)

Hours: The program operates between 9:00 a.m. and 11:30 a.m., Monday through Friday, September to June.

Attendance options: Children may be enrolled in the morning program on a two-, three- or five-morning basis. The two-day sessions are held on Tuesday and Thursday while the three-day sessions are held on Monday, Wednesday and Friday.

Other Options: Early drop-off (8:30-9:00 a.m.), late pick-up (11:30-12:30 p.m.), as well as supervised lunch (11:30-12:30 pm) options are also available on a daily or monthly basis.

Adult/Child Ratio: There is a maximum of 24 children per morning allowed at Bettye Hyde Cooperative Nursery. With three permanent teachers and a parent volunteer (or proxy) on duty, a ratio of six children to one adult is maintained.

2.2 Afternoon Program (for Children aged 3.5 to 5 years at entry)

Hours: The program operates between 1:00 p.m. and 3:30 p.m., Monday through Friday, September to June.

Attendance Options: Children may be enrolled in the afternoon program on a two-, three- or five-afternoon basis. The two-day sessions are held on Tuesday and Thursday while the three-day sessions are held on Monday, Wednesday and Friday. While participation in the morning program is certainly not a prerequisite for the afternoon program, one of its benefits is the opportunity it gives children who have gone through the Bettye Hyde Cooperative Nursery morning program to maintain their link with their "first" school and "old" friends.

Other options: The following options are offered on a daily or monthly basis, in order to accommodate a variety of schedules: Early drop-off and supervised lunch (11:30-1:00pm), supervised lunch (12:00 1:00 p.m.), early drop-off (12:30- 1:00 p.m.), and late pick-up (3:30-5:00 p.m.). For any supervised lunch option, children bring their own lunch, eat it in the school and then enjoy a short play period, supervised by our teachers.

Adult/Child Ratio: A maximum of 24 children are allowed per afternoon. A ratio of at most eight children per teacher is maintained. Parent assistance is not required in this program.

2.3 After Full Day Kindergarten Program

The after Full Day learning kindergarten program is designed for children aged 3.5 to 5 years and runs from 2:30 p.m. to 5:30 p.m. five days a week. Children are dropped off by bus from surrounding area schools including Rockcliffe, Viscount Alexander, Lady Evelyn and St. Brigids. A healthy snack is provided upon everyone's arrival and then the children gather for a quiet circle to share stories, songs, books, and games. The remainder of the afternoon is spent in outdoor play making the best of whatever each season brings.

2.4 School Age Program

The after-school program is designed for children aged 6 to 9 years and runs from 2:30 p.m. to 5:45 p.m. five days a week. Up to 15 school-aged children are provided a safe, fun caring environment in which to play and socialize with their peers. Children are dropped off by bus from surrounding area schools including Rockcliffe, Viscount Alexander, Lady Evelyn and St. Brigid's. A healthy snack is provided upon everyone's arrival and then fun activities take place including art, manipulative toys, books, and outdoor play.

3.0 Program Details

3.1 Morning Program: planned informality

The school may appear informal and the children's activities spontaneous, but careful planning and preparation allow for this spontaneity. Our Director and teachers plan the program and activities in keeping with the philosophy of the school and in accordance with current knowledge about childhood development.

In the programming, consideration is paid to each major area of development: large muscle, small muscle, language, social and emotional. This is done by making specific activities available in distinct areas of the school –climbing in one spot, dress-up in another and arts and crafts in a third, for example. To provide a continued challenge to the children, teachers adapt, refresh or change the materials available in each area on a regular basis. The school morning has an underlying routine (moving generally from free play to snack to large circle and ending with outdoor play) that helps the children adjust easily to the school environment.

3.2 Afternoon Program: more structure

The afternoon program is more structured and is planned at a kindergarten level. Upon their arrival at 1:00 p.m. and for the first half hour the children enjoy free play. The next hour is spent completing a variety of art and cognitive activities. During snack, the children have another opportunity for free play. We end each day with a large circle followed by outdoor time.

Some of these activities are designed to enhance the children's cognitive skills. The excellent adult/child ratio ensures that each child receives considerable individual attention. They are encouraged to use their verbal and expressive skills in a stimulating, stress-free atmosphere. The program also emphasizes music, art and drama. Encouraging the children to learn more about cooperation is the continual goal of the afternoon group.

3.3 Indoor Activities

The children are in an entirely open space, able to move from one area to another as they wish. There are many activity areas: art, dramatic play, sandbox, unit blocks, climbers, puzzles, books, music, painting, imaginative play, play dough, housekeeping, and a quiet corner. The school is also a member of a toy-lending library and therefore benefits from a stimulating variety of quality toys and games exchanged on a regular schedule.

3.4 Snack Time

This is a social time when children are invited, six at a time, to join a teacher at one of the small tables to share a nutritious snack provided by the day's duty family. This provides a perfect opportunity for children to learn to wash hands, to share, to pour and to take turns.

3.5 Weekly Themes

A curriculum of weekly program themes such as "colours" or "friendship" is prepared according to the children's interests one week in advance. The teachers' plan for the week is then posted enabling parents to follow and participate more fully in their child's nursery schools' experience. This weekly theme is carried through the play centres, craft projects and into circle time. Parents are encouraged to send items from home that are appropriate for the weekly themes.

3.6 Large and Small Circle Activities

In one large or a number of small groups, the teachers work on selected "school readiness" activities. Activities tie in with the theme of the week and spark a great deal of interest on the part of the children. Circle activity is an opportunity to practice the skills of listening, concentrating, talking, and responding at appropriate times. It is a first step towards more structured learning.

3.7 Outdoor Activities

Weather permitting, outside activity is a daily event. Our large play yard and play structure provide for climbing, sliding, swinging, digging and the use of seasonal outdoor equipment and toys. Children should be dressed appropriately for outdoor play. An extra set of clothes should be available in case your child gets wet or muddy.

3.8 Special Activities

From time to time, teachers may select a small group to engage in a special activity such as playing a particular game, or baking. This can give a teacher an opportunity to work closely with individual children, establishing one-to-one relationships. Special visitors are often invited to circle time. These could include fire fighters, wildlife specialists, musicians, and children's entertainers.

3.9 Field Trips

Field trips are an integral part of both the morning and afternoon programs, and school fees cover their cost.

Two major field trips take place during the year in both the morning and afternoon program: one in the fall to a pumpkin patch, another in the spring to a sugar bush or other seasonal event. These trips are undertaken by school bus, and parental consent is required. As well, there may be occasional trips to the library or local parks. Pick-up times for the children remain unaffected. Extra adults are required on these occasions to help supervise the children. Experience has shown the adults enjoy the outings as much as the children.

3.10 Holidays and Professional Development (PD) Days

The school schedule generally follows that of the Ottawa-Carleton Board of Education. Each August parents are notified by letter of their child's starting date, which will fall sometime in the week after Labour Day.

Twice a year, in fall and winter, the school is closed so staff may attend professional development seminars or prepare the upcoming curriculum. These PD days usually coincide with those of the Ottawa-Carleton Board of Education. The monthly schedule of parent duty days clearly outlines holiday and PD dates.

3.11 Parent Co-operative Preschool Corporation

When you enrol your child at Bettye Hyde, you automatically become a member of the Parent Co-operative Preschool Corporation, see www.pcpctoronto.org. This non-profit, charitable organization offers various resources for parents (tips, weblinks, courses, consulting services), offers courses and shares best practices about co-operative schools (for parents trying to perform new duties, and for the board to draft school policies) and offers professional development and group benefits for the teachers.

4.0 School Policies

Over the years, the parent body has adopted policies that enable the school to run smoothly, meet its staffing and licensing requirements and keep the operation on a sound financial footing.

4.1 Admission

Minimum age for entry is 2 years for the morning program and 3.5 years for the afternoon program. To secure a place, completed forms are required, accompanied by a registration fee that is refundable only if the school is unable to accept the child. Forms and fees are required for returning as well as new children. The school's registrar maintains a waiting list when enrolment is full.

While most children are enrolled from September through June, a child may be admitted at any time during the school year.

4.2 Fees, Subsidies and Payment Method

The Executive Committee reviews, revises and sets the school fees each year. The current fees schedule is indicated in the registration package available from the Registrar or Director and on the school web site.

Tuition Subsidies: Each year, the region subsidizes the fees of some Bettye Hyde Cooperative Nursery students. Parents must apply for such funding directly to the City of Ottawa. Anyone interested in making an application should ask the Director for the phone number of the office involved.

Payment Method: At the Annual General meeting in the spring, parents must deliver ten cheques for the school fees to the Treasurer. Cheques must be post-dated one month in advance of the actual month of care. Therefore cheques are dated August through May 1st. For those registering after the meeting, post-dated cheques are to be given to the Registrar or Director at the time of registration. All cheques should be made payable to the "Bettye Hyde Cooperative Nursery School".

Casual early drop-off or late pick-up: The teachers are happy to entertain casual early drop-off or late pick-up so long as parents pre-purchase a 10-period card from which teachers automatically punch out periods when required. Teachers won't provide this service to parents who are behind in their payment by one full card. The fees for this option are available in the registration package and on the school web site.

Mid-Year Registrations: Students starting before the 15th of the month are charged the full program and prepaid optional service fee for the month. Arrivals after the 15th of the month are charged half of the full program and half of the prepaid optional service fees otherwise payable for the month.

Family Rate: For families with more than one child at Bettye Hyde Cooperative Nursery, the second and lesser fee is reduced by 10 per cent.

Family Assessment Fee: At all times the Executive Committee is responsible for maintaining proper financial management practices. Where the cooperative does not have sufficient assets available to meet its obligations, the Executive may, as a last resort, seek the required funds through a Family Assessment Fee from member families of the cooperative. If approved by a majority of members at a duly constituted general meeting, each family is obligated under the terms of membership in the cooperative to pay the fee so approved.

4.3 Withdrawal

The school's policy on withdrawal exists to safeguard the stable operation and financial solvency of the school. The school depends upon continuing full enrolment to provide qualified teachers and to cover our operating expenses. Without sufficient notice, it can be very difficult to find another child to fill the space left by a child who leaves mid-year. In the last few months of the year, the task is virtually impossible.

The school's budget is calculated on a monthly basis. Should you wish to withdraw your child from the school, we require **one full month's notice (delivered no later than the first day of the month)**, or **one month's fees in lieu of notice**. This means, for example, that if your child will not be returning in January, you must give notice by the first of December. Otherwise, your prepaid June fee will be withheld in lieu of proper notification. Should you withdraw your child in the middle of December, December fees are due in full, regardless of notification, and proper notice must be received no later than December 1, for the full withdrawal in January. With proper notification of withdrawal, your prepaid June fee will be reimbursed.

The school cannot accept any notice of withdrawal after March 1st. Should you wish to withdraw your child from the school in April, May, or June, notice must be given by March 1st. Otherwise, fees for these months will be charged, and your prepaid June fee will be withheld.

Leaving during the month is handled as follows: Departures after the 15th of the month are charged the full program and prepaid optional service fees for the month. Departures before the 15th of the month are charged half of the full program and prepaid optional service fees for the month.

The school also requires notice, as above, for a reduction in the frequency of attendance, i.e., if you decide to drop from five morning to three mornings per week. Notice of any changes regarding your child's enrolment in the school, or in a particular program, should be given to the Registrar.

4.4 Extended Leave

To hold and guarantee a child's space in the program during an extended leave from the school, full monthly program fees must be paid during the absence. This is applicable to only the first (full-fee) child for families with more than one child in the school. The payment of prepaid monthly optional services is not required.

You do have the option of withdrawing, with proper notification, and registering again if a space is available. Please note that a registration fee is charged with every registration.

4.5 Absences

Please advise the Director as soon as possible if your child is going to be absent, or is being kept home because of illness. We regret that we are unable to provide refunds or make-up time for days absent.

4.6 Health

The Director must be advised of students' allergies and any exposure to or contracting of contagious diseases. If your child is ill, he/she should be kept at home.

Please keep your child at home if he/she has the following symptoms:

- Fever persistent crying, irritability, unusual lethargy, difficult or irregular breathing or other signs of possible illness.
- Diarrhea two loose bowel movements. Diarrhea is defined as an increased number of stools compared with the child's normal pattern, increased stool or decreased stool form.
- Vomiting twice or more in the previous 24 hours unless it can be determined that the vomiting is due to a non-communicable condition and the child is not in danger of dehydration.
- Gastroenteritis
- Mouth sores associated with the child's inability to control her/his saliva, unless the doctor states in writing that the child is non-infectious.
- Rash with fever such as measles or roseola or behaviour change associated with such rashes until a doctor has determined that the illness is not a communicable disease.
- Streptococcal throat (strep throat) until 24 hours after the first treatment and until your child's temperature has been normal for 24 hours.
- Scabies until after the treatment is complete.
- Whooping cough until 5 days of the medication has been completed.
- Mumps until 9 days after the start of the gland swelling.
- Hepatitis A infection until 1 week after onset and jaundice, if present, has disappeared.

If your child becomes ill with any of the outlined illnesses, you will be required to pick up your child as soon as possible. If the school will not be able to reach you at your usual number(s), please leave an alternate contact number at the drop-off time. Also be informed that a doctor's note may be required upon your child's return to the School.

Bettye Hyde Cooperative Nursery is a PEANUT and NUT FREE ZONE.

4.7 Medical Emergency

In case of a medical emergency, children will be taken to the hospital. We will notify the parent or guardian when the medical emergency happens. If we cannot reach you, the emergency contact person will be called, and the family doctor will be called. Failing to reach either contact, the teachers will take the child to the nearest hospital and continue their attempts to contact the parent or guardian. It cannot be stressed strongly enough the importance of making sure that you keep the school informed of all changes in addresses and phone numbers.

In case of a minor accident (scrape or abrasion) we immediately apply first aid to the child, comfort the child and decrease the child's activities until the child is ready to actively participate in the program. In the case of a serious occurrence, an accident report will be filled out and sent home with the child for parents to sign and return.

4.8 Waiver

The school cannot under any circumstances be responsible for accidents or illnesses suffered or incurred in the school

4.9 Transportation

Parents are responsible for transportation to and from school. Over the years, families have helped each other out in getting their children to and from school, forming car pools, or just helping another parent in a pinch. The staff cannot under any circumstances provide car transportation for children.

4.10 Drop-off and Pick-up

In order to assure smooth school operations, please be punctual when dropping-off and picking-up your child.

Children are welcome starting at 9:00 a.m., or 1:00 p.m. for the afternoon program, and must be picked up promptly at 11:30 am or 3:30 p.m., unless participating in the early drop-off or late pick-up programs. Early drop-off or late pick-up fees will be charged for arrivals or departures outside these times.

If your child is picked up outside the usual hours of operation, overtime fees will be charged at the rate of \$15.00 per 15 minutes. The school hopes this will encourage everyone to be on time. Overtime fees will be paid to the teachers.

N.B. The teachers must be advised if someone else is to pick-up your child. They will not allow a child to leave with anyone who has not been specifically authorized by his/her parent.

4.11 Scheduled Duty days - Parent Assistant and Laundry Duty

Parent assist mornings and Laundry-Duty are scheduled by the Parent Coordinator, who prepares and distributes a monthly calendar.

Your day as parent assistant is your child's "special day". You should arrive at the school at 8:50 a.m., without your child's siblings, except in the case of nursing infants. If it is impossible for a parent to attend on the family's duty morning, he/she can arrange with another parent to switch days. **It is the parent's responsibility to find an acceptable stand-in.** Any changes to the Parent Assistants schedule that results from a switch in duty days must be noted in advance, by the parent(s) involved, on the schedule posted in the kitchen, and the Director notified.

Laundry Duty will be noted on **Saturdays** on the parent-assist-schedule. Please take the laundry home over the weekend and return it on your first day back the following week. Failing to show up or to arrange for a substitute on your scheduled day creates problems and unsafe situations. In particular, the licence of the school is jeopardized when the adult/child ratio falls below a certain level. **If a duty day is missed, the parent will be charged a fee of \$50 that will cover the cost of a substitute teacher or cleaning service, as the case may be.** Moreover, the cost of purchasing a snack will be added to the fee if a snack is not provided in advance.

4.12 Behaviour Management

Following are some guidelines that parents performing their assist duties should know. Bettye Hyde School's aim is to provide young children with an opportunity to experiment, test and develop new skills in a warm and supportive environment, and to encourage social skills such as sharing and cooperation. In order to meet this objective, we set behaviour limits that attempt to acknowledge the individual child's developmental stage and needs as well as those of the group. We state limits in a positive manner, concentrating on what is acceptable. For example, we will say, "feet stay on the floor" rather than "don't stand on the table."

Children are praised for positive behaviour. Children are redirected from situations with which they are having difficulty. We encourage the children to consider loud, boisterous play appropriate for outdoors, rather than indoors.

An integral part of our behaviour management policy is to encourage each child to develop his or her own problem solving skills. The adult serves as a resource person in disputes between children, encouraging them to verbally express their needs and frustrations directly to each other. At times and as necessary, an adult may offer suggestions.

Discipline is a direct consequence of inappropriate behaviour. Disrupting an activity centre results in leaving that centre; throwing a toy results in not using that toy; damaging

equipment results in not being able to use the equipment; and if a child is being physically aggressive, he or she will have time out until a readiness to resume play is demonstrated. Our aim is to show the child that it is his/her behaviour that is unacceptable not the child personally.

The following forms of punishment shall not be used:

- corporal punishment – striking a child, shaking, pushing or any other form of aggressive contact
- deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect
- deprivation of a child's basic needs, including food, shelter, clothing or bedding
- confinement or deprivation of a safe exit from the school

Behaviours considered to be unacceptable are:

Physical Abuse including biting, hitting, punching, pinching, scratching, kicking and pushing.

Verbal Abuse including racist or sexist remarks and name calling.

Bullying defined as persistent name calling, minor harassment (such as taking things, toys etc. away from someone) and more major incidents involving physical violence or a group of children picking on one child.

Spitting

Screaming, shouting, running inside the building.

Destructive (improper) use of toys, equipment or materials.

4.13 Dismissal

The school reserves the right to impose the withdrawal of a child who has been consistently disruptive. This measure will only be imposed when the child poses a significant risk either to him/herself and/or to others. This measure will only take place following a meeting between the parent(s), teaching staff and members of the executive.

4.14 Snacks Bettye Hyde Cooperative Nursery is a NUT-FREE school.

The duty parent brings and serves unsweetened juice and a snack adequate for all the children in the school. It is of course important the snack be nutritious (although it certainly doesn't have to be homemade). Fruit, cheese, crackers and muffins are classic. The snack should arrive ready-to-go, cut up into individual servings. If you want suggestions as to what to bring, ask the teachers.

14.15 Anaphylactic Food Allergies

There are children at the school who have severe allergies which can cause an anaphylactic reaction. An anaphylactic reaction is an allergic reaction so severe it can cause death. Nuts and peanuts are a common trigger for anaphylaxis. As a result, the school does not permit nuts, peanuts or nut/peanut products to be brought into its premises.

If your child is entering the school after recently eating peanut butter or other such products, please ensure that hands are thoroughly washed and teeth are brushed. A peanut/nut allergy can be so severe that even touching or inhaling a trace amount can trigger a life- threatening reaction.

The duty parent provides snack for children attending our programs, but if for a health reason your child is bringing in any food for personal consumption it must be nut/peanut free. All snacks provided by the special day parent must be nut free (*read packages carefully for may contain nuts warning). Effective May 1st 2007, we must be informed in writing if it is necessary for you to supply a special snack for your child. Please inform your child that they are not permitted to share food. Children who stay for the lunch program must also have a nut free lunch.

4.16 Scent Free Policy

Due to the rise in environmental allergies the building has adopted a No Scent policy. This makes the school a No Scent zone as well. Please refrain from wearing perfume, cologne, scented creams, etc. when spending time at the school.

4.17 Birthdays

We are delighted to celebrate birthdays at school. The duty day coordinator will try to schedule you on your child's "big" day -it's a good idea to confirm the day with him/her before the schedule is drawn up and if you don't get on the list on the right day, don't hesitate to arrange a switch. If there are two birthdays on the same day, both sets of parents are welcome, but they should be sure to coordinate the snack.

4.18 Clothing

It is important that your child wear clothing that is suitable to an active and often messy play environment. We ask you to label everything with your child's name: each year the lost and found box collects large quantities of unmarked clothes. Each child should keep a bag with a complete change of spare clothes at school. This bag should be marked with the child's initials. Children are taught and encouraged to dress themselves at school: slip-on shoes and boots, pull-on pants, mittens (not gloves) etc., make this task easier. All children are taken outside for a play period in all but the most inclement weather, so please make sure that they are appropriately dressed -- in particular, send them in splash suits and rubber boots on rainy days. On sunny days, or when the ultraviolet index is high, children should arrive with a hat and already-applied sunscreen. Diapers, diaper liners and wipes must be provided for children who are not toilet trained.

4.19 Criminal Reference Checks

In keeping with the directive from the Ministry of Community and Social Services (MCSS), criminal reference checks must be completed as part of the employment/association process, for all staff and volunteers who have direct contact with children. This policy shall apply to all new staff and volunteers who become associated with the school after May 1, 1995, specifically: Director, teacher, supply teachers, parents who perform parent assist duty, and any parent delegates who perform parent assist duty (ex. caregiver, grandparents).

Consent forms from the Regional Police Department will be available at the school and in the registration package, and must be completed before a witness. No costs are charged to Bettye Hyde Cooperative Nursery School, a non-profit agency. Should costs be charged, the applicant will pay the fee.

The School's Executive Committee is responsible for maintaining a confidential record of all reports received, and, in particular, assessing all positive reports for relevance to its operations and risk to children. A positive report may not preclude employment/association. Applicants will be accepted conditionally, and start performing their duties, during the criminal Reference Check process. However, they will not have unsupervised access to children and will remain under the direct supervision of a staff member at all times.

5.0 Responsibilities of Parent

As a cooperative, parental involvement is what makes Bettye Hyde School special. As cooperative members, parents own the school. They operate it through the Executive and its committees; they make sure it stays financially sound through careful planning and regular fundraising events; they are a continual presence in the school during the morning program; they maintain it as painters, cleaners, furniture movers. Being a Bettye Hyde School parent brings responsibilities, an effort and time requirement, as well as many happy moments with your kids and your neighbours.

5.1 Annual General Meeting

It is essential that at least one parent per family attends the Annual General Meeting in June, where volunteer commitments are made and committees are struck. It is each parent's responsibility to take one or more volunteer positions. Those unable to attend the AGM in June will be contacted by phone and offered positions still unfilled when adjourned.

5.2 Duty Days - Parent Assistants

Parent duty days are a time to observe your child in the program. In addition to helping out on the floor, parents are asked to perform light cleaning jobs during small circle and outdoor times. This helps to keep the fees low as the school does not need to hire a cleaner to come in every day. From time to time, parents may be asked to perform additional tasks, such as filing art, preparing art activities, washing items used by the children and helping out with the general organization of the school. See Section 4.11 for additional details.

5.3 Executive Committee

The affairs of the school are managed by an Executive Committee, which includes a minimum of three and a maximum of seven officers, and (ex officio) the Director of the school. The officers are parents appointed at the Annual General Meeting held every June. The Executive oversees the administration of the school, including the hiring of teachers, determination of salaries and fees, financial control and fundraising events. The Treasurer, President and Director (two of three signatures are required) have official signing authority for school accounts.

The Executive meets monthly to conduct its business. All parents are welcome to attend these meetings and to participate in discussions, or to pass on concerns to Executive members. The date, hour and location are noted on the calendar on the Parents' Notice Board. Minutes of all meetings are posted in the school and then filed in an information notebook kept in the school for parental perusal.

The specific duties of Executive members are as follows.

President: The President provides general administration and supervision of the operation of the school. The President's role is central to coordinating the work of the board and committees and is directly responsible for overseeing activities and ensuring that all deliverables are fulfilled. The President is also responsible for setting the agenda for meetings and keeping the agenda on track. Additional responsibilities and expectations include liaising with staff and families, and fulfilling other tasks as required in order ensuring the success of the organization. The President is the final authority for the school, and must be fully informed of any problems and significant plans.

Vice-President: The Vice President's job consists of supporting and collaborating with the President. The Vice-President undertakes such responsibilities as delegated by the President; exercises duties of the President during any absences.

Treasurer: Responsible for financial affairs: keeps the books, collects fees, pay salaries and bills, advises on expenditures, provides monthly and annual financial statements; projects

the budget. With the Registrar, responsible for making sure that financial policies regarding fees are observed. The Treasurer approves spending on school activities and events and completes all financial transactions.

Secretary: The role of the Secretary is to produce the minutes of the meetings and to distribute them to the Board members and to ensure that a copy is put up in the School. The Secretary also produces any official correspondence that the Executive or President wishes to send. The Secretary ensures that meetings are conducted in accordance with the bylaws.

Registrar: The Registrar handles registration inquiries, applications and files. The Registrar maintains an up-to-date record of students enrolled in the school and those families who are on the waiting list. The Registrar strives to have the school filled at capacity at all times within regulations and informs interested parties of any vacancies.

Volunteer Coordinator: The role of the Volunteer Coordinator (VC) is to maintain lists of volunteer roles based on previous years needs and areas of support identified by the teachers and members of the Board. Using information from the Registrar and the teachers, ensures that all volunteer roles are filled by parents or guardians of Bettye Hyde Cooperative Nursery students. The VC informs parents and guardians of their roles and who to contact to fulfill their duties. Where possible, provides volunteers with an outline of their responsibilities, including Spring Fair committee task descriptions.

Newsletter Editor: The job of the Newsletter editor is to collect all the pertinent information required for each month's edition of the school newsletter. The editor is also responsible for printing and distributing the letter to each school family.

Publicity Coordinator: The Publicity coordinator is responsible for publicizing all internal and external events that the Bettye Hyde Cooperative Nursery is involved with and working with the newsletter coordinator to keep parents informed about events. It also involves designing and distributing publicity material and developing links with local organizations including local elementary schools.

Fundraising: Parents try to raise approximately \$6000 each year for purchases of new equipment and school improvements. Typically this involves the following events, each of which needs a coordinator and committee support:

- Festival of Light Raffle
- Spring Yard Sale and Children's Fair
- Scholastic Book Sales
- T-Shirt Sales

5.4 Other Volunteer Positions

The continuing smooth operation of the school requires a wide range of parent participation. The various ways in which parents get involved, described below, offer everyone a chance to participate at a level that reflects his/her talents, interests and available time – and an opportunity to make a real contribution to the school. Each task followed through to completion helps our cooperative nursery school to function. There may be some variation in the positions and committees from year to year. In addition to the volunteer position, each family is required to participate in the Spring Fair.

Publicity: An assistant to the Publicity Coordinator is necessary. Each family is assigned a poster location that it furnishes with school notices, on the request of the committee.

Social Committee/Party Planning: The parents on this committee plan and coordinate the school's social events such as Festival of Lights party in December, the Fall orientation meeting and year-end celebration. This committee assists with events that may be held

throughout the year.

Toy and Book Repair: Repairing broken toys or ripped books.

Toy Cleaning (4 volunteers): This person takes home toys on 8 week rotation to be disinfected, washed and dried. This is a shared responsibility throughout the year, with 2 weeks on 6 weeks off.

Toy pick up at Parent Resource Centre: This person goes one evening a month visit the toy lending library to sign out various toys for the school and then collects and returns the toys each month.

Sewing: One or two people are needed each year to repair torn cushion covers, doll clothes, dress up clothes etc, as required. This person must have a sewing machine of one's own.

Word Processing: This person types up monthly attendance sheets. One person may be needed to undertake occasional word processing on behalf of staff and executive.

Photocopying: Volunteers (usually 2) are needed to undertake photocopying of various items for distribution to parents. When necessary, funds are provided for the cost of photocopying.

Telephoning: Volunteers (usually 2) are needed to call parents from time to time about special events, changes in schedules, or any emergencies. They may also assist in contacting school alumni about the school's special or fundraising events.

Driving: Someone with a large vehicle (station wagon or van) is needed from time to time to transport materials for a fundraising or maintenance project.

Special Day Coordinator: Using information from the Registrar, organizes the snack schedule for both morning and afternoon families. This person prints the schedule, makes copies and distributes it to all families.

Scholastic Book Orders: The person distributes order forms to all families each month, organizes and places the order, then distributes the books when they come in.

Website: This person maintains and updates the Bettye Hyde Cooperative Nursery School's website.

Photo organizer: This person brings film in to be processed and buys new film (the school will reimburse costs). The photo-organizer arranges selected photos on display board attractively and puts photos into albums after they have been displayed.

Year End Party Organizer: This person works with teachers to review the design and flow of the party and location. The year-end party organizer informs families of party details (large poster in school and/or flyers), writes notice for the school newsletter about the date, time and features of the party and makes hats for the graduation ceremony from template and materials provided. This person ensures that the megaphone and graduate accessories get to location.

Carpentry: One person is needed for light carpentry jobs such as repairing child size furniture, wooden toys etc.

Library Duty: This person is responsible for signing out new library books from the Ottawa Public Library every 3 weeks and returning old books.

Winter Food Hamper: This person contacts Shepherd's of Good Hope to get details in early-mid November and discusses possible contents of hamper with Shepherd's and teachers, This person draws up sign up sheets for the creation of the hamper and delivers the hamper to the recipient's home before the winter holiday.

Transportation: This person must have a large vehicle (truck, van, SUV) and will be called upon periodically throughout the year if needed to move large items.

Photocopying (four people): These volunteers should have access to free or low cost photocopying. The teachers will place items for copy in your child's mailbox sometimes daily and you are to copy the materials and return the copies to the teachers as soon as possible. There is a rotation of 2 weeks on and 6 weeks off.

Fish Tank Maintenance: This person changes the water and cleans the school's fish tank every two weeks as well as buys fish food, filters and other accessories when needed (school will reimburse your costs).

Steam Cleaning the Circle Carpet: This volunteer preferably has a steam cleaner of their own and every 2 months cleans the circle carpet at a date and time discussed with the teachers.

Yard Maintenance: This position involves seasonal cleaning of outdoor toys and storage boxes, removal of sun shades from above sand box in late fall and rototilling the sandbox in fall and spring. Other odd jobs may be needed throughout the year.

Play Dough (four people): Every eight weeks these volunteers make 2 batches of play dough for the school. The play dough must be at the school by Monday morning of your scheduled week.

6.0 Calendar of Activities

August

- Registrar sends letters to entering families informing them when their child is to start school.
- Director and teachers set up school last week of the month.

September

- Welcome and Welcome Back Social Event for all Bettye Hyde Parents

October

- Pumpkin Patch Trip

November

- Trivia Night Fundraiser

February/March

- Open House and Registration Drive
- First Spring Fair Meeting for all Bettye Hyde Parents

May-June

- Spring Field Trip
- Children's Fair: the year's main social event and fundraiser.

June

- Family Picnic and Graduation Ceremony is held to mark the year's end; families registering for next year are also welcome.
- Annual General Meeting, the second or third week of the month