

# Metchosin Preschool



## Parent/Guardian Manual



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## **Philosophy Statement**

Metchosin Preschool is committed to providing care and education to all preschool children. We believe that each individual develops at their own rate, and when afforded our respect in all interactions, will learn acceptance, build self esteem and develop self-control.

## **Mission Statement**

Metchosin Preschool strives to provide a supportive, nurturing and familycentered environment for children and their families. This will be achieved by providing a high quality preschool experience, parent support and education, at the lowest possible cost.



## Welcome to Metchosin Preschool

Dear Parents,

Welcome to Metchosin Preschool! We hope you will have fun here, learning with your children. A cooperative preschool is a group of families organized to provide their children with a quality preschool experience. Cooperative preschools are owned and operated by parents on a nonprofit, nonsectarian, interracial basis. Under the guidance of a professional Early Childhood Educator (ECE), parents assist in the classroom and participate in the educational programme.

This manual is designed to familiarize you with the many aspects of our school. It is our belief at Metchosin Preschool that children learn through play. Activities are included which promote the complete development of the child – socially, emotionally, intellectually and physically – and which encourage a good self concept, self control and self reliance. Children enjoy excursions into the community as well as indoor and outdoor play, both active and quiet, with the opportunity to use a wide range of materials and equipment. Limited numbers, as well as parent assistance in the classroom, make possible a great variety of activities and individual attention. Provision is made for individual differences and varying rates of growth and development; every opportunity is given to develop maximum self expression.

We hope that you enjoy your involvement with the Metchosin Preschool and that this manual will provide you with much valuable information to ensure that enjoyment.

Metchosin Preschool



## **General Information about Metchosin Preschool**

### ***Duties and Responsibilities in a Co-operative Preschool***

Metchosin Preschool is a parent run co-operative. Member families are responsible for the administration and upkeep of the school.

This involves the following:

- Familiarizing yourself with the constitution, bylaws and policies as well as the parent agreement form.
- Carrying out a job of Executive position.
- Volunteering for a committee (if required).
- Committing to cleanup and care of the Preschool which includes daily and weekly tasks, while participating and attending one of the four seasonal clean-ups held at the beginning of school term, Christmas and Spring Break and end of the school term.
- Metchosin Preschool is a nonprofit society and monthly dues are kept to a minimum, fundraising throughout the year is essential for covering all expenses. Each family must assist with fundraising in some way throughout the school year.

With everyone's participation these tasks can be quickly accomplished and are a wonderful way to become acquainted with other members of the Preschool community.

### ***Licensing and Association***

#### **Childcare Licensing Board**

The Metchosin Preschool, a parent owned cooperative preschool, has been operating since at least the early 1960s. It is licensed by the provincial health authority licensing body and is incorporated under the Society Act. All ECEs at the Preschool must qualify professionally as Early Childhood Educators and are themselves licensed by the provincial government.

#### **Site**

The Preschool has been operating in St. Mary the Virgin (Metchosin) Anglican Church hall since the Preschool's inception. The preschool manages the hall, including the rental of the hall according to a contract negotiated with St. Mary's Church. All of the equipment used by the preschool is the property of the Preschool, including the playground equipment. The Metchosin Preschool is NOT affiliated with St. Mary's Church.



## **Orientation**

According to government licensing regulations, in order to assist the ECE(s) in the classroom, parents and caregivers are required to complete eleven (11) hours of orientation to familiarize themselves with the Preschool's philosophy and programme as well as to outline their special role in a cooperative preschool.

## **Parent Education and Monthly Meetings**

As required by government licensing regulations, Parent Education Programmes are designed to help increase your understanding of how children develop and how they show their needs. With this information you can be more effective with the children in the classroom and at home.

In order to maintain your family's qualifications to assist in the classroom, and in order to meet co-op licensing requirements, it is necessary for at least one person from your family to attend the Monthly Meeting, which includes a business portion and a parent education portion. The meetings are currently held on the first Tuesday of each month at 6:30 pm, September through June, at the Preschool. If neither parent/guardian is able to attend, a substitute may attend for you and report what has taken place at the meeting.

We understand that life gets busy and sometimes families may not be able to have someone attend a meeting. In the event of an unavoidable absence, the parent/guardian needs to contact the Preschool and the Classroom Representative prior to the Monthly Meeting and explain the reason for not attending.

In the event of a parent/guardian/substitute missing any meeting, the parent/guardian must read and sign the posted minutes of the meeting, as well as complete an educational activity under the direction of the Executive or ECE, within one (1) calendar month of the meeting.

## **Health and Safety Regulations**

In accordance with the Fire Services Act, the ECE(s) conducts periodic safety drills. Fire drill procedures are posted on one of the bulletin boards in the Preschool at all times. The classroom is equipped with a fire extinguisher located in the kitchen and all participating parents are required to familiarize themselves with its use.

Smoking is not permitted at any time in the classroom, playground, or during field trips.

In case of accident, the ECE(s) will have the child removed to the hospital and the doctor and parents will be notified as soon as possible. If neither parent can be reached, the alternate person whose name appears on the Enrolment Form will be contacted. A First Aid Kit is located on the top right hand shelf of the kitchen, beside the sink, and goes with the class on field trips. The ECE(s) is qualified in First Aid by the Red Cross Society.



## **Field Trips**

Parents are notified of all excursions by the Field Trip Co-ordinator. When parents provide transportation, drivers must be properly licensed and vehicles must be insured with a minimum \$2,000,000 Third Party Liability Insurance and be equipped with seat belts for all passengers. Children must sit in REAR seats ONLY. Parents must be willing to transport their own child when specific safety requirements are to be met and cannot otherwise be provided (e.g., use of car seat). For all excursions the ECE(s) will carry information cards with names and phone numbers of each child's doctor and of where parents can be reached. Before leaving, the ECE(s) will post a notice on the Preschool door indicating the destination.

## **Insurance Coverage**

Each child's enrolment fee covers insurance. Specific information on the insurance coverage provided can be seen on request to the Treasurer.

## **Personnel**

The Classroom Representatives (one parent selected for each class), the ECEs' Representative (one person selected by the ECEs) and the First Vice President form the Personnel Committee. If you have ANY concerns or difficulties, your Classroom Representative and the committee are there to help you, and if requested, will hold any and all of your discussions in the strictest confidence. If a problem cannot be resolved by the Personnel Committee, they shall take the problem to the next Executive Meeting and, if necessary, the Monthly Meeting for open discussion.

In recent years the common practice is to bring a concern to the Classroom Representatives and/or ECEs. The concern would then be forwarded directly to the Executive Board for discussion, using as much discretion as possible. If you would prefer to use the Personnel Committee process, please mention that when you first raise a concern.

## **Fees**

A one-time registration fee must be paid at the time your child's registration form is accepted by the Enrolment Chairperson, in order for your child to be considered registered. This fee is non-refundable. This includes instances where a family has registered a child at the Preschool, but withdraws the child's registration and/or enrollment, or the child does not attend the Preschool.



All monthly tuition fees (post-dated where necessary) must be submitted before the child's first day of class. If not submitted, the child is not permitted to attend class. The first and last month's tuition fees are paid together and dated for September 1<sup>st</sup> (or the first day of class for a child starting later in the school year). The remaining monthly tuition fees, October through to May, are dated for the 1<sup>st</sup> of each month.

No fees are refunded for any preschool days missed due to illness, family holiday or emergency closure.

A one-time cleaning deposit is also required by all families. A cheque for \$100, post-dated for your cleaning date (to be assigned in the summer), is to be handed in with the rest of your cheques and will be cashed if you do not do your cleaning day. Another one-time fee is required for the Parent Education Fund. This money goes toward a gift for speakers that we have at our monthly meetings throughout the year.

Fundraising is required by all families unless you choose to opt-out. If you do opt-out of the fundraising you will need to pay the opt-out fee (\$50/month from September to June, 10 months total). If you are going to be a fundraiser then you will need to provide 3 deposit cheques for \$165, dated January 1<sup>st</sup>, April 1<sup>st</sup> and June 1<sup>st</sup>. If you have not completed the fundraising requirements, then all or partial amounts of the deposit will be cashed. If you have completed the fundraising requirements, your deposit will be returned at the end of the school year.

Financial Assistance is available to those who qualify through the Ministry of Children and Family Development. For more information, please internet search "BC Child Care Financial Aid." If you are applying for Financial Assistance, please forward proof of successful application to the Preschool (Treasurer) so that we can co-ordinate payment of your Preschool tuition and fees.

### **Withdrawal**

Notification of withdrawal from the Preschool must be made in writing to the Enrolment Chairperson one month in advance, or one month's fees shall be paid in lieu of notice. Notice should be given on the first or fifteenth of the month, though emergency situations may be considered separately by the Executive. Withdrawal forms are available on request to the Enrolment Chairperson.





## **The Preschool Programme**

### ***Introduction of ECEs***

#### **Erin Armstrong**

Welcome preschool families! First, I would like to let you know how truly excited I am about working at Metchosin Preschool and I'm looking forward to a wonderful year full of learning, exploring, discovering and growing with you and your children.

Just a little about myself and my family. I have been a resident of this wonderful community for approximately 35 years. This is the community where I grew up riding bikes, going to school, playing on the beaches and exploring the parks with my family and friends. When I was young, I always told my father that I was never going to leave Metchosin and good to my word only left for less than two years before returning to raise my family. Together my husband and I have five daughters. Three are grown and starting their own life adventures and two are school age, our children range in age from 25 years to 9 years. My two younger daughters attended Metchosin Preschool, and it was during their time here that I often hoped and wished that I could have the opportunity to work here one day. Lucky for me this happened just five years ago and the Preschool has become my home away from home. So much so, you will notice my husband and daughters pop into the preschool just say hello!

My educational and work history in nutshell. In 2000, I graduated from the University of Victoria with a degree in Child and Youth Care. Directly out of University I started working in the Sooke school district in a variety of roles: Educational Assistant, a Youth and Family Counsellor, and as a Strong Start Facilitator. Upon leaving the district I joined the team of ECEs at Metchosin Preschool.

Our entire family enjoyed coming to the Preschool and have such fond memories of the teachers and families. The Preschool became much more than just our daughters' preschool, it became a great source of new friendships and support. It was a wonderful stepping stone for our daughters' love for learning to blossom and to prepare all of us for their educational careers. I hope that I can create these same kind of memories for you and your children over the next year.

#### **Leah Taylor**

Hello my name is Leah Taylor. I live with my husband, four children, three cats and our duck in Sooke, B.C.

Over the past 23 years I have had a variety of fantastic experiences as an ECE including working in daycare settings, preschool settings, and owning and operating my own Childcare



Center for five years. I was a co-operative preschool child myself, and have been a part of the co-operative preschool experience with all of my children.

I have had the pleasure of working at Metchosin Co-operative Preschool, with amazing teachers, families, and children since 2008. I remember very well my first day at the Preschool and thinking how I felt like I had come home.

I am looking forward to meeting all of you and especially your little ones! Making a choice to be a part of a co-operative preschool will be a very valuable part of your child's first steps on their journey through their educational experience. This is a wonderful foundation to connect with your community, other families that share similar values, and a great opportunity to create lifelong friendships.

Metchosin Preschool is my "Happy" place to be! I look forward to sharing that with all of you!

### **Denyse Parizeau**

I have been an Early Childhood Educator at Metchosin Preschool since [September 2009](#). I truly enjoy each day that I spend with the children. I believe deeply in supporting each child's holistic growth and development in a learning through play, emergent, and nature based preschool environment. I strive to gently support each child in his/her development of social skills by listening fully and encouraging their development of self-confidence, and knowledge of self and others. I believe strongly in the benefit of parent participation in all aspects of their child's preschool learning experiences. I feel privileged to work alongside the parents during each preschool day.

I received my ECE certificate from Camosun College and subsequently obtained a BA with an Emphasis in Child and Youth Care, and a MA in curriculum and development from the University of Victoria. In June of 2016 I completed an International Montessori Teaching Diploma from the North American Montessori Centre. Along with my wonderful colleagues, we enjoy offering Montessori inspired activities for the children to experience and explore.

I live nearby the community of Metchosin with my husband and teenage daughter who is the joy of our lives! I enjoy being out in nature, hiking, biking and taking long walks in the forest, and volunteering.

### ***The Areas of Play: What They Offer***

#### **Block Area**

A well-equipped block area provides unlimited challenges for 3's and 4's:



- build structures that go up, out, around, developing spatial awareness and solving structural problems of balance and enclosure;
- deal with similarities and differences;
- create patterns; and
- provides a good opportunity for make believe playground.

Provides adults with opportunity to observe children exploring, building cooperatively and independently, sorting, grouping, comparing, arranging, representing experiences and role playing.

### **Imagination Station**

The inevitable centre for make believe and role play! Allows children the opportunity to put together and act out all the things they know about, people and events they have observed.

Children are equally comfortable; whether they enjoy cooperative or solitary play. Some may choose to explore and figure out how to use the articles, tools and utensils provided: stirring, mixing, pouring, shaking, rolling, zipping, buttoning, snapping, taking off and putting on.

This area provides opportunities for adults to observe language development and cooperative play skills as children gain mastery over tools and utensils.

### **Art Area**

An art area equipped with varying materials (paint, crayons, play dough, paste, paper, scraps, boxes and string) allows children to represent things they have done, seen and imagined. As they mix, stir, roll, cut, punch, twist, bend and fold, preschoolers learn to generate and observe changes: to fit together, take apart, arrange, combing and transform materials.

3's and 4's use materials in many ways for many purposes; PROCESS rather than the PRODUCT is important. While some children are developmentally ready to create a "something" or a representation, others are interested in enjoying the materials, enjoying the process. Be patient with their work, when ready, they will create a recognizable piece of art.

### **Quiet Area**

(This really is a misnomer – 3's and 4's are rarely quiet!)

This area will offer encouragement of "finer skills": small motor development, particularly eye/hand coordination through the use of manipulative materials and activities. Here you will find puzzles, books, game and pictures.



## **Outside Play Area**

Providing opportunity to encourage gross motor development of skills, it can include:

- things to swing on, slide on, things to go into and under;
- things to jump on and over, things to push, pull and ride on;
- things to kick, throw and aim for; and
- things to build with and areas to engage in dramatic play.

## **Music and Movement Area**

A chance for preschoolers to experiment and enjoy the rhythmic and musical skills that are the basis later for more complex musical and rhythmical expression. Children will generate their own ensembles, mixtures of sounds, rhythms and movements. They explore and compare sound and sound qualities and movements that can go with them.

## **Sand and Water Area**

A wonderful place to enjoy mixing, stirring, heaping, dumping, digging, filling, emptying, pouring, patting, sifting, molding, and finding out about textures, quantities and attributes of material. Not to mention the opportunity for representation and role play.

## **General**

You will notice that in most of the centres of play, many activities are described by words ending with “ing”. These verbs imply a doing or an ACTION; when children are involved in something, they are learning through play.

The aim of the programme is for each child to experience at an individual rate, all the areas of development: physical, emotional and social as well as intellectual.

The environment will encourage participation, accept difference, respect the individual and support growth. Through the utilization of all the physical areas of the programme, your children will be involved in a curriculum that includes physical skill development, both fine and gross motor; language arts, listening and oral skills; cognitive or intellectual development through music, art, math and science activities.

There will NOT be a focus on “academic” skill acquisition, i.e., numbers, letter and reading, but there WILL be a focus on problem solving and social development through PLAY.



## **ECE's Job Description**

### ***Job Description***

To provide a stimulating, safe and educational program for three (3) to five (5) year old children in accordance with the "Learning through Play" philosophy.

### ***Duties and Responsibilities***

Regarding the children's program:

- Plans the physical environment, making the best use of space and equipment available to promote a good learning situation and a warm and friendly environment.
- Plans the daily program activities providing a balanced program appropriate for the children's level of development.
- Determines and sets the limits in which children can interact comfortably, safely and productively while developing self-discipline.
- Promotes a co-operative social climate in which children learn through example.
- Creates a safe and inviting environment and fosters a positive and caring learning environment for children.
- Stimulates and encourages child-initiated activities.
- Constantly observes the individual child and the group to ensure that needs are being met.
- Communicates with parent participants, regarding individual development of the children, program needs for that day or in general, and other areas of mutual concern.
- Provides discipline in the classroom if necessary in accordance with the Preschool discipline policy.

Other:

- Has a working knowledge of the Preschool's history, constitution, bylaws and policies.
- Takes a positive leadership role in the Preschool.
- Plans ways to report to parents individually and/or as a group.
- Helps the parent group become a unit, adapting to its changing needs.
- Develops healthy relationships, and communicates effectively, with children, parents, board members and colleagues.



### ***Office Manager Duties and Responsibilities***

- Distributes monthly calendar;
- Completes monthly CCOF/Subsidy requirements;
- Maintains accurate and up-to-date attendance records;
- Assumes responsibility of all emails (ingoing and outgoing) from the Preschool gmail account;
- Ensures the Preschool is meeting licensing requirements throughout the year and deals with yearly licensing inspection;
- Organizes and maintains files (emergency records, care plans, phone lists, general records required by licensing, general data entry, etc), ensuring they are accurate and up-to-date;
- Creates and distributes summer packages (assigns parent jobs, works with Enrollment/Orientation Chairperson to ensure records are complete and requirements have been met, creates individual summer letters for each family, mails packages, etc.);
- Completes summer supply order; and
- Acts as the liaison between families, Enrollment Chairperson and Executive Board.



## The Preschool Day

### **Daily Schedule**

Note: This schedule is intended as a flexible guide only...it can change!

#### **AM Activity**

- 8:45 Arrival of participating parents  
Prepare for the day (see Participating Parent Guidelines, next section)
- 9:00 Arrival of children  
A time to say goodbye after encouraging your child in any of the areas  
Casual coming together of children
- 9:15 All centers open  
Use of all centers:  
    Art activities  
    Socialization and communication skills  
    Problem solving and decision making
- 10:00 Clean up / Story Time  
Children clean up toys with assistance  
Move to library for story time, songs, discussion  
As children are ready, move to bathroom to wash hands, use toilet  
Move to snack tables
- 10:30 Snack Time  
Enjoy a healthy, shared snack and socialize with friends and adults  
As ready, move to active circle
- 10:45 Circle Time  
Bring children together  
Discuss themes  
Songs, finger plays, creative movement
- 11:00 Outside Time  
Free play with outside equipment  
Collect artwork to take home
- 11:30 (for 3's)  
Ensure all children have been picked up  
Cleanup by participating parents
- 11:30-12 (for 4's)  
Lunchtime
- 12:00 Free Play



12:30-1

Cleanup and prepare for outside play  
Ensure all children are picked up

### ***Detailed Guidelines for Participating Parent/Guardian Helpers***

8:45 Arrival of Participating Parent/Guardian  
Unlock shed, take out equipment if weather good  
Sweep paths  
Assist ECE(s) with art activities as requested  
Clean bathrooms

9:00 Arrival of children  
Greet children – help them in the cubby room, put on inside shoes and put snack in snack bowl.

9:15 Free Play  
Assist at art tables and easels  
Put names on artwork – place on drying rack  
Observe children at playground  
Block area to be supervised when in use  
If climber in use an adult **MUST BE PRESENT – 4 CHILDREN AT A TIME**  
Tidy any toys which are not in use and are blocking the children's space.  
Encourage the children's help  
Feel free to stand back and enjoy

10:00 Cleanup / Library  
Help children find appropriate places for toys  
Encourage all children to be involved  
Parents prepare snack and tables (clean with bleach, set plates and cups)  
Parents then join in at story time

10:30 Bathroom/Snack  
Parents assist children in bathrooms and guide to snack tables when finished  
While children eat, adults sit with them assisting with plates and encouraging relaxed conversation

10:45 Circle Time  
Assist with children.  
Singalong...join in!  
Gently guide children to take part  
As children leave circle, assist them find their outside clothing  
Begin light cleaning (tidying, sweeping, dishes)

11:00 Outside Time  
Observe all children, assist with swings, bikes, climbing





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Limit of 3 children per tire swing. No twisting swings.  
Children stay in immediate play area (not past shrubs)  
Bikes: not down path to church  
Do not leave children unattended

11:30 (for 3's)

Wash up dishes, wipe counters, tidy kitchen, place laundry in hamper  
Empty water table/basins  
Sweep tile floor  
Vacuum carpet  
Tidy outside toys and lock in shed.

11:30-12 (for 4's)

Lunchtime

12:00 (for 4's)

Free Play

12:30-1pm (for 4's)

Sweep the tile floor  
Vacuum Carpet  
Tidy outside toys and lock shed  
Children prepare for end of day and free play outside



## Preschool Tips

- Dress your child in “old” clothing suitable for indoor and outdoor play – paints can stain, despite best efforts to encourage children to wear smocks.
- Provide nonslip shoes for your child to wear inside.
- Boots and mud pants are recommended for wet days.
- Clearly label all your child's coats, shoes, boots, etc., with their name.
- An ice cream bucket will be clearly labeled for each child, at the cubby area. Place an extra set of clothing in the ice cream bucket, and any other important personal items.
- The daily Preschool programme includes a shared snack time. Healthy snacks only, please (fruit, cheese crackers, and vegetables). Only a small amount (enough for one serving), and if possible predivided for sharing.
- Please check information pockets by front door as well as the bulletin board, regularly.
- Please check your child(ren)’s mailbox cubby in the hallway regularly.
- Siblings are welcome on field trips where there is no restriction on the number of children allowed. The parent is responsible for the supervision and transportation of the siblings. A participation parent should make provisions to have siblings of own child supervised by one of the accompanying adults.
- For the children’s safety, angle park far enough away from fence to allow them to walk easily between the fence and cars.
- Do not park in Rector’s spot, or in front of gate and monument. FIRE SAFETY ALLOWANCE. Even for a minute.
- Be sure all gates remain closed.
- Do not lift children over fence.
- Do not allow children to climb on fence or monument.
- Do not allow children near church or gravesites.
- Calls should be made before classes begin, or towards the end of the session wherever possible. Please leave messages on answering machine, for the ECE(s) to return after programme, unless for emergency. Do not answer phone during programme, instead collect messages at tidy up time.



## Participation Days

Please sign-up for Participation Days on the calendar in the kitchen at the Preschool. You will need to do more Participation Days in certain months (e.g. full months with no holidays), and you can do fewer Participation Days in shorter months when we have fewer classes (e.g. the month with Spring Break). Please try to do the same amount of Participation Days each month as the other families in your class. If you have fewer days in one month, please try to do an extra day in the following month. It is important that all participating families do an equal share of helping days.

Plan to arrive 15 minutes before Preschool starts and to stay until cleanup is completed.

Learn the children's names quickly.

Specific Participation Day guidelines are available in this Parent Manual (pages 16-17) and are also posted above the easels in the Preschool. Please ask an ECE if you have any questions about what to do or how to do it.

If an emergency arises and you are unable to come for participation day, it is your responsibility to find someone else to cover for you. You will be given a class contact list at the beginning of the school year. If you switch days with someone else, please notify the Preschool and update the participation calendar in the kitchen.

If you have any participation day restrictions, notify the ECE(s) as soon as possible.

Babies, up to 6 months of age, are permitted at the Preschool on their mother's Participation Days to allow for feeding, on the condition that the infant does not interfere with the functioning of the Preschool. Babies under 6 months must be in a carrier on the mother.

Babies/infants older than 6 months may accompany a Helper Parent/Guardian, but the baby/infant must not be in the Preschool instructional areas, including the kitchen, and must not interfere with the functioning of the Preschool. Please consult with ECEs and/or the Enrollment Chair to discuss options for Participation Days with young children.

**We have these guidelines to help the Participation Days run smoothly, but the most important thing is to.....**

**HAVE FUN!!**



## **Executive Job Descriptions**

The following descriptions are intended as a guide to give you an idea of who to approach concerning a given matter. They are by no means an exhaustive list of the responsibilities of each executive position. For detailed descriptions, please contact the current incumbents of the various positions (an Executive list is provided in September) or review the descriptions in the Bylaws. Individual tasks may be negotiated.

### ***President:***

- prepares agenda for and chairs the Executive and Monthly Meetings;
- primary liaison with the ECE(s);
- resource person for all committees, serving in an advisory capacity only;
- prepares and submits the gaming grant;
- ensures all licenses and contracts are renewed; and
- oversees the total functioning of the Preschool, delegating responsibility as necessary.

### ***First Vice President:***

- assists the ECE(s) to prepare job list, helping members when necessary;
- may chair Constitution and Bylaws Review Committee, Personnel Committee, ECE Hiring Committee, and Benevolent Fund Review Committee;
- obtains and completes Grand Application for Metchosin Grant in Aid;
- works with Maintenance Chair to ensure preschool hall is kept in good repair;
- assists President and chairs meeting in her/his absence; and
- distributes and collects Preschool evaluation forms.

### ***Second Vice President***

- responsible for general upkeep and usage of the hall, including hall booking for groups, timetable, issuing keys, and related jobs and collecting all monies from hall rental and handing over to the Treasurer;
- responsible for tracking parent education and weather parents show for monthly meeting;
- responsible for tracking keys for the preschool
- oversees hired cleaning staff (ensures that work is completed to Preschool standards and that supplies are purchased as necessary and invoices are forwarded to Treasurer);
- tracks and follows-up on participation day and monthly meeting attendance; and
- acts as liaison with St. Mary's and the Preschool.

### ***Secretary***

- records minutes at the Monthly, Executive and Annual General meetings;
- types letters, thank-you's and other miscellaneous correspondence;
- posts minutes for signing by absentee members;
- collects and distributes mail (if not already being done as parent/guardian job);
- backs up school computer regularly; and
- responsible for computer maintenance.



### **Treasurer**

- prepares monthly financial statement and report for Executive and Monthly Meetings;
- records all financial matters;
- works with the school's accountant;
- handles monthly payroll and bank statements;
- ensures that the payroll and subsequent T4 slip(s) and tax receipts are prepared;
- collects fees, makes deposits and disburses funds as approved and budgeted;
- prepares books for yearly audit; and
- prepares annual budget for presentation to membership at Annual General Meeting.

### **Enrolment Chairperson (usually combined with Orientation as one position)**

- arranges publicity of Preschool vacancies as required;
- informs interested individuals of Preschool philosophy, requirements of coop members, fee structure, etc.;
- keeps detailed records of membership enquiries;
- distributes and collects enrolment forms;
- collects enrolment fees and ensures enrolment packages are complete; and
- maintains detailed enrolment records and reports to ECE(s) and Executive regularly.

### **Orientation Chairperson (usually combined with Enrolment role)**

- arranges various orientation sessions providing members with ample opportunity to complete the orientation requirements, e.g. Observation, Orientation Workshop, Annual General meeting, Year End Get Together, Monthly Meetings, etc.;
- keeps members informed of school startup dates, interview days and time, orientation sessions, etc.;
- with ECE(s), provides a September workshop for all participation parents to prepare them for co-op participation;
- provides late enrollees with adequate orientation alternatives; and
- arranges and conducts visits to Preschool by prospective members.

### **Parent Education Chairperson**

#### **(Optional Executive Member, may also be Parent Job/Responsibility)**

- in conjunction with the ECE(s), arranges parent education presentations for Monthly Meetings, e.g. speakers, films, discussion sessions;
- provides thankyou gifts/letters for guest speakers;
- encourages suggestions from membership on Parent Education preferred; and
- maintains parent education library, reminding parents of its availability.



### ***Maintenance Chairperson***

- organizes and supervises periodic cleanups (usually up to 4 per year);
- responsible for keeping Preschool and playground equipment in good repair, organizing work parties as required;
- arranges for new equipment, as approved by membership;
- set up/ take down chairs-tables for all meetings
- keeps records, e.g. where major items were purchased, paint numbers, etc.; and
- responsible for keeping fridge, stove, smoke detectors and other Preschool equipment in good working order.

### ***Fundraising Chairperson (2 Positions, 1 per class)***

- encourages suggestions from membership for fundraising ventures;
- plans and organizes fundraising events by establishing committees and work parties as necessary to achieve the annual fundraising goal (as determined by the annual budget prepared by the Treasurer);
- arranges for publicity of events as necessary;
- collects monies raised and hands over to the Treasurer; and
- maintains detailed records of each fundraising event to assist future fundraisers.

### ***Marketing Chairperson***

- works with the Fundraising and Enrolment Chairpersons to promote fundraising and enrolment events;
- encourages suggestions from membership for marketing ventures;
- plans and organizes marketing events by establishing committees and work parties as necessary;
- ensures Preschool information is accurate and up-to-date wherever posted/published in the community;
- publishes updates and events of the preschool to local papers and social media; and
- maintains Preschool websites and social media platforms.

### ***PastPresident (may or may not attend Executive meetings)***

- acts as an advisor to current executive;
- helpful as member of annual Constitution Review Committee; and
- may chair Nominating Committee.

### ***Classroom Representative (Non-Executive Position, 1 per class)***

- The Class Reps are the first point of contact for the parent/guardian group. If a parent/guardian has a concern or question, he/she will talk to the Class Rep first. The Class Rep can forward the concern/question on to the Executive or an ECE as needed.
- sends out reminders for monthly meetings, holidays, class activities and special events;
- relays messages from ECEs and Executive to parent/guardian body when needed;



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- makes sure there is enough coverage for Participation (Helping) Days in their respective classes;
- reports monthly meeting attendance, and any participation day issues, to the 2<sup>nd</sup> Vice President; and
- helps to plan the End of Year Celebration.



# **Metchosin Preschool**

## **Constitution**

## **Bylaws**

## **Policies**





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## Constitution

### *Society Act*

1. The name of the Society is Metchosin Preschool Society.
2. The purposes of the Society are:
  - a. To operate a nonprofit organization on a cooperative basis for the education of preschoolaged children.
  - b. To give preschoolaged children guidance in group participation.
  - c. To provide a transition for preschoolaged children from home to school.
  - d. To assist preschoolaged children to develop manual skills and to develop socially, emotionally and intellectually.
  - e. To promote active participation by the parents in the organization and operation of the society.
  - f. To help parents toward a better understanding of their children.
  - g. To provide a meeting of parents and Early childhood Educators (ECEs) for mutual instruction and exchange of ideas and experiences.
3. The operation of the Society is to be carried on chiefly in the Metchosin area, Province of British Columbia
4. In the event that the Society ceases to carry on operation, all aspects of the Society, after satisfaction of all debts and obligations, are transferred outright to a nonprofit organization or project in the community that will benefit children. This organization or project is chosen at the last Monthly Meeting. If it cannot be decided upon by a three-quarters (3/4) majority of the voting members, then all assets will revert to St. Mary's Church, Metchosin. This clause is unalterable.



## Bylaws

### 1. Membership

- a. Voting Full Time Membership is confined to parents or guardians who have children enrolled in the Preschool, are in good standing, one vote per family and terminates at the end of the Preschool year or upon withdrawal of the child or upon termination of membership.

Responsibilities of current membership include attendance at monthly meetings, a job, biannual Preschool cleanups, fundraising and classroom participation as applicable.

- b. Associate Membership (nonvoting) is available to former members of the Preschool through application to the Executive and payment of an annual fee (for additional information, see Policies.)
- c. Shared Enrolment – two or three members would share one position in a class (e.g. go on different days). The members would each have participation days. The members would each have a job in the Preschool. The members would each have a vote. The members would have all the current responsibilities and benefits. One position will be available in each class.
- d. Nonvoting, Full Time Membership – Under extraordinary conditions and at the discretion of the Executive, this member would have no responsibilities or vote within the Preschool. The member would be paying a much higher monthly fee to compensate for not having all the responsibilities of a Full Time Member. One of these positions is available in each class.

### 2. Enrolment Eligibility

- a. The enrolment policy of the Preschool is determined by the Executive.
- b. In accordance with the Child Care Licensing Regulation, the child must be three (3) years of age by December 31st of the preschool year. Children who are thirtytwo (32) months of age by August 31st of the preschool year are admitted into the Preschool at the discretion of the ECE(s). There shall be a maximum of two children at thirty two months of age.
- c. Children cannot be enrolled as “casuals” i.e., for a temporary period which does not allow for the requisite orientation and completion of participation days by said parent or adult substitute (e.g. a family member, another Preschool member).
- d. After the registration fee is paid and all enrolment forms are submitted then a copy of the Parent Manual (includes the manual, the Preschool's Constitution, Bylaws and Policies) will be given out.

### 3. Fees

- a. All fees for the following Preschool year are set at the Annual General Meeting.
- b. The registration fee is paid when the application for the child's enrolment has been accepted by the Enrolment Chairperson. This fee is nonrefundable.
- c. The monthly tuition fees must be submitted by the child's first day of class, using post-dated cheques from October 1<sup>st</sup> to May 1<sup>st</sup> of the enrolment year.



- d. The first and last month's tuition fees, paid together and dated September 1<sup>st</sup> of the enrolment year, are due before the child's first day of class.
- e. All tuition cheques will be returned, should the family withdraw prior to August 1st. The last monthly tuition fee is not refundable after April 1st.
  
- f. Members who allow fees to be in arrears cease to be in good standing and will have their membership reviewed by the Executive.
- g. All members are in good standing except a member who has failed to pay the registration fee or any other subscription of debt due and owing by the member to the Society and the member is not in good standing so long as the debt remains unpaid.

#### **4. Withdrawals**

- a. Notification of withdrawal from the Preschool is made in writing to the Enrolment Chairperson one month in advance, or one month's fee shall be paid in lieu of notice. Notice is given on the first or fifteenth of the month. Emergency situations may be considered separately by the Executive.
- b. The ECE(s), in conjunction with the Personnel Committee and the Executive, may require the withdrawal of a child who constitutes a serious management problem.

#### **5. Attendance**

- a. Public school vacations and holidays are observed.
- b. Closing of the Preschool for any emergency is at the discretion of the President or First Vice President and the ECE(s).
- c. In order to accommodate orientation sessions during the first week, to allow for the cleaning and preparation of the Preschool rooms, and parent/ECE(s) meetings, the Preschool year may consist of 14 days less than the school year as apportioned throughout the year.

#### **6. Responsibilities of Parents or Adult Substitutes**

- a. For each child enrolled in a full parent participation Preschool space, a parent or adult substitute for the child must act as a helper during regular sessions for the Preschool under a prepared schedule. In the event of a birth, or the adoption of an infant/toddler, the parent or adult substitute will be allowed six (6) months participation day leave. An allowance from participation for other reasons is at the discretion of the Executive.
- b. Parents or adult substitutes are expected:
  - i. To provide one (1) parent participant for each group of ten (10) children or part thereof.
  - ii. To be responsible for the care and transportation of their child(ren) to and from the Preschool.
  - iii. To assist, under the direction of the ECE(s), in the supervision of the children in the classroom on a regularly scheduled basis. No sibling over the age of six (6) months may accompany the parent or adult substitute on participation days, except in special circumstances and after consulting the ECE(s).



- iv. To participate in projects designed to increase their understanding of preschoolers and their skill in assisting the ECE(s).
- v. To assist in the general administration of the Preschool by serving on the Executive or on a Committee and to regularly attend and participate in Monthly and committee meetings.
- vi. To complete a criminal record check if you are an adult substitute at the family's expense.

## **7. Termination of Membership**

- a. The Executive may terminate the membership of any voting member who fails to comply with the requirements of the Constitution or Bylaws of the Society.
- b. Any voting members who feel their membership has been unjustly terminated have the right to appeal to the Personnel Committee.
- c. A written notice stating the reason, or reasons, for the proposed termination is sent by the Executive prior to termination, giving that member an opportunity to appeal the decision at the following Executive meeting.

## **8. Early Childhood Educator(s) (ECE(s))**

- a. Upon the recommendation of the Hiring Committee, a properly qualified ECE shall be hired by the voting members through a formal motion at an appropriate Monthly Meeting.
- b. The ECE and the Society shall sign a three (3) month probationary contract followed by a permanent contract for the remainder of the Preschool year, and there after the contract shall be reviewed annually or biannually at the Executive's discretion and signed by both parties.
- c. The ECE may be discharged from employment, during the term of his/her contract, on a resolution passed unanimously by the Executive.
- d. The ECE must have the qualifications that meet Provincial Government standards.
- e. The ECE sits on the Executive to advise on the Preschool programmes and to inform the group of progress and changes.
- f. If an ECE or an ECE assistant is to be away for an extended period of time then the Preschool may call on a substitute. The selection of the substitute will be determined by a Hiring Committee and Executive decision. The decision of hiring will take into consideration the financial status of the Preschool.

## **9. Division of Responsibility**

- a. In the playroom:
  - i. The ECE(s) is responsible for the programme, the setup of the classroom and overall discipline.
  - ii. The ECE(s) involves the parents to the best of their abilities and talents to enrich the programme and plan ways to report to parents, such as after participation day, parent conferences, etc.
- b. The parents have the responsibility of administration and the ECE(s) shall advise in all.



- c. In matters concerning parent education, parent orientation, enrolment and equipment, there is joint responsibility of Executive and ECE(s).

## 10. Meetings

- a. The Annual Planning Meeting is held in the month of February. It shall establish such matters as accommodation, fees, size of the group, enrolment procedure, the ECE(s)'s contract, parents' agreement and generally plan the operation of the Preschool for the following preschool year.
- b. The annual General Meeting shall be held in the month of May and shall be open to outgoing, active and new members who have paid their registration fee. This

meeting shall include receiving the Preschool's annual report, the annual reports of the outgoing Executive, and shall elect an Executive for the next Preschool year.

The annual budget will be presented and voted on. The outgoing President shall preside. All paidup FullTime and Shared Enrolment Members have voting privileges except for Associate Members and Nonvoting FullTime Members (as defined in Bylaw 1).

- c. The new Executive shall preside over the June meeting. The May Executive Meeting shall be a joint meeting for the purpose of handing over portfolios.
- d. A Monthly Meeting is held every month for the purpose of conducting Preschool business and a parent education programme. Any family failing to attend two (2) meetings during the Preschool year without valid reason, acceptable to the Executive may have their Society membership terminated after sufficient notice.
- e. An Executive Meeting is held prior to each Monthly Meeting to plan the agenda for the Monthly Meeting and to carry out Executive responsibilities. The Executive shall also meet whenever necessary for the welfare of the Preschool.
- f. Special meetings may be called by the Executive, or by petition of ten (10) percent of the voting membership to the President, or by the Personnel Committee, on not less than fourteen (14) days written notice to the voting membership; but the voting membership may waive or reduce the period of notice for a particular meeting by unanimous consent in writing.
- g. Quorum is as follows:
  - i. Monthly Meetings or the Annual General Meeting –  $\frac{1}{2}$  of the voting members but never less than 3 voting members.
  - ii. Executive Meetings – a majority of voting members.
  - iii. If a quorum is not present by the appointed hour the presiding officer shall adjourn the meeting and reconvene it within seven (7) days.
- h. Majorities are as follows:
  - i. Decisions at the Annual Planning Meeting require twothirds ( $\frac{2}{3}$ ) majority of the voting members present.
  - ii. All other Monthly Meetings or the Annual General Meeting require a simple majority except where indicated otherwise in the Bylaws.
  - iii. Abstentions will be neither affirmative nor negative votes.



- iv. The presiding officer (President) does not have a vote as a member at a meeting. In the case of a tie, however, the presiding officer shall cast the deciding vote.
- v. ECE(s) participation
  - i. The ECE(s) shall have a voice, either personally or through her or his selected representative, but no vote in Executive and Monthly Meeting.
  - ii. If it is deemed necessary to hold a meeting or part thereof without the ECE(s), she or he shall be advised of the purpose of the meeting and be given an opportunity to present her or his views at the designated time before the matter is resolved, or have her or his representative attend the meeting.
- j. The books and records of the society may be inspected by the members of the Society at any Monthly meeting and may be inspected by any of the Executive at any time.
- k. In all matters of conduct in meetings, unless waived by the meeting, parliamentary procedures are followed.

## 11. Elections

- a. The following Executive officers shall be elected from the voting members at the May Annual General Meeting: President, First and Second Vice Presidents, Secretary, Treasurer, Fundraising Chairperson, Parent Education Chairperson, Marketing Chairperson and Equipment Chairperson.
- b. The Enrolment and Orientation Chairperson(s) are elected at the November Monthly Meeting
- c. The PastPresident may be an Executive officer.
- d. The Executive shall hold office for one (1) year.
- e. The Executive officers are members of the Preschool.
- f. Any member of the executive may be removed from office at any time by a twothirds (2/3) majority of the voting members.
- g. There shall be a Nominating Committee who shall prepare a list of candidates to be nominated for each office. Additional nominations may be made from the floor provided the consent of the nominee has been obtained.

## 12. Executive Powers

- a. The Executive is responsible to the membership for the general management of the Preschool.
- b. Between meetings, the business affairs and problems arising shall be handled by the Executive.
- c. Signing Officers: All documents requiring execution on behalf of the Preschool must be signed by any two of the following Executive members except as herein otherwise provided: President, First Vice President, Second Vice President, and Treasurer.
- d. Each Executive position has one vote. Copositions on the Executive (i.e., two people with one Executive position) have only one vote per position.





### 13. Executive Duties

- a. The President shall serve as the Chief Executive Officer of the Preschool and will bear ultimate responsibility for the efficient performance of the Preschool as a whole in terms of operation, achievements and morale. The President shall: be the primary liaison with the ECEs; preside at all meetings using parliamentary procedures; ensure that all recommendations of, and actions taken by the Executive go to the next Monthly Meeting for ratification; be an exofficio member of all committees; shall be familiar with the Constitution, Bylaws and Policies of the Preschool; shall be familiar with the terms of ECEs' Contracts of Employment; ensure that special resolutions regarding bylaw changes are filed with the Registrar of Companies by the Secretary; ensure that the financial Statement and a list of new Executive members is filed by the Secretary within thirty (30) days of the Annual General Meeting; have signing authority with the Preschool's Treasurer on the bank account; ensure that all policies for liability, content replacement and Director's and officer's insurance are in place for each Preschool year. The President shall have no vote except in the election of officers, and in the case of a tie, shall cast the deciding vote.
- b. The First Vice President shall assist the President and, in the absence of the President shall assume the President's duties. The First Vice President may chair the following committees: a) Constitution and Bylaws Review Committee; b) Personnel Committee; c) ECE Hiring Committee; and d) the Benevolent Fund Review Committee. The First Vice President shall: organize the Preschool evaluation; have signing authority with the Preschool's Treasurer on the bank account; work with the ECE(s) to ensure standards within the Preschool are met; and support the ECE(s) to organize the job list.
- c. The Second Vice President, as well as working with the First Vice President, shall be responsible for the general upkeep and usage of the hall. These duties include acting as a liaison to St. Mary's Church, booking all hall rentals and overseeing hired cleaning staff, as required. The Second Vice President shall: reconcile hall revenue with the Treasurer each month; work in conjunction with the Maintenance Chairperson to ensure maintenance and repairs of the hall are up to date; monitor and follow-up on member attendance for monthly meetings and Participation Days; and ensure provincial government grant applications are completed and submitted; have signing authority with the Preschool's Treasurer on the bank account.
- d. The Secretary shall: record the minutes of all meeting, post within one week the minutes of all Monthly Meetings on the Preschool bulletin board; make the minutes available at all times to any members of the Executive and to any voting members of the Preschool at any Monthly Meeting; maintain the attendance; keep all nonfinancial records, collect and distribute the mail; and attend to all the correspondence including filing. The Secretary shall: ensure that the Annual Report is filed with the Registrar of Companies within thirty (30) days after each Annual General Meeting, and send a copy of the Preschool's Constitution and Bylaws amendment each May.



- e. The Treasurer shall: pay all ordinary accounts and all extraordinary account on the approval of the Executive; keep the books available to the Executive at all times and to any voting members of the Preschool at any Monthly Meeting; keep an accurate account of all monies received and disbursed in a form satisfactory to the Executive; present a budget for the following Preschool year; work closely with the Fundraising Chair(s) to ensure proper collection of monies; prepare all necessary forms and applications for the provincial Gaming Account; and prepare the Annual Report to be filed with the Registrar of Companies in conjunction with the Secretary. The Treasurer shall chair the Budget Committee. The books shall be audited and certified before the Annual General Meeting in May.
- f. The Enrolment Chairperson shall: inform new parents about the philosophy and policies of the Preschool; enroll new children/families; maintain membership records; work with the Treasurer to ensure collection of fees and deposits. The Enrolment Chairperson must work closely with the Orientation Chairperson, or the two roles may also be combined into one Executive Board position.
- g. The Orientation Chairperson shall share responsibility with the ECE(s) for the orientation on new families. Once a child is fully registered, the Orientation Chairperson ensures that each parent/guardian receives the prescribed number of hours of orientation prior to assisting in the classroom. The Orientation Chairperson is responsible for arranging a visit at the Metchosin Preschool location for any parent/guardian interested in registering a child in the programme. The Orientation Chairperson must work closely with the Enrolment Chairperson, or the two roles may be combined into one Executive Board position.
- h. The Parent Education Chairperson shall, together with the ECE(s), enrich the Monthly Meetings by arranging programmes and providing education materials. The Parent Education Chairperson shall: (in consultation with ECEs) arrange for guest speaker presentations at monthly meetings; ensure that the presenters have appropriate equipment and set-up for the presentation; present the guest speaker with thank you (gift); make presentation materials/hand-outs available to membership; and give the membership an opportunity to evaluate the year's presenters. The Parent Education role may also be a non-executive position assigned as a parent job/responsibility.
- i. The Maintenance Chairperson shall maintain the Preschool's equipment in a state of good repair. The Maintenance Chairperson shall: be the coordinator of the Equipment Committee; shall be responsible, along with the ECE(s), to advise the Executive and the Preschool members of additional equipment purchases and replacements; and keep records of all expenditures, pertinent equipment information, and an inventory. The Maintenance Chairperson shall organize periodic clean-ups (usually up to 4 per year). An inventory may take place every year, or every other year and may replace one of the clean-ups.
- j. There are up to 2 Fundraising Chairpersons – 1 for each class, but working together in all events/activities. The Fundraising Chairperson shall decide, in consultation with the Executive, what fundraising events will be conducted during the Preschool term. The Fundraising Chairperson shall: be responsible for organizing fundraising events; arranging for volunteers to assist with the events; arranging for publicity



- through the Marketing Chairperson; and collect all monies to hand over to the Treasurer. The Fundraising Chairperson(s) shall chair the Fundraising Committee.
- k. The Marketing Chairperson shall decide, in consultation with the Executive, the marketing strategy and activities for the Preschool term. The Marketing Chairperson shall work with the Fundraising and Enrolment Chairpersons to ensure that fundraising and enrolment events are properly promoted and advertised. The Marketing Chairperson shall plan, organize and perform marketing activities (establishing committees and work parties as necessary); ensure public Preschool information is accurate and up-to-date; and maintain and update Preschool online information (websites, social media, advertisements, etc.).
  - l. The old and new Executive will work together following the Annual General Meeting in May to the end of the Preschool term in June, with the next Executive officiating from June 1st to May 31st. The Enrolment and Orientation Chairperson(s) shall serve their one (1) year term from December 1st to the following November 30th.
  - m. The PastPresident may serve as an advisor to the Executive and the society; and may chair the Nominating Committee.

#### **14. Personnel Committees**

- a. Provides a liaison within the Society and handles any problem that may arise. The ECE(s), Executive and parents may bring problems and grievances to the attention of the Personnel Committee.
- b. There is a Personnel Committee consisting of Preschool members chosen as follows: Chairperson – First Vice President plus one (1) member from each Preschool class and the ECE(s)'s Personnel Representative.
- c. It is the function of the Personnel Committee to hear problems and try to resolve them. If this is not possible, the problem is brought to the following Executive

Meeting or Parent Advisory Council, and if necessary, the matter is taken to the Monthly Meeting for open discussion.

- d. If there are any grievances against the Executive as a whole, and it is deemed necessary by the Personnel Committee to hold a meeting about the Executive without them present, then the Executive is advised of the meeting and is given the opportunity to present their views at a designated time before the matter is resolved.
- e. Preschool members may bring problems and grievances to the attention of the Personnel Committee through their class representative.

#### **15. Amendments**

- a. The Constitution and Bylaws of the Society may only be amended by a Special Resolution passed by a three-quarters ( $\frac{3}{4}$ ) majority of those in attendance at the Monthly Meeting, provided that fourteen (14) days notice in writing of any amendment is given to the membership.
- b. The Constitution and Bylaws shall be reviewed annually.
- c. The Policies of the Society may only be amended by a  $\frac{3}{4}$  majority of those Executive Committee members in attendance at the monthly executive meeting.



## 16. Financial

- a. Fiscal Year
  - i. The fiscal year is from May 1st to April 30th
- b. Remuneration
  - i. No voting member of the Executive or Board of Directors receives remuneration or other financial benefits for their services to the organization, regardless of the type of service performed.
- c. Auditors
  - i. The Auditors of the Preschool shall be appointed at the Annual Planning Meeting in February.
  - ii. The Auditors shall submit a report of their audit and the financial position of the Preschool to the voting members at the Annual General Meeting in May.
- d. Banking
  - i. The Executive may determine the bank of the Preschool.
  - ii. All money, cheques and drafts of the Preschool are deposited to its credit in the bank promptly after the receipt thereof.
  - iii. Cheques drawn on the Preschool bank account are signed by the President, First Vice President or Second Vice President and the Treasurer.
  - iv. The Treasurer shall make out and obtain receipts for all monies paid to or by the Preschool respectively and shall keep a copy of such on file. The exception is fees and dues paid by personal cheque.
- e. Borrowing
  - i. In order to carry out the purposes of the Society, the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and in particular but without limiting the foregoing, by the issue of debentures.
  - ii. No debenture shall be issued without the sanction of a special resolution.
  - iii. The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next Annual General Meeting.

## 17. Parent Advisory Board

- a. Parent Advisory Board will consist of a minimum of three Preschool alumni, preferable with Executive experience. They will serve for up to two years and will meet at least once in a twelvemonth period. They will function as a support/advisory group for the current Executive.
- b. Names for the board positions will be put forth at the February Planning Meeting. These names will then be presented at the April Executive Meeting.



## Policies

### Partial Participation

1. Full Participation spaces require parent(s)/guardian(s) to perform Participation (Helping) Days, assume a Preschool job/responsibility, attend monthly meetings and perform one seasonal clean-up day. Partial Participation spaces require parent(s)/guardian(s) to assume a Preschool job/responsibility, attend monthly meetings and perform one seasonal clean-up day. In lieu of performing Participation (Helping) Days, families with Partial Participation spaces will pay a higher monthly tuition rate.
2. Families may request a Partial Participation space on the Registration form, and must request a space in Participation Selection section of the Enrollment package.
3. Partial Participation spaces are limited to 25% of enrollment per class ([Tuesday/Thursday](#) class and [Monday/Wednesday/Friday](#) class). Partial Participation spaces are granted on a first come, first served basis. Parents/Guardians will be notified before the start of school if a Partial Participation space has been granted to them.
4. Additional Partial Participation spaces may be granted on a case-by-case basis, at the discretion of the Executive Committee.

### Partial Participation With Health Considerations

1. If a family can provide medical documentation showing that the Parent/Guardian is unable to perform Participation Days due to health considerations, the family can be granted a Partial Participation space (with no Participation Days required), but pay the corresponding lower Full Participation tuition fee. All other fees and deposits remain unchanged. In lieu of performing Participation Days, the family will be required to take a second Preschool Job/Responsibility for the school year.
2. Families wishing to take advantage of Partial Participation with Health Considerations policy must first apply for a Partial Participation space.
3. Partial Participation spaces are granted on a first come, first served basis. In recognition that families may have other valid and important reasons for requesting a Partial Participation space, families with Health Considerations are not given priority for Partial Participation spaces.

### Participation Days

1. Participation parents must be at the Preschool for setup fifteen (15) minutes before class time and be prepared to stay a maximum of thirty (30) minutes after class for cleanup.
2. A parent participant is required for each group, or part thereof, of ten (10) children.
3. Parents are responsible for their children until their specified class time. Children, except those of the participating parents, are not allowed in the Preschool before their specified class time except by special arrangement with an ECE.
4. Should a parent enroll a child in two separate classes, that parent will do participation based on both classes.
5.
  - a. Up to the age of six months, babies are permitted at the Preschool on their mother's Participation Days to allow for feeding, on the condition that the infant does not



interfere with the functioning of the Preschool. Babies under 6 months must be in a carrier on the mother.

- b. Babies/infants older than 6 months may accompany a Helper Parent/Guardian, but the baby/infant must not be in the Preschool instructional areas, including the kitchen, and must not interfere with the functioning of the Preschool. The baby/infant may be in the Parent Lounge, but must be supervised by an adult at all times. To meet this requirement, Parent/Guardian Helpers with young children may want to arrange to support each other during their Participation Days. Please consult with ECEs and/or the Enrollment Chair to discuss options for Participation Days with young children.
6. To legally cover the ECE(s), in the case of accidents at the Preschool, parents are asked to not leave children with the ECE(s) until participation parent(s) are present. If one of the parents can volunteer to substitute for a missing participation parent, then the class may resume as usual. However, if a substitute cannot be found, then the ECE(s) will cancel that lesson.
7. Participation parents are entitled to six (6) months leave for birth or adoption of an infant/toddler. This leave applies to Participation Days only. Obligations with regard to meeting attendance and job responsibilities must still be fulfilled.
8. In certain extenuating circumstances (e.g., a change in family status requiring commitment to fulltime work) when a given parent is unable to fulfill their participation day obligations, another adult substitute may do participation days providing the adult substitute has the prescribed number of hours of orientation, completes a criminal record check and undergoes the required 1 ½ hours of Parent Education per month. The parent in question is still responsible for taking orientation, attending Monthly Meetings and fulfilling all other Preschool obligations as described in the Constitution, Bylaws, Policies and Parent Agreement Form. This arrangement may be made on a limited basis and only at the approval of the Executive.
9. Where a participation parent has any participation day restrictions, please notify the ECE(s). Once the participation calendar has been prepared, it is the responsibility of the participation parent to make the necessary changes.
10. In the case of an emergency where a Parent Helper cannot perform their Participation Day, it is the Parent Helper's responsibility to find another Parent Helper to cover for their Participation Day.
11. When a Parent/Guardian Helper switches days with someone else, changes must be written on the participation calendar, and the Preschool (ECEs and/or ECE-As) must be notified of the change by phone or email.
12. In the event that a parent withdraws from the Preschool and that parent elects to pay the month's fee in lieu of the 30 days written notice, said parent shall still be responsible for ensuring coverage of their scheduled participation day.
13. It is important that Parent/Guardian Helpers perform an equal share of Participation Days in a month. We understand that Participation Days may be missed due to illness, life event or emergency. In addition to finding a replacement Helper for an absence, parents/guardians must attempt to make up the Participation Day, preferably in the same month.



14. If a parent/guardian has fallen behind the pace of Parental/Guardian participation in the class, the following process will be followed:
  - an email reminder will be sent to request the parent/guardian sign-up for additional Participation Days to meet the pace established in the class;
  - if an attempt has not been made to perform additional Participation Days within 30 days of the email reminder, a second email reminder will be sent;
  
  - if an attempt has not been made to perform additional Participation Days within 30 days of the second email reminder, and the family wishes to keep their child enrolled, they must switch to Partial Participation and pay the higher associated monthly tuition rate for the remainder of the school year.

### **Monthly Meetings**

1. Monthly meetings are held the first (1<sup>st</sup>) Tuesday evening of each month, and the presence of one parent/guardian per family is required at these meetings.
2. In order to maintain the preschool's license as a co-operative Preschool with parent participation, the Preschool is required to have all the participating parents/guardians partake in one and one half (1 ½) hours of ongoing parent education per month. One and one half (1 ½) hours is set aside after the guest speaker to conduct Preschool business.
3. In the event of an unavoidable absence, the parent/guardian shall contact the Preschool and the Classroom Representative prior to the Monthly Meeting and explain the reason for not attending.
4. In the event of a parent/guardian missing any meeting, the parent/guardian must read and sign the posted minutes of the meeting, as well as complete an educational activity under the direction of the Executive or ECE, within one (1) calendar month of the meeting.
5. A parent/guardian who has missed a meeting, and has not completed the make-up activities listed in #4 above, will be notified in writing of their failure to meet the Preschool requirements, and will be given one (1) additional month to complete the make-up activities. If after the one (1) month extension (two (2) calendar months total since the meeting date), the parent/guardian has not completed the make-up activities, the parent/guardian will cease to be a member in good standing and will have their membership reviewed.

### **Executive Meetings**

1. Executive Meetings are held prior to the Monthly Meeting. The date will be determined by each Executive.
2. All Executive members shall attend these meetings. In addition, the Class Representatives from each class are encouraged to attend.

### **Associate Membership**

1. Associate membership entitles you to:
  - a. Enrolment priority after current membership has expired (Associate seniority is based on full and associate years combined.)
  - b. The Metchosin Preschool newsletter.



## Enrolment

1. Applications for enrolment shall be made using Metchosin Preschool enrolment forms. Enrolment opens in the following order:
  - a. current membership
  - b. associate membership
  - c. general public
2. Preschool registration will open to the public no later than March 1<sup>st</sup> each year. In years of low enrolment, the Executive, on the advice of the ECE(s), may establish one or more entry dates during the Preschool year (e.g. October 31, February 28, etc.) to avoid possible disruptions caused by continual enrolment.
3. Where there seems to be any question of prospective members' ability to fulfill all the obligations of membership, application for enrolment will be subject to Executive approval.
4. Enrolment of a child in more than one class will be at the discretion of the ECE(s) and, if approved, may be subject to review in consideration of the child's welfare.
5. Acceptance of enrolment in excess of class size limits as stipulated in the ECE(s)'s contract is subject to the approval of the ECE(s) and the general membership.
6. Notification of withdrawal from the Preschool must be made in writing to the Preschool's email address one month in advance, or one month's fees shall be paid in lieu of notice. Notification shall be forwarded to the Enrollment Chairperson. Notice should be given on the first or fifteenth of the month. Emergency situations may be considered separately by the Executive.

## Supervision

1. Parents/Guardians remain responsible for their child(ren)'s supervision until the child(ren) is/are acknowledged by an ECE or ECE-A at the start of class. For participating parents/guardians, they are responsible for their child(ren) until the beginning of scheduled class time.
2. During bathrooming, the ECE and ECE Assistant have overall responsibility for children's care. The ECE and ECE Assistant shall inform parent participants when they will escort children into the bathroom for physical toileting care. Parents may escort children, who are independent in toileting, to doorway of bathrooms.
3. Field trip supervision – On field trips, when parents accompany their child(ren), the parent shall remain the person responsible for that child while on the field trip. ECE and ECE Assistants are responsible for unescorted children. Parents are required to follow the ECE/ECE Assistant directions while on a fieldtrip.
4. At the end of Preschool sessions, at pick up time – parents become responsible for the child(ren)'s safety and supervision as soon as they arrive on the playground. Parents will inform ECE/ECE Assistant when leaving the premise. Children will be released to parent/guardian authorized persons only. Parents will give written orders for exceptions this.
5. ECE(s) are responsible for children during the programme at the end of class, if a caregiver fails to collect their child(ren), or is under the influence of drugs and/or alcohol, ECE(s) will do their best to arrange for a designated alternate to collect said children. If unable, the





ECE's final resort will be to call the Ministry for Children and Family Development to arrange a suitable caregiver.

6. Children not registered in the Preschool class (siblings, visitors) are the responsibility of the accompanying parent AT ALL TIMES. This is also true on all field trips.

### **Emergencies**

1. The ECE(s) will have the authority to call a child's doctor and/or an ambulance when that child is seriously sick or injured. If the parent cannot be reached, an ECE will accompany the child to the hospital or treatment centre. An ECE's substitute will be called.
  - a. In case of an emergency requiring a long distance phone call, the long distance phone call made on the Preschool phone must be charged to the person's own home number.
2. In the case of an emergency when a parent does not come to the Preschool to pick up their child (and cannot be reached) an ECE shall take responsibility for that child and remain at the Preschool until the parent or relative is contacted. The Preschool may charge parents for late pickup in order to reimburse the ECE for additional time worked.
3. The parent should list on their enrolment form the name of a friend or relative living in Metchosin who the ECE may call in an emergency when the parent is unavailable.
4. Where possible, a parent should give the ECE(s) written authorization for another person to pick up their child from the Preschool when that person is not known to the ECE(s). (If necessary, a phone call may suffice.) When alternative arrangements are made between Preschool parents, regarding pickup of children, this is to be documented in the daybook.
5. When a parent is scheduled for a participation day and an emergency arises, and that parent cannot come to the Preschool, it is that parent's responsibility to arrange for a substitute to do the participation day (or contact one person within the Preschool to make those arrangements).

### **Behavior Management**

The staff at Metchosin Co-operative Preschool will treat all children with respect and expect to be treated with respect in return. The qualified ECEs will give your child the tools they need in preparation for the next phase of their lives, socialization interaction with peers and adults and transitioning to Kindergarten.

Guidance and discipline are integral parts of the Preschool programme, whose aims are to provide a safe and healthy learning environment for children. As written in Metchosin Preschool's Bylaws, item 9 a) i):

The ECE(s) is responsible for the programme, the setup of the classroom and overall discipline.

The following describes the beliefs regarding discipline and behavior management and details methods of same.



Children are encouraged to build positive relationships with others. The Early Childhood Educator models appropriate behavior in the environment, showing respect for all. As parents are integral members of our parent participation Preschool, the Early Childhood Educator and parents are both expected to:

- Be careful and respectful to all children, using appropriate verbal and physical interaction.
- Recognize and encourage positive behaviors in the programme.
- Provide clear, consistent limits.
- Use verbal direction and redirection for guidance.
- Validate the child(ren)'s feelings.
- Refer to Early Childhood Educator for assistance if needed.
- Children are to be supervised at all times.

If a conflict occurs, all children will be guided by an ECE in problem solving techniques. We will use redirection when dealing with negative behaviour and one-on-one time with an adult and if necessary, spontaneous story time, board games, puzzles and helping jobs. If a child is

showing potential to hurt someone, themselves or damage our toys we may remove the child from the group to sit with an adult until they are ready to join the group again.

If a child is uncontrollable we will not physically restrain the child but if necessary will call you or an authorized adult to come and pick them up. All disruptive behaviour will be documented internally and that information will be used when communicating with the parents.

If there is any issue at all between children, staff, or parents, we will speak with you privately and in confidence. Please bring any issues you may have to the ECEs or an Executive Board member, and we will choose a convenient time to speak privately either at the start or end of the day.

Metchosin Preschool adheres to the Ministry of Health planning guidelines for behavior management.

### **Screen Time**

Because we care about the health and well being of the children in our care, we follow the Vancouver Island Health Authority (VIHA) regulations on Screen Time.

Metchosin Preschool, understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development; therefore, we will restrict screen time by:

- Allowing a **maximum** of 15 min per day of educational and age appropriate screen time (television, video, and DVD).
- Children who attend a program for three or less hours will not be offered screen time.
- Not allowing any screen time during meals.



We will make the exceptions for screen time on special occasions such as last day before Christmas Break, Spring Break and Year End break. In order to watch these shows we will accumulate the week's 15 minute max per day into one day for the length of one movie of approximately 1.5 hours.

### **Active Play**

Because we care about the health and well being of the children in our care, we will act in accordance with VIHA's regulations that child care facilities must ensure a minimum of 60 minutes per day of outdoor active play. The 60 minutes can be continuous or accumulated through 15 minute portions of time throughout the day.

We at Metchosin Preschool will do this by incorporating daily outdoor play, using a variety of games, outdoor play equipment and the playground. If weather does not permit us to go outside (extreme weather conditions), we will have games and activities and gross motor movement games inside the classroom.

### **Field Trips**

1. In order to transport children, other than their own, a photocopy of valid insurance must be provided and on file.
2. All parents transporting children on Preschool business must have two million (\$2,000,000), but preferably three million (\$3,000,000) Third Party Liability Insurance coverage on their vehicle.
3. Parents are responsible for arranging transportation to and from field trips. Siblings are not covered under the Preschool insurance policy. Siblings along on field trips are the responsibility of their attending parent/guardian.

### **Health**

The first priority at the Preschool is to provide a safe and healthy environment for staff, students and visitors.

Our Preschool is not equipped to care for sick children; however, we will do all we can to comfort and care for a child who has become sick while at Preschool. In that case we will contact the parent or caregiver to come and get the child.

To help prevent the spread of communicable disease please keep your child home and limit contact with others if he or she has, or has had in the past **24** hours, any of the following symptoms:

- runny nose
- fever
- diarrhea
- red, swollen, discharging eyes
- sneezing
- vomiting
- rash



- irritability or unusually lethargic

If a child is suffering from a contagious/infectious disease/illness, such as upper respiratory infections, vomiting or diarrhea, or is too unwell to play outside, the child is considered too ill to attend Preschool. In the case of infectious illness please notify the school and keep your child home. This also applies to adults and siblings. If there is a dispute as to the child's health and he or she is sent home, that child who is still showing symptoms of the argued ailment is allowed back at the Preschool only with a doctor's note.

Any child who has not been immunized will be asked to stay home from Preschool in the event of an outbreak of a vaccine preventable disease.

#### Additional Health Matters:

1. Parents are requested to dress their children in suitable play clothes.
2. Shared snack, which is part of the Preschool programme, will consist of such things as fruits, vegetables, crackers, and cheese. Parents will avoid foods containing sugars, food additives, nuts and preservatives.
3. Children identified as having food allergies or sensitivities will be monitored with due care, but the Preschool cannot guarantee this. It is suggested that in extreme cases, a parent provide an individual snack for their child.

#### Special Occasions

1. If a parent wishes to celebrate a child's birthday at Preschool, that parent is requested to consult with ECE(s) in advance, to discuss arrangements.

#### Fees

1. For persons joining after the 15th of the month, their monthly fees will be half their rate for that month.
2. There will be no refund of fees for any Preschool days absent or missed due to sickness, family holiday, or emergency closure. Full fees are required to hold the child's name on the register for any length of absence required. Special circumstances (e.g., extended illness) will be given special consideration by the Executive.
3. For any cheques returned by the bank NSF, the person will be charged all bank charges and replacement money must be paid in cash. In the event of 2 NSF cheques, the matter will be referred to the Executive.
4. Any member who withdraws from the Preschool or whose membership is terminated after April 1st (for failing to uphold the Constitution, Bylaws or Policies of the Metchosin Preschool society) will not be entitled to a refund of their June fees.
5. In the case of late enrollees, all cheques should be given to the Treasurer on the child's first day of attendance.
6. The Registration Fee is non-refundable. This includes instances where a family has registered a child at the Preschool, but withdraws the child's registration and/or enrollment, or the child does not attend the Preschool. The Registration Fee will be refunded in the special circumstance where a child was registered (or waitlisted), and the fee was



accepted, but there is no space for the child in that school year. In this case, the fee may also be rolled over to the next Preschool intake.

### **Benevolent Fund**

#### **a) Objective**

To provide an avenue whereby Metchosin Preschool may provide financial assistance to eligible families and/or for special purchases of equipment or services required for the children's educational programme.

#### **b) Definition**

The financial assistance provided under this policy shall be known as the "Benevolent Fund".

The First Vice President shall convene a "Benevolent Fund Review Committee" to consider a request under the Benevolent Fund. This Committee shall be comprised of the First Vice President, the Classroom Representative and one member of the Preschool's Parent Advisory Committee.

#### **c) Eligibility**

A family/applicant requesting assistance under the Benevolent Fund must be enrolled with the Preschool by way of paying the Registration Fee.

A family/applicant requesting assistance under the Benevolent Fund must have first exhausted applicable avenues for government financial assistance.

#### **d) Stipulations**

The financial stability of the Preschool shall be a primary consideration in the Benevolent Fund Review Committee's review of the request under the Benevolent Fund.

The Benevolent Fund Review Committee shall conduct a confidential review of a request for assistance under the Benevolent Fund.

Assistance under the Benevolent Fund shall not include the Registration Fee which is payable upon enrolment in the Preschool.

#### **e) Process**

The First Vice President shall be the initial contact in processing a request for assistance under the Benevolent Fund. He/she shall discuss the request with the family/applicant and establish the specifics of the request.

The First Vice President shall consult with the Treasurer initially in that process to establish the financial stability of the Preschool and the possibility for extending funding assistance at that time. Further consultation with the Treasurer shall occur as necessary in the process.



The Benevolent Fund Review Committee shall convene as soon as feasible to consider the needs of the family/applicant and to render a recommendation regarding the specifics of financial assistance that can be offered by the Preschool.

Assistance under the Benevolent Fund shall not normally extend beyond a fourmonth period. Options for assistance may include, but are not limited to:

- a. waiving monthly fees in their entirety for up to a fourmonth period;
- b. reducing monthly fees by a specified amount for up to a fourmonth period;
- c. purchasing required equipment to meet a special need for children's educational programme; or
- d. Total or partial funding to cover salary and/or associated costs for a Teaching Aid required for a child's educational programme.

The First Vice President shall present the Committee's findings and recommendation to the Executive Committee, on an anonymous basis, at the next possible monthly meeting at which time a decision will be rendered and documented in the Minutes. In circumstances where a decision is required prior to the next Executive Committee meeting, the Benevolent Fund Review Committee may grant interim funding as they deem appropriate, pending final decision by the Executive Committee.

Extensions to financial assistance beyond the fourmonth period may be granted, but must be reviewed again by the Benevolent Fund Review Committee and brought to the Executive Committee again for decision.

The First Vice President shall discuss the decision with the family/applicant and initiate the necessary action to implement the decision. This shall include documenting the specifics of any financial assistance to be offered by the Preschool and providing a copy to the Treasurer for action and to the family/applicant.

#### f) Financial Considerations

The Benevolent Fund shall be a line item in the Metchosin Preschool annual budget. It is recommended that the amount held in the fund be not less than \$3000 or more than \$5000. If the amount in the fund exceeds \$5000 at the end of the Preschool year, the excess should be spent on appropriate items as outlined in the policy. The exception to this ceiling would be when the Preschool is anticipating extraordinary Benevolent Fund expenses or is fund raising for a specific expenditure. If the amount in The Fund falls below \$3000 money should be allocated in the next budget to top up The Fund.

In the event of severe economic adversity for the Preschool as a whole, the Executive can choose to use the Benevolent Fund to maintain daytoday operations until such time as the financial situation improves, at which time the funds should be placed back into the Benevolent Fund for appropriate use.

### **Multi-Child Policy**



1. Families that have more than one (1) child (and up to three (3) children) enrolled in the same school year are eligible for the following adjustments:
  - a. Tuition is the full amount for the first child; 10% discount on the tuition for the second child, and a 50% discount on tuition for the third child. The discount(s) will be applied to the lesser of the tuition fees.
  - b. One (1) Registration Fee per family.
  - c. One (1) Clean-Up Day assignment and one (1) Clean-Up Day deposit per family.
  - d. One (1) Parent Education Fund Fee per family.
  - e. Fundraising deposit(s) or fee(s), plus any participation requirements, are per family.
  - f. Participation Days: For those families who are doing Participation (Duty) Days, the Parent/Guardian Helper must sign up for Participation Days for each child enrolled, up to a maximum of five (5) Participation Days per calendar month. For example, if Preschool Parent/Guardians with one child enrolled have signed up for 2 Participation Days in the month, then a Parent/Guardian with two children must do 4 Participation Days. If Parents/Guardians with one child have signed up for 3 Participation Days, then a Parent/Guardian with two children would sign up for 5 Participation Days, instead of 6 days.
2. Families wishing to enroll four (4) or more children in the same school year will have their fees and requirements reviewed on a case-by-case basis by the Executive Committee. All fee and rule adjustments, including those stated in #1 above, will be at the discretion of the Executive Committee.

### **Miscellaneous**

1. A non-Preschool child (including siblings) cannot be at the Preschool to visit unless the legal parent or guardian stays with the child, and the visit is approved in advance by an ECE or ECE-A.
2. Expenditures under \$1,000 may be approved at monthly Executive Meetings. Amounts over \$1,000 and any additional remuneration allowed to the ECE(s) (not specified in her/his contract) requires a two-thirds (2/3) majority vote at a Monthly Meeting.
3. Parent Manuals - Each Preschool member will receive a (digital) Parent Manual before the start of the school year. It is important that you familiarize yourself with the information in the manual.
4. At the discretion of the Executive, Preschool closures may vary from public school closures where the latter is other than regular vacations and holidays.
5. Metchosin Preschool includes children of diverse abilities. This inclusion is dependant on the provision of appropriate aids/supports.

### **Deviations From Policy**

1. Any special arrangements that create a deviation from the Preschool Bylaws and/or Policies must be reviewed and approved in advance by the Executive Committee. Effort will be made to minimize the amount of personal and private details discussed, while still providing enough information to make an informed decision.