

Strawberry Vale Preschool

Parent Handbook

Strawberry Vale Preschool



2018 Version

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Welcome to Strawberry Vale Preschool!

Like other cooperative preschools, Strawberry Vale Preschool is owned and operated by you, the parents. What does this mean? It means Moms, Dads and caregivers play a very active role in the running of the preschool. Besides the fun of participating in the classroom on your "duty days", you can offer invaluable input and support during the monthly meetings. Everything you give helps to create a loving atmosphere in which your child will learn to feel confident and secure.

Like all programs of the Vancouver Island Cooperative Preschool Association (VICPA) we operate with the "Learning Through Play" philosophy. Our ECE sets up the environment and includes activities so that the children are encouraged to explore and actively participate in their learning experiences instead of being taught. There is math, science, social studies, geography, pre-reading and writing skills going on but you may not recognize them as such! Parent and/or caregiver participation is the very foundation of our preschool. It is a wonderful opportunity where together we can watch our children grow in confidence towards the challenges ahead.

Enjoy!

Strawberry Vale Preschool – Our Long History With Our Community

The original Strawberry Vale School, commonly referred to now as “The Little Red School House”, was built in 1893. In January 1894 a young teacher named James Monk faced the first students of the area. In 1913 a new two-room school was built to augment the original building.

In 1951, when a new four-room building was constructed, the two-room school was demolished; the original one-room schoolhouse was also to be demolished. Mrs. W. W. McGill, Mrs. E. Cummins, Mrs. Annie Lockhart and many parents in the district pleaded to save the building for a cooperative play group. The decision was reconsidered and consent was given to keep the schoolhouse.

The LRSB was moved to the back of a piece of property behind the school grounds bordering on Rosedale Park, and The Copley Brothers offered to move the structure free of charge. Parents fundraised and bought materials to create a modern room for a cooperative play group. All the work except the plumbing was done by the parents. Thus, it became the home of the present day preschool (originally called the Colquitz Co-operative Play Group).

Mrs. Cummins was the first teacher who taught until 1969. She was succeeded by Mrs. Joan Salmon who retired in 1992. It was with Mrs. Salmon, in 1979, that the building received its “Heritage Designation” and through the efforts of the parents in the community a new roof was put on and the outside given a well deserved paint job.

In September of 1993 the preschool opened its doors with a new ECE, Mrs. Juanita Olson, and its exciting beginning as a member of the Vancouver Island Co-operative Preschool Association. The next year, the District of Saanich donated the land and the building to School District 61. The district needed the land for the new Strawberry Vale Elementary school. The Little Red Schoolhouse was moved to its current site, and renovated with money from a BC21 grant. This all occurred for the historic building’s 100th birthday!

In 2005 the torch was passed on to Gail Atkins, who is the current ECE and a former student!

To all the parents and teachers who have served the “Little Red Schoolhouse” over the years, we are thankful. To those of you who are just starting, we pass our hopes and dreams of a continued future. You can be sure that although the road has not always been easy, the Strawberry Vale Preschool will continue on.

Background of Your Early Childhood Educator

Welcome everyone, my name is Gail Atkins and I will be your child's Teacher at Strawberry Vale Preschool.

I have worked as a Licensed Early Childhood Educator since 1986. My work experience ranges from Licensed Day Care, Special Needs Child Development, Toddler Programs as well as Home Day Care and Community Centre Preschool programming. Not to forget, perhaps, my most challenging experience...I am a mother of 3 amazing, now young adult, children.

Reflecting on the years I have been working in the field of Early Childhood Education, I like to think of myself as a "well seasoned" teacher. Strawberry Vale Preschool has given me the privilege of being their chosen teacher since 2006, and I am so pleased that this Little Red School House has once again become my place of learning. Growing up, Strawberry Vale was my neighbourhood elementary school and even my preschool. Yes, I was a student of "The Little Red Schoolhouse", way back in 1968. I vividly remember some magical moments as a preschooler under the loving care of the first cooperative school teacher, Mrs. Cummins. My hope is that your children will one day be able to look back at SVP and have their own magical memories to share with their children as they walk them up to the doors of The Little Red School House.

As parents, teachers and caregivers it is my belief that our job is to foster the natural curiosity and excitement children have during these early learning years. By providing a safe and loving environment, we encourage the children to challenge themselves (and us) as they use play to explore their world and marvel over each and every learning experience. I am very much looking forward to getting to know all of you over the next school year. Now...Let's Play!

VICPA: Vancouver Island Cooperative Preschool Association

VICPA is an “umbrella” organization for cooperative preschools on Vancouver and outer islands. Member groups offer educational and creative play activities in half-day programs to children aged 3-5, and a planned orientation and parent education program for parents/caregivers. Each group is licensed as required by the *Community Care Facility Act* and employs a fully qualified ECE. VICPA is run by our dedicated ECEs and a few parent volunteers.

Cooperative preschools (also known as parent-participation preschools) are organized by groups of families who wish to provide their children with a quality preschool experience. Parent-participation preschools are owned and operated by parents on a non-profit basis. Under the guidance of a qualified Early Childhood Educator, parents assist in the classroom and participate in the educational program which emphasizes “learning through play”.

Parents/caregivers in parent-participation preschools gain...

- a deeper understanding of their children by learning about the behaviour and growth needs of children at various ages and stages in their development.
- the opportunity to witness their child’s learning. Active participation in the classroom provides parents with the opportunity to observe their children in a non-home environment, and learn strategies for dealing with various behaviour and learning outcomes from qualified and supportive staff.
- opportunities to learn. Monthly parent education programs provide the opportunity for learning about many aspects of parenting and children’s growth. An opportunity to develop skills and insights essential for guiding children. By participation with a professional early childhood educator, the parent/caregivers gain useful ideas for helping their child at home and in the world about him.
- a chance to meet, socialize and work co-operatively with a group of like-minded parents from a cross-section of the community, and to receive emotional and practical support.
- executive and committee experience within your own group and through VICPA.

VICPA preschools provide a play-based curriculum that:

- provides social and play experiences with children their own age
- supports the development of the whole child – socially, emotionally, physically, and intellectually.
- encourage a good self-concept, self-control and self-reliance.
- allows for the recognition of each child’s unique learning style, abilities, and developmental level
- encourages curiosity and creativity
- allows for hands on learning, where the curriculum can emerge from the children’s interests, needs and desires; making learning concrete and meaningful

- provides the experience of having parent and child mutually sharing and participating in the school's activities
- creates supportive relationships with adults other than their own parent

Overall Goals for the Program

The children will be provided with:

A safe and nurturing environment to help them achieve their full potential. This includes the opportunity to develop social skills with their peers. The children are encouraged to express them assertively and autonomously while modeling from the adults characteristics of compassion and respect for others.

A qualified ECE who will observe them in order to assess the developmental needs of individual children and determine how to meet these needs within a group.

Opportunities for long periods of free play to be able to become involved, investigate and persevere with self-directed play activities. This includes the opportunity to repeat activities and skills to be able to fully absorb them.

Opportunities for play with real objects and through events relevant to the interests and life of the children to enable them to understand the meaning of symbols such as letters and numbers.

A prepared learning environment that would include developmentally appropriate activities that promote all areas of development; that reflects a variety of learning styles through a variety of toys, materials and activities; and reflects all the children's family backgrounds. The emphasis would be to prepare a planned environment that facilitates learning through play.

An environment that will build a positive sense of self-esteem. Children feel successful when they engage in a task they have chosen for themselves. As confidence grows in children, they feel free to build on their skills and free to take risks. Success occurs more frequently for them when activities and materials are open-ended and free from adult restrictions.

A pace of activities that is sensitive to the children's needs. This includes a balance for quiet and active periods within the schedule, as well as maintaining room for flexibility to include spontaneous learning experiences.

Opportunity for parent involvement in the classroom. This will provide a base for the development of a positive relationship between the children, parents and the ECE.

Levels of Participation

Full Participation

If you register with the full participation option, your family is committed to the following:

- One family member is required to become trained to assist in the classroom once or twice a month. This is a great opportunity to play an active part in your child's school experience. You will help the children with their activities, provide some supervision and tidy up in preparation for the next class.
- One family member is required to take on a job within the school. Job duties include hygiene, building and yard maintenance, washing and mending, shopping, floor cleaning, social convening and participating on various committees. There are also executive roles, including enrollment, orientation, fundraising, marketing, parent education, treasurer, vice president, president. Each family has the opportunity to express what they are interested in doing and always have great support from the community when needed.
- Attend monthly general meetings. Meetings are scheduled 6:45-9:15 pm on the second Tuesday of every month and include both educational and business components. The parent education component provides an opportunity to have an open discussion on relevant topics pertaining to the preschool age group. You might not realize you share a common concern with parents in our school and parent education meetings give you the chance to share these concerns finding a resource within our preschool. The community expands with parent education but we bring it to you. Your input helps provide presentations on topics you want to hear. A simple survey after each meeting provides feedback on whether the topic and presenter warrant a return.
- Take part in one seasonal school clean. Shifts in the cleans run 2-3 hours long.
- Provide fundraising support through taking part in our major fundraisers throughout the year or by opting out of fundraising for an extra fee.
- You may also be asked to help collect household items for school crafts or to occasionally make playdough for the school.

Partial Participation

If you register with the partial participation option, your family is still a full member of our preschool but you do not have to participate in the duty day component of our family commitment. Partial participation spaces are limited in each class.

You will not be required to:

- Participate in the duty day component
- Attend the monthly General Meeting. You are a full member with a vote on all items brought to membership which are discussed every second Tuesday of each month during the general meetings. Parent education runs from 6:45-8:00 pm and the business portion of the meeting runs 8:00-9:00 pm. You are always invited and encouraged to attend the monthly meetings but it is not required.
- Participate in the seasonal school clean.

You will be required to:

- Participate in yearly fundraising activities (or pay the fundraising fee option)
- Perform a school job

Cooperative Opt-out

If you wish to attend the preschool without the cooperative option then your family is not required to participate in any of the cooperative duties at the school. No job, no fundraising, no duty days and no monthly meetings. You are always invited to attend either portion of the monthly meetings but it is not required. Cooperative Opt-out spaces are limited in each class.

Orientation Requirements - Full Participation Families

One or both parents or another designated person (i.e. nanny, grandparent) who will be assisting the ECE in the classroom as a "duty parent" must participate in an initial orientation for that role which totals 10 hours plus attendance at the General Meetings for ongoing education. This is a requirement of the government licensing board to ensure that all classroom assistants are familiarized with the important aspects of early childhood education programming. As a result of this educational process cooperative preschools are known for the high standard they maintain in regard to safety and quality of their children's programs.

Orientation hours may be accumulated by attendance at:

- ★ Observation - 2 hours
- ★ June General Meeting - 2 hours
- ★ Philosophy Meeting - 2 hours
- ★ September Practical Workshop - 2 hours
- ★ September General Meeting - 2 hours

In subsequent years involved at SVP with the same ECE, the duty parent's orientation hours are reduced to four hours plus continued attendance at General Meetings.

Families who miss one or more of the orientation meetings due to late enrollment will be required to work with the Orientation Chair to accumulate the 10 hours in alternate ways. This may include attending the first day of class, shadow duty days with an experienced parent, and an assignment based on the parent manual.

General Meetings

The General Meetings are held at the preschool. Attendance is mandatory in order that we may maintain our license to operate by fulfilling ongoing parent education requirements. In addition, they are held to conduct ongoing business of operating our Non-profit society. Generally the first half of the meeting is the parent education component in which a guest speaker provides information on a topic relevant to parenting or the children's program. This portion is both interesting and informative and parents are encouraged to ask questions or offer input. The business portion of the meeting is generally conducted following a brief coffee/snack break. The President chairs this portion of the meeting, with members of the Executive reporting on their specific area of responsibility. All members are encouraged to express their opinions, concerns, suggestions and to participate in voting (one vote per family) and decision making.

Expressing Yourself in a Meeting and Expediting Business

- ★ Inform the President ahead of time if you wish to be on the agenda
- ★ Please be on time
- ★ Pay attention and refrain from talking to your neighbour
- ★ Address all remarks to the Chairperson
- ★ When you have an opinion or feeling, state it honestly and clearly. You probably are not the only one to feel this way
- ★ Try not to repeat points that have already been made, instead make a motion
- ★ Be first to speak to a motion you have just made
- ★ Seconding a motion does not mean that you agree with it, just that you would like to have it discussed
- ★ Discuss only the pending question. Try not to introduce other topics
- ★ Ask pertinent questions and know for what you are voting
- ★ Participate actively. Do not wait to be asked for your opinion

Missed Meeting Guidelines

General Meetings are held the 2nd Tuesday of each month, from September to June. It is an expectation and requirement that the duty parent/caregiver of each child registered in the full participation option in the school attend all of these meetings.

A maximum of two General Meetings can be missed (with valid reason) in the school year. If more than two meetings are missed the family's situation and reasons for the missed meetings will be reviewed by the Executive. Expulsion from the preschool for two or more missed meetings is a possibility (see Bylaw 3.04). The parent or caregiver is expected to contact the Secretary prior to the meeting if the parent/caregiver is unable to attend. Each family who is absent from the General Meeting will receive a standard letter from the Vice President, and a Missed Meeting Report Form is to be completed.

When a GM is missed, the parent/caregiver must make up both the business portion and educational portion of the meeting. To make up for the business portion, the parent/caregiver must read the minutes of the missed. In addition, they must complete ONE of the following options to make up the education component of the meeting:

- Read the material provided by the missed speaker, when available
- Watch a parent education video or Ted Talk
- Attend a parent education workshop in the community
- Read selected chapters of interest from a book in the school's Parent Education Library, or from a relevant website or blog.

Upon completion of the chosen activity, the parent/caregiver must complete the Missed Meeting Report Form indicating the date of the missed GM, the name of the chosen video/workshop/book and the date completed. This form must be submitted to the VP1 prior to the next month's GM.

The Executive

The Executive is a group of elected fellow parents who are responsible for overseeing the business of the preschool. Although an executive position is a member's job in the preschool, they need the cooperation and assistance of all members to cooperatively get the administrative work done. You can learn more about the executive in the job descriptions section of this handbook.

The Personnel Committee

The Personnel Committee is comprised of the 1st Vice President as chair, the ECE Representative and the Class Liaison. Each class has a member whose job is Class Liaison. As the Personnel Representatives, these individuals are also available to anyone in the class who has a concern they would like addressed.

Please feel free to approach your Class Liaison with questions or concerns. If the Liaison cannot help you to sort out the problem, they will contact the VP. The Personnel Committee may meet to help resolve the concern. If need be, the Executive as a whole will address the situation. **Please note that all personnel issues are dealt with discreetly and with strict confidentiality.** As this is a parent-run preschool, each member's concerns are important and it is hoped that this system will ensure that all issues are satisfactorily resolved.

Job List

During the preschool year each full and partial participation family will hold one school job, and is encouraged to volunteer for committees throughout the year as required.

The VP1 assigns jobs from the choices listed on the following pages. It is important that the job you are assigned works for you and your family; please feel free to talk to the VP1 if you're having concerns about your job.

CLASS LIAISON: One person per class

- Compiles the duty schedule, based on availability given by the parents
- Is a member of the Personnel Committee as a liaison between the general membership and the VP1
- Emails parents reminders of upcoming events, meetings and communications from ECE and executive
- Posts the duty schedule at school and provides a copy for each member of the class
- Shares phoning/emailing with the President if an unexpected school closure occurs
- Compiles a list of people available as emergency parents and ensures they are listed on duty schedule
- Communicates to class and assists to arrange a replacement parent when needed to fill in a duty day for someone. The class liaison is NOT responsible to personally fill spot themselves.

FLOOR WASHER: One person

- Washes linoleum floor weekly at the end of the day
- Washes and waxes floor at the end of each major seasonal school clean
- If coming in to wash floors following a class, ensures that it is communicated to class that the floor must be swept thoroughly

FUNDRAISING TEAM: One or more people

- Works together with the Fundraising Chair to organize fundraising activities and events throughout the year
- Communicates fundraising information to the membership as needed
- Is responsible for the collection of money or items regarding fundraising activities and events

HANDY PERSON: One person or a team

- Is a member of the Equipment Committee
- As requested by the Facilities Chair or the ECE, will repair broken equipment or install new equipment (i.e. hooks, shelves, etc.)
- Arranges for a professional repair person as required
- Maintains the fence (i.e. paint, replace, repair pickets)

- Do small painting tasks (i.e. touch up paint on the climber, tables and chairs etc.)
- Paint/touch-up front steps annually
- If extra assistance is needed coordinates with yard maintenance

HYGIENE COORDINATOR: One person

- Is a member of the Equipment Committee
- Sets clean schedule for Hygiene Committee in coordination with ECE
- Ensures toys and equipment are washed/sanitized on a rotation basis
- With Hygiene Committee, arranges seasonal school cleans, and organizes parents and tasks (Ladybugs class cleans at winter break and Bears class cleans at June year end)
- At major cleans ensures that everything is washed (i.e. dress-up clothes, tables and chairs, shelving etc.)
- At each major clean, arrange to have carpet cleaned (check with VP2 to see if we have a standing arrangement with a contractor for carpet cleaning and floor waxing).
- Empties the recycling boxes and vacuum cleaner canister regularly

HYGIENE COMMITTEE: Two people

- As directed by the Hygiene coordinator, participates in clean of toys and equipment each month
- Helps to organize seasonal clean and parents' tasks
- Helps at seasonal clean to ensure that everything is washed and carpet is cleaned

LIBRARIAN: One Person

- Comes in once a week during Outside Time to maintain the Library
- Prepares children's library bags by creating printing and attaching tags
- Required to file and repair books when necessary
- Create cards and pockets for new books.
- Exchanges the books in the children's library throughout the year

NEWSLETTER EDITOR:

- Produces The Strawberry Patch Newsletter monthly
- Access to a computer required
- Includes monthly reports from the ECE and the President
- Includes editor's report
- Collects and prepares any other contributions that would be of interest to the membership (i.e. recipes, poems, children's games, household tips, jokes) sends a copy of the newsletter to the VICPA Coverall Editor via the VICPA Board Meetings or by email

PHOTOGRAPHER ORGANIZER: One person

- Download and organize photos taken on the school camera every week or two.

- Disseminate photos as necessary to marketing, website, newsletter or others as necessary.
- Maintain permission lists for using children's photos in the media.
- Gets pictures printed at a commercial photo lab from digital source.
- Create classroom display of students photos in September.
- Create take-home photo album for ladybugs at graduation. The albums should represent the students over the two years and all seasons.
- Submit receipts to the Treasurer for reimbursement
- Assist with taking photos on field trips or at special events. Consult with ECE for details
- Arrange for professional photographer to take class and individual photos in September.
- Be there on picture day to assist photographer (not as duty parent)
- Place class pictures in the history album, recording the children's names.

SCHOLASTIC BOOK ORDER: One person

- Collect, assemble and distribute monthly scholastic catalogues
- Email membership to let them know catalogues are available, and the deadline.
- Collect order forms and money, and submit order to Scholastic Inc.
- Receive books and organize into individual orders
- Hand out to membership

SHED CARETAKER: One person

- A member of the Equipment Committee
- Maintains our three sheds: Toy Shed, Storage Shed, and Playhouse
- Keeps sheds organized
- Checks once a week to ensure items are properly stored
- Rotates toys that are moved in and out of preschool play rotation
- Work with ECE to make sure Storage shed is well-organized, as it is very full.

SHOPPER: One person

- Checks with the ECE weekly for items to purchase
- Checks monthly to ensure sufficient cleaning supplies etc. are in stock
- Checks with treasurer to make sure they know supply budget, and stick within it.
- Makes purchases carefully in order to obtain best possible price
- Submits receipts to the Treasurer for reimbursement
- See binder for specifics re: quantity, size and type

SOCIAL CONVENER: Two people

- Consults with the shopper to purchase coffee, tea for meetings if necessary
- Arrive at school at 6:30 before monthly meetings to set room up. (Consult with Parent Ed & President). Stay after meeting to help put room in order for school next day.

- Coordinates membership tasks for social events (winter party, year-end picnic, open house, fundraising events etc.)
- In September, arrange snack schedule for parents to bring food to monthly meetings.
- Phones/emails to remind members when it is their turn to bring snacks
- Arranges refreshments for annual VICPA meeting, if necessary (President will notify)
- Serves as Chair of Year-End Picnic Committee: asks for volunteers at April meeting
- In June, arranges for snacks for September General Meetings
- Coordinates special school projects throughout the year such as SVP t-shirt sales
- Maintain sundries (i.e. napkins, plastic utensils etc.) as needed

SOCIAL MEDIA/MARKETING: One Person

- A member of the Communication Committee
- Main focus is to maintain SVP Facebook and Twitter accounts
- Liaises with Newsletter Editor and Class Liaisons for important upcoming dates
- Find out about community events catering to preschoolers and alerting membership
- Manage posted content

WASHING AND MENDING: One person

- Collects laundry and returns clean laundry as soon as possible
- Washes laundry at seasonal school clean times and other laundry as needed
- Puts clean laundry away (clean costumes to be stored in storage shed)
- Does mending when necessary or as requested by the ECE
- See the ECE for any special instructions

WEBSITE MAINTENANCE: One person

- Member of the Communication Committee
- Maintain and improve website and develops appropriate links to other sites
- Liaise with Communications officer to ensure website remains up-to-date
- Collects contributions from ECE and members where needed
- Liaises with newsletter editor for any updates required

YARD MAINTENANCE: One person

- A member of the Equipment Committee
- Requires use of **own** lawnmower
- Keeps grass mowed and edges trimmed; weekly when school is in session
- Maintains grass over the summer
- Fertilizes grass as needed throughout the year
- Keeps grass area free from excess sand
- Removes weeds from the grass by non-toxic methods
- Re-seed bare areas as necessary
- Waters as necessary
- Snow removal on every school day and meeting night as required

Executive Job Descriptions

PRESIDENT

- Chairs executive and general meetings
- Attends VICPA board meetings on behalf of the preschool
- Oversees all committees and can attend as many meetings as seems necessary for smooth running of the preschool
- Knows preschools constitution, bylaws and policies
- Knows VICPA's bylaws and policies
- Holds a key to the preschool and shares security of the preschool with ECE
- Liaises with the landlord
- Submits an annual report at the end of term

VICE-PRESIDENT 1

- Attends monthly executive and general meetings
- Chairs the Personnel Committee.
- Responsible for organizing the jobs and committees (special attention should be made when filling the class rep positions as they are on the personnel committee)
- Chairs the executive or general meetings if the President is absent
- Organizes yearly preschool evaluation
- Maintains Parent Handbook (With VP2)
- Submits an annual report at the end of term

VICE-PRESIDENT 2

- Attends monthly executive and general meetings
- Book substitute ECE and ECEA when necessary
- Chairs the following committees: Constitution & Bylaws Revision, Salary Negotiations, ECE Hiring and Standards
- Responsible for organizing committees
- Chairs the executive or general meetings if the President is absent
- Maintains Parent Handbook (with VP1)
- Submits an annual report at the end of term

SECRETARY

- Attends monthly executive and general meetings
- Assists the President in organizing meetings and helps keep meetings in order
- Takes the minutes and distributes them to executive and class reps
- Creates class sign-in sheets and prints them as necessary
- Prints yard-check sheets as necessary
- Takes attendance at general meetings and communicates absences to VP1 asap.
- Deals with the correspondence
- Files Reg. of Companies forms (within 60 days of AGM) (blue form)
- Submits an annual report at end of term

TREASURER (2 people)

- Liaison with the preschool's Bookkeeper.
- Attends monthly Executive and General Membership meetings.
- Provide Bookkeeper a copy of school year's budget.
- Responsible for authorizing all expense claim forms indicating which account such expenses are for – ie - supplies, program, fundraising, etc, for pick up by the Bookkeeper every two weeks.
- Collects all fees, donations, and other monies and deposit in bank.
- Retains all bank deposit records and provide information to the Bookkeeper for tracking purposes.
- Disburses funds by cheque as required for rent, bills, purchases and services.
- Retain meeting minutes for a minimum of 6 years for charity status and Canada Revenue Agency.
- Keeps petty cash.
- Assists the Bookkeeper in reconciling monthly bank statements to produce a quarterly financial report.
- Presents quarterly financial reports to Executive and General Membership at their monthly meeting.
- Coordinates changing of banking signatories.
- Coordinates and chairs the Budget Committee. Prepares a draft budget to present for approval to Executive and General Membership.
- Notifies VICPA of any changes in membership.
- Attends VICPA Treasurer Workshops.
- Submits monthly Child Subsidy Forms as required.
- Review with the Bookkeeper and a Trustee, the preschools' books and records for annual verification.
- Maintain preschool's Registered Charity status with assistance of the Bookkeeper.
- Assist the Bookkeeper in filing an annual return to Canada Revenue Agency.
- Main contact for dealings with Canada Revenue Agency.
- Submits an annual report at end of term

PARENT EDUCATION

- Attends monthly executive and general meetings
- Circulates a questionnaire at the beginning of the school year to get an understanding of what topics parents might be interested in
- Arranges speakers for monthly meetings
- If a speaker's fee is expensive, considers sharing the session with another preschool
- Writes thank you notes and arranges payment for speakers
- Distributes, collects and evaluates speaker evaluation forms for each general meeting
- Maintains and keeps inventory of parent education library
- Submits an annual report at end of term

ENROLMENT

- Attends monthly executive and general meetings
- Knowledgeable about the philosophy and policies of the preschool and be able to convey them to new parents
- Collects the non-refundable enrolment fee and passes it to the Treasurer
- Acts as liaison for new parents fielding inquiries about the preschool
- Arranges observations for potential members
- Handles all paperwork pertaining to enrolment
- Keeps Orientation Chair current on member information
- Informs the executive regarding changes in enrolment during the preschool year.
- Manages all inquiries coming in to the school
- Manages waitlist
- Submits an annual report at end of term

ORIENTATION

- Attends monthly executive and general meetings
- Knowledgeable about the philosophy and policies of the preschool and able to convey them to new parents
- Attends philosophy night and practical workshop to orient new parents to the preschool
- Ensure every member completes orientation
- Co-ordinates with enrolment to obtain completed enrolment forms
- Ensures all paperwork is complete, all monies received, and all student files are complete
- Set dates with ECE regarding orientation hours and follows up with letters to membership of these dates
- Co-chairs with ECE all orientation workshops
- Ensures VP1 receives job choices forms
- Keeps class list up-to-date and distributes to staff and class liaisons as necessary
- Submits an annual report at end of term

FUNDRAISER

- Attends monthly executive and general meetings
- Chairs Fundraising committee
- Collects and researches fundraising ideas/suggestions
- Presents fundraising ideas to the general membership
- Organizes membership to help with fundraising events
- Collects money/cheques from membership and submits them to the Treasurer
- Works with Marketing person to help promote the preschool at fundraising events
- Reports status of fundraising events (past and future) at executive and general meetings
- Submits an annual report at end of term

COMMUNICATION

- Attends monthly Executive and General Meetings
- Liaises between the Communication Committee and the Executive
- Chairs the Communication Committee made up of Website, Newsletter, Photographer and Marketing.
- Works with the Executive and the Communication Committee to develop and execute an annual Marketing strategy plan
- Maintains the official SVP Facebook and Twitter accounts.
- Presents communication ideas to the general membership
- Works with the fundraising team and looks for opportunities to promote the preschool through fundraising events
- Co-ordinates with website maintenance regarding changes and advertising
- Arranges new printing when necessary
- Submits an annual report at end of term

FACILITIES

- Attends monthly executive and general meetings
- Chairs the equipment committee
- Checks all equipment for safety
- Keeps equipment in the preschool in good repair
- Buys new equipment as necessary
- Manages any major projects (eg. Fence repair, painting, etc.)
- Updates inventory list every 2 years and completes a full inventory every 5 years
- Submits an annual report

EXECUTIVE ASSISTANT: One person

- Attends monthly executive and general meetings
- Assists the Executive members as needed
- Maintains Electronic Parent Manual
- Assists ECE with Electronic Documents
- Organizes gifts as needed for ECE(s)
- Follows up on preschool correspondence and miscellaneous items
- Photocopying for Executive and General membership as needed

EARLY CHILDHOOD EDUCATOR

- Attends monthly executive and general meetings
- Does not have a vote, but has a voice (acts in an advisory capacity)
- Responsible for running program and membership are encouraged to go to executive for administrative questions
- Attends VICPA sponsored workshops (approximately once per month).

Paid Job Descriptions

BOOKKEEPER

Qualifications/Key Skills & Abilities

1. Grade 12 diploma plus education in business administration or accounting
2. Experience of more than two (2) years as a bookkeeper
3. Proficiency in MS Office and Simply Accounting
4. Attention to detail and accuracy with numbers
5. Ability to perform a variety of tasks concurrently
6. Ability to take initiative, be creative, innovative and flexible
7. Ability to work independently and as part of a team
8. Must be able to pass Government of Canada security
9. Well organized and detail oriented
10. Excellent verbal and written communication skills
11. Sound interpersonal skills, as well as the demonstrated ability to work unsupervised

Duties & Responsibilities

- Liaise with the preschool's Treasurer and/or designate.
- The Treasurer and the Bookkeeper will coordinate the pick up/drop off of invoices, expense claim forms, cheques and other misc. paperwork of the preschool to/from Membership and Bookkeeper.
- Retains all financial records, cancelled cheques/stubs, expense claim forms, receipts, statements for expenditures and charitable donation tax receipt copies.
- Records all income and expenditures in computer software program including those of monthly Payroll, Source Deductions, Staff Wages & Benefits and tracks such those including ECE/other staff leave.
- Reconcile & prepare monthly financial statements and forward to the Treasurer for them to present to the preschool's Executive and General Membership for approval.
- Calculates monthly payroll and forward spreadsheet to Treasurer. Treasurer to include with payroll cheque when disbursing to ECE, VIHA Support Worker(s) and Subs.
- At time of month end payroll, prepare Source Deductions and forward to Treasurer. Treasurer to pay at the bank by the 7th of every month or at Canada Revenue Agency by the 15th.
- Submits online monthly invoices to Vancouver Island Health Authority when a Support Worker is required for the Queen Alexandra Hospital funded children attending the preschool.
- Submit class #'s online by the 10th of every month to Child Care Operating Fund (CCOF). Enrollment will send initial class #'s in September to Bookkeeper and provide any changes as they occur by email.
- Prepare T4's.
- Review with a Treasurer and a Trustee, the preschools' books and records for annual verification.

- Assist Treasurer in maintaining the Registered Charity status.
- File annual return to Canada Revenue Agency.
- Assist Treasurer in dealings with Canada Revenue Agency.
- Track HST/GST/PST paid by preschool.
- Apply for annual HST/GST/PST rebate.
- Assist in supplying information for contract negotiation for the ECE, the VIHA Support Worker(s) and any Subs.
- Assist in supplying information for the Budget Committee.
- Make recommendations where necessary.

Volunteers at Strawberry Vale Preschool

Volunteers who wish to have a reoccurring schedule at the preschool over the age of 12 are required to complete a Criminal Record Check, provide personal references that would confirm their good character and their ability to display appropriate behaviour/actions in compliance with the preschool's philosophy and guidance policy.

Volunteers who wish to occasionally participate in the preschool program will be granted permission at the discretion of the ECE. The ECE will give or deny permission based on many factors pertaining to the program and specific needs of the children and families enrolled in that particular class.

Some examples of things taken into consideration (but not limited to):

- Ratio of adults to children (some classes have extra support staff or ECE students in attendance and/or therapist visiting and additional adults are generally not permitted on these days).
- Specific needs of the group as a whole.
- Specific needs of a child or their care plan.
- Specific concerns of a member can be taken into consideration.

Who are you going to call?

| | | |
|--|---|--|
| President | president.strawberry@gmail.com | <ul style="list-style-type: none"> You want to discuss a particular subject from the business meeting |
| Vice President 1 | vp1.strawberry@gmail.com | <ul style="list-style-type: none"> Concern about your job You need the alarm code for after-hours access to the school. |
| Vice President 2 | vp2.strawberry@gmail.com | <ul style="list-style-type: none"> You have a policy/constitution concern |
| Orientation | svpenrollment@gmail.com | <ul style="list-style-type: none"> Your contact information needs updating If you want to change your participation level (full/partial/opt-out) |
| Treasurer | treasurer.strawberry@gmail.com | <ul style="list-style-type: none"> You need funds (Subsidy) to cover school fees You need to be reimbursed for money spent on the school |
| Facilities Chair | See contact list for current email | <ul style="list-style-type: none"> You have equipment concerns or questions |
| Parent Education | parent.ed.strawberry@gmail.com | <ul style="list-style-type: none"> Suggestions for the Parent Ed. Speaker |
| Communications | communications.strawberry@gmail.com | <ul style="list-style-type: none"> You have ideas about marketing/social media etc. |
| Fundraising | fundraising.strawberry@gmail.com | <ul style="list-style-type: none"> You want information about fundraising |
| Secretary | secretary.strawberry@gmail.com | <ul style="list-style-type: none"> You cannot attend a meeting You need to make an online "signup" (party, clean etc) - we have a dedicated account for that |
| Personnel committee | vp1.strawberry@gmail.com bearsrep.strawberry@gmail.com ladybugsrep.strawberry@gmail.com | <ul style="list-style-type: none"> You have interpersonal problems (between parents) You have a concern regarding the ECE and are unable to approach her |
| Direct email the other parents in your class | See contact list | <ul style="list-style-type: none"> You need to change you duty day You have non-school related info to send to your class (playdates, missing clothes) |
| Class liaisons | bearsrep.strawberry@gmail.com ladybugsrep.strawberry@gmail.com | <ul style="list-style-type: none"> You have school business to pass on to all families |
| Call the school | 250-479-4213 | <ul style="list-style-type: none"> Your child is sick for a session |
| Your ECE | In person or by email: atkinsgail2@gmail.com | <ul style="list-style-type: none"> Your child has a contagious disease (lice, chickenpox, etc). You want to discuss your child's progress or a particular concern You have questions or concerns regarding the program You have discipline concerns as a duty parent |

Role of the Parents in the Classroom

1. Each parent understands that the ECE is in charge of the classroom and learns to take directions from her.
2. Each parent follows the ECE's daily instructions and helpful hints, for example:
 - Be punctual. Arrive at the time agreed upon before school starts to receive instructions for the day.
 - Wear comfortable clothes and be prepared for a busy and enjoyable time.
 - Children do not bring toys from home to play with in school (except possibly when a child needs it). Children do bring things from home for showing when ECE so arranges).
 - Younger children are not brought on a parent's duty day.
 - Learn the children's names as quickly as possible.
 - Read daily schedule, list of duties and set-up pattern.
 - Visit with other parents at an alternate time and avoid engaging the ECE in unnecessary conversation so you can both focus on the children.
 - During free play adults circulate close to the children, giving help only when needed or as directed by the ECE.
 - Avoid talking about the children in front of them. Only laugh with them.
 - Avoid commenting on children's behaviour.
 - Know what limits are imposed by your physical set-up and see that the children observe the rules. In other words, that the child may not endanger themselves or others.
 - Observe the ECE's techniques and terminology and follow her example (consistent handling).
3. A child acts as he/she does and often the ECE is aware of the reason. Refer to her when in doubt as to how to handle a particular situation.
4. Let the child's own ideas and imagination have free range.
5. During an organized group activity you will occupy that child who does not choose to join in.
6. Preschool is where children get a chance and help to work out their relationships with other children.

Set Up and Take Down Procedures

Arrival: 15 minutes before class starts. PLEASE BE ON TIME

Duty Parent 1: Cleans both bathrooms and art sinks. Fills paint pots/easel, sets up collage table and fills water table.

Duty Parent 2: Open outdoor sheds and set up outdoor space with bikes/toys, etc. (depending on class and time of year, children may start outside or inside).

Both Duty Parents: Stay outside during outside time, and move into the classroom and help children settle when it's time to do so.

Duty Parent: Return books to the library and invite the children to pick a new one. Monitor the "busy art table" and paint easel. Please print child's name on artwork in colour code for class as well as using the correct case setting (not all capitals).

5 minute warning to clean up - take paint pots off easel and close "messy art" activity. Leave items on the counter for later clean up and prepare to help the children with the "Tidy up Routine".

Both Duty Parents: Help children until all areas are cleaned up. Best if one goes to the block centre and one to housekeeping (dress up clothes need to be hung up and food and dishes organized in bins in an orderly fashion. Table set and dolls away....Ready for next class.

Circle Time: unless the ECE requests your assistance, the "inside" duty parent prepares tables for snack and the "outside" goes out to set up the play yard (unless already set up).

Inside Duty Parent: Disinfect tables with Sany Kleen, let stand wet for 5 minutes while you organize the table buckets. Table Buckets-for each table: clear bucket for leftover water and water jugs filled only ½ way with filtered water. Place name tags at table.

Outside Duty Parent: Unlock bike shed (take key from inside bike shed in the red basket), unlock playhouse doors and lock them in the open position to prevent injuries. Check yard for safety and sign clipboard. Take out sand toys and place the bins beside the sandbox (do not open sandbox cover until children go outside), take out wagons, balance boards, seesaw, etc. Bike shed: take out bikes and helmets, strollers if it is not raining, balls, bean bags and buckets....you decide how and what is coming out that day, keeping in mind the weather. If the ECE has a specific request she will let you know.

Duty Parent: Assists children in the bathroom with hand washing and collecting their lunch kits and other items.

Duty Parent: Assists at snack tables, unpacking bags and putting them under chairs, opening containers, etc. Always encourage the children to try themselves before helping. Allow the children to pour their own water and wipe their own spills.

Outside Transition: As the children finish their snacks; they pack up, put away snack bags, wash hands and dress for outside.

Inside Duty Parent: Stays in snack area supervising and assisting the children still eating and packing up

Outside Duty Parent: Moves to assist in bathroom/cubby area. Please foster as much independence as possible. When a child is ready they can sit in the "Ready to Go" chairs that are set out in the classroom. When five children are ready they will go outside with the "outside duty parent" or the ECE. Leave the door to outside propped open for easy communication between in and out. Stay in the "L" corner of the yard so you can see both the far end of the play space and the gate until you have a second adult outside with you. The children will wait until both adults are outside before the sandbox can be opened (or they can open it themselves depending on the class). One adult must be in the line of vision of the gate at ALL TIMES. At no time should both adults be down at the sand box area. Supervise children. If a child needs medical attention please inform ECE. If a child requires to go in the school for any reason please inform the ECE and the inside duty parent.

When a 5 minute warning is given for clean-up, help the children pack up the sand and play toys, cover sandbox and lock playhouse. Finish up any toy/bike clean up while the ECE speaks with parents and says goodbye to the children. When all children have their grown up...check with duty partner to see if they need help inside. Please bring SV sign in from the street corner and lock it in the shed.

Duty parents do NOT LEAVE until all children are picked up and jobs are complete.

Inside Clean Up

Inside Duty Parent: Help remaining children pack up snack and dress for outside.

Once all the children are outside: Clean up and disinfect snack tables, do dishes and table buckets. Wash paint brushes, paint pot lids (wash any pots that are empty or too messy to save) and glue pots. Put on lids. Wash easel and replenish paper. Tidy any remaining items from "messy art" activity. Stack chairs in front of the white book shelf. Vacuum and sweep all areas of preschool including entrance carpets and bathrooms, check loft. Empty water table roll table to the back door, lower hose end of table onto the porch, place the hose between railings away from shed for drainage. Open valve with Blue Tap Key. Tighten valve again

when empty. Sanitize toys in sink and return to wiped out water table to dry. Empty bathroom garbage into main bin.

If time permits, sort art into classes.

Daily Schedule

Ladybug Class (M/W/F 9:00-1:00)

9:00 Outside Play
10:00 Transition to indoors
10:05 Snack
10:20 Indoor Play
11:30 Circle
11:50 Lunch
12:10 Outside Play
12:50 Tidy up
1:00 Good bye

Bear Class (T/Th 9:00-12:00)

9:00 Outside Play
9:40 Transition to indoors
9:50 Snack
10:15 Indoor Play
10:50 Circle
11:10 Outside Play
11:50 Tidy up
12:00 Good bye

Please Note: Listed scheduled times are approximate and can change daily based on the needs of the class.

VICPA Guidance Policy

Guidance and discipline are integral parts of the preschool program, whose aims are to provide a safe and healthy learning environment for children.

Children in cooperative preschool programs are encouraged to become self disciplined as they learn appropriate and acceptable ways to treat themselves, others and their environment.

ECE's are expected to be effective role models for parents, providing them with ongoing communication and feedback as discipline issues arise. The ECE is responsible for the program, set-up of the classroom and the overall discipline.

The ECE and parents in cooperative preschools are both expected to:

- Be caring and respectful to all children, using appropriate verbal and physical interaction. Guidance strategies will focus on the child's behaviour rather than the child.
- Provide clear, consistent limits.
- Use verbal direction and redirection for guidance, stating expectations in a positive fashion and allowing the child time to respond.
- Recognize and encourage positive behaviours in the program.
- Validate child's feelings.
- Encourage children to use adults as a resource when having difficulty.
- Supervise children at all times.

Where the parent participation is unsure about this guide, the ECE should be consulted.

Cooperative preschools adhere to the Ministry of Health handbook, *Guidance and Discipline with Young Children*

Field Trips

Excursions into the community provide valuable learning experiences for preschool children. Follow-up discussions, stories and activities may enhance the learning from these experiences. Some of the benefits from taking field trips may include:

- Awareness of nature
- Encourages language development
- Stimulates children's curiosity
- Provides concrete experiences
- Role playing or other dramatic play activities
- Makes children more aware of the world around them

It is also possible that special guests may come to the classroom. For example, a police officer, a musician, etc. Most often special guests are parents in the preschool, so please let the ECE know if you would like to be a part of the program. Please let the ECE or the Field Trip Coordinator know about any special talent/hobbies or profession that you would be willing to share with the children. Your ideas are welcome and we will incorporate them if possible.

Parents are responsible for arranging transportation to and from the field trip site for their children. Depending on the field trip destination, and in consultation with the ECE, duty parents may be required to attend and assist with the field trip. For some field trips parents will be responsible for arranging transportation AND supervision for their children. The ECE will advise parents in advance of the field trip if they are required to attend. For all field trips parents are encouraged to carpool with classmates if they are without transportation.

The suitability of the destination will determine whether siblings may attend. Should siblings be welcome, they are the sole responsibility of their parents or caregiver who must be in attendance with them.

Allergies and the Classroom

Strawberry Vale Preschool strives to provide a safe environment for all of its members. If it is brought to our attention that there is a child attending preschool with a life-threatening allergy (anaphylaxis) concern, the following guidelines will be enforced.

The following safety precautions will be taken at our preschool:

- The identified anaphylaxis food items will not be permitted at the preschool.
- Notification of the identified allergy will be given to the membership via email, public announcements at the general meetings and reminders throughout the school year via class liaison communications.
- Anaphylaxis Action Plan will be filled out by the parent in consultation with the ECE and posted in a visible place in the preschool. A photo of the child will be attached for easy identification of the child.
- Hand washing upon arrival at preschool
- Hand washing before and after snack
- Food is to be eaten only at the tables designated for snack
- There will be no regular shared snack days
- Children will not be permitted to share items from their snack with friends
- If an item from a child's snack bag is in question, it will be sent home
- When programming involves cooking or special food treats, parents of children with allergies will be notified and allowed the opportunity to shop for "safe" ingredients or make other arrangements for their child
- Requests to the membership to avoid allergens when cooking for preschool social events
- In-service training on the use of the EpiPen will be given to the duty parents in the fall

Although Strawberry Vale Preschool can in no way guarantee the school be allergen FREE...we are committed to being allergen AWARE. Ensuring the well-being of all children in our preschool setting requires the cooperation of the entire school. If you have any comments or questions, please feel free to contact your ECE or your Executive members.

General Program Information

On your duty day: With your child arrive at 8:45 am and leave at 1:15 pm for the M/W/F classes; arrive at 8:45 am and leave at 12:15 pm for the T/Th class or leave when clean up is complete and all children are picked up. Please be aware that the door to the classroom remains closed to the rest of the class until participating parents are in the classroom and we are reasonably prepared to start.

Arrival: The door to the classroom opens for program at 9:00 or when the classroom is ready. Please accompany your child into the preschool as indicated in our policies. In the event you need to drop off your child a few minutes early, please arrange with another parent/caregiver (other than the participating parents) to mind your child if you must go as this will hasten set up procedures.

Pick up: Make your presence known to the ECE when you are leaving with your child. As per licensing procedures ONLY authorized persons (determined by the parents of a child in writing to the ECE or ECE substitute) may pick up your child, so please keep this information up to date. You may update this authorization on your enrolment form throughout the year or send a hand written note or write a note in the ECE message booklet in the ECE's black inbox. Please date and sign the authorization of the specified individual(s) who may pick up your child.

Each day remember to check your "hot file" and the hallway bulletin boards for messages and other information. Please take your child's artwork home daily. Remember your child's backpack/lunch kit.

Safety at arrival and departure times: Injuries in early childhood setting occur more frequently at arrival and departure times than at any other times of the day. The majority of these injuries are preventable. Here are some preventable measures to consider:

- Supervise the children at all times. Ensure that the ECE or ECE substitute is aware of the arrival and departure of each child.
- Never leave a child unattended in a vehicle.
- When the scheduled pick up time is passed and you are choosing to remain outside so your child can play; please directly supervise your child.

Settling in: Feel free to stay with your child until he/she settles into the classroom. Naturally, separation is hard for some children and one of many signs that demonstrates a healthy attachment to the parents. If you have concerns about your child separating from you, please discuss these with the ECE prior to the start of preschool. It is important for your child to know that you are leaving. This builds trust with your child and lessens the anxiety

about a parent that may disappear at any moment. Feel free to telephone to find out how your child is doing.

Clothing: Dress yourself and your child in washable and comfortable clothing. Sometimes children choose not to wear smocks even when they are encouraged to and these children will be permitted to paint anyway. Please label all clothing that a child is likely to remove. Also, please label your child's snack cup, lunch kit, and bag/backpack. A bag/backpack with indoor non-skid footwear (runners are best), and a change of clothing are required. Mud pants and boots are necessary for wet weather.

Illness: If your child is ill, he/she must be kept at home. If you are considering sending your child to preschool with the request that he/she not participate in the outdoor program because of cold/flu, then he/she is too ill to be at preschool. If your child contracts a communicable disease, please notify the ECE and she will notify the CRD. Participating parents who are ill must also stay at home. Please call an alternate parent to trade participation days.

Please use the following guidelines to help us prevent the spread of illness in our preschool by keeping your child at home with any of the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain
- An acute cold with fever, coughing and sore throat
- Difficulty breathing - wheezing or persistent cough
- Fever (100 F/38.3 C or higher) accompanied by general symptoms may be an early sign of illness
- Sore throat or trouble swallowing
- Infected skin or eyes or an undiagnosed rash
- Headache and stiff neck
- Unexplained diarrhea - combined with nausea, vomiting or abdominal cramps
- Severe itching of body or scalp
- Children with known or suspected communicable diseases

Changes at home: To better understand your child's changing needs, please let the ECE know if there is a change in your child's home environment such as a parent or parents away, separation of parents, hospitalization of a family member, death of a loved one or pet, or any other significant change.

Criteria for excluding an ill or infected child from an early childhood program

Source: American Academy of Pediatrics, & American Public Health Association (1992).

Exclude children and adults with these illnesses or symptoms:

- **Temperature**, oral temperature 101 or greater, rectal temperature 102 or greater, axillary (armpit) temperature 100 or greater, accompanied by behaviour changes or other signs or symptoms of illness, until medical evaluation indicates inclusion in the facility.
- **Signs of possible severe illness**, including unusual lethargy, irritability, persistent crying, difficult breathing, uncontrolled coughing.
- **Tuberculosis**, until the child's physician or local health department authority states the child is non-infectious.
- **Impetigo**, until 24 hours after treatment was begun
- **Uncontrolled diarrhea**, defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by the diaper or toilet use.
- **Streptococcal pharyngitis**, until 24 hours after treatment has been initiated, and until the child has been afebrile for 24 hours.
- **Vomiting** two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- **Varicella (chicken pox)**, until 6 days after onset of rash or until all lesions have dried and crusted.
- **Mouth sores** with drooling unless the child's physician or local health department authority states the child is non-infectious.
- **Shingles**, only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
- **Rash** with fever or behaviour change until a physician has determined the illness not to be a communicable disease.
- **Pertussis**, which is laboratory confirmed, or suspected based on symptoms of the illness, or suspected because of cough onset within 14 days after having face-to-face contact with a laboratory confirmed case of pertussis in a household or classroom, until 5 days of appropriate chemoprophylaxis (currently, erythromycin) has been completed.
- **Purulent conjunctivitis**, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye, until 24 hours after treatment has begun.
- **Mumps**, until 9 days after onset of parotid gland swelling
- **Infestation** (e.g., scabies, head lice), until 24 hours after treatment was begun.

- **Hepatitis A** virus infection, until 1 week after onset of illness or until after immune serum globulin has been given to appropriate children and staff in the program, as directed by the responsible health department.
- **Measles**, until 6 days after rash appears.
- **Rubella**, until 6 days after rash appears.

Fire Exit Procedures

In the event of fire, the ECE and parent assistants **IMMEDIATELY MOVE ALL CHILDREN OUT OF THE BUILDING THROUGH THE NEAREST EXIT**, closing the doors behind them and checking the washrooms as they go.

The ECE is responsible for the roll call and remains with the children while the parent assistants:

- Call the Fire Department from Strawberry Vale Elementary School if we cannot use our own phone
- If possible, use the fire extinguisher and close doors and windows to contain the blaze

Depending on the circumstances and the number of parent assistants on duty, some of these steps may be taken simultaneously and thus as rapidly as possible, keeping in mind that **THE FIRST AND MAIN CONCERN AT ALL TIMES IS THE SAFETY OF THE CHILDREN.**

Earthquake Procedures

The first and main concern at all times is the safety of the children.

No child is left unattended at any time.

Once the earthquake has passed, move all children, ECE and parent assistants to a stable, safe area taking the Earthquake Backpack containing immediate emergency supplies.

Strawberry Vale Elementary School has agreed to support us in the event that our preschool is unsafe. Emergency supplies and family contact information is stored at the SV Elementary School. The children's individual Earthquake kits are kept there, along with food, water, and other emergency supplies.

We will meet in the back of the elementary school grounds in the tennis courts. We will gather there until all children are safely released to their designated responsible adult as per their Emergency Release Forms.

The ECE is responsible for the Emergency Grab and Go backpack, sign in sheet and doing roll call, while duty parents assist with:

- Checking classroom and washroom area to ensure that no children have been left behind
- Administering First Aid
- Checking for building damage, fire and potential hazards
- Attaching name tags to the children and adults
- Offering reassurance

If it is necessary to move to the elementary school, a sign is posted to inform parents of children's whereabouts. Children are only released to parents or previously designated caregivers as listed on emergency contact forms. As duty parents, it is necessary to familiarize yourself with the Earthquake Procedures and to know what support supplies and equipment are available in the event of an earthquake.

- The EARTHQUAKE PROCEDURES are in the parent manual and also posted in the entranceway at the preschool
- We have fire extinguishers by each exit. It is necessary to be familiar with the Fire Exit Procedures that are in the Parent Manual and also posted in the entranceway at the preschool
- Emergency numbers and our address are listed by the telephone
- There is a sign that states "OKAY" on one side and "HELP" on the other to be posted in a window to indicate to emergency vehicles our situation while they drive through communities to access needs. It is located under the phone book.

- Our preschool has two first aid kits
- Other medication is stored in the locked box on the shelf above the art racks or as needed in the fridge, the key is hanging beside it
- All the windows in the preschool have a protective film over them. The windows in the playhouse and the loft are made of Plexiglas.
- The Earthquake Kit for summer camp only is in labeled plastic containers in the shed. The shed and the playhouse are unlocked routinely at the start of the day.
- The hot water tanks are located in the crawlspace. The access to the crawlspace is in the left bathroom when facing into the preschool
- We have electric heat
- The power panel is located in the cupboard on the far left side of the hand washing sinks
- The file cabinet has been anchored to the floor
- The upper cupboards have links on them and we try to keep them linked so that in the event of an earthquake the contents will stay put.

NOTE: There is also one First Aid Kit and the children's Emergency Cards in the front shed in the dark green field trip back pack.

NOTE: Each child (as supplied by a parent/caregiver) will have an Earthquake Pack labeled with their name in a large zip lock bag: a comfort item, juice box, fruit leather, and a warm change or clothes. (NO NUT, EGG OR DAIRY PRODUCTS PLEASE.)

Strawberry Vale Preschool Society - School Policies

1. ENROLMENT

- a) The enrolment policy of the preschool regarding age and number of the children to be enrolled shall be determined from time to time by the Executive and the Early Childhood Educator.
- b) There are four Priority levels for enrolment. Enrolment is not considered final and guaranteed until the non-refundable Registration Fee has been paid. Registration fee will be determined by the executive annually.
 - i. First Priority Enrolment Period: Early January. Specific dates to be determined by the enrolment officer prior to December 15:
 - Returning "3s" members who, at the time of initial enrolment, indicated and intention to enrol in the "4s" program. Registration Fee must be received by the final date of the Enrolment Period in order to guarantee registration.
 - ii. Second Priority Enrolment Period:
 - Mid-January. Specific dates to be determined by the enrolment officer prior to December 15:
 1. Current members wishing to enrol in the "4s" program who did not make a commitment to a two-year registration.
 2. Current or Associate members wishing to enrol in the "3s" program.
 3. Associate members wishing to enrol in the "4s" program.
 - Registration Fee must be received by the final date of Enrolment Period in order to guarantee registration.
 - iii. Third Priority Enrolment Period:
 - January 31 – February 15:
 1. New members with Qualifying Children wishing to enrol in any program. Qualifying Children are children residing in the Strawberry Vale Catchment Area as set by Strawberry Vale Elementary and/or the school district. Registration Fee must be received by February 15 in order to guarantee registration.
 - iv. Fourth Priority Enrolment Period:
 - From March 1st.
 1. New members with non-Qualifying children wishing to enrol in any program. Registration Fee must be received in order to guarantee registration.
- c) At the time of enrolment in the "3s" program, a member may indicate their intention to register the same child for the "4s" program for the consecutive year. This must be confirmed in the January of the year in which the child will participate in the "4s" program. This registration will only be guaranteed by the receipt of a Registration

- Form and a non-refundable Registrations–Fee, within the “First Priority” enrolment time period in the year in which the child will attend the “4s” program.
- d) Enrolment may not take place prior to the dates specified by the enrolment officer and will be accepted on a first-come, first served basis within each Priority Level.
 - e) Enrolment for the next years programs are offered by the following priorities:
 - i. present membership or associate membership to associate membership
 - ii. new members who are Qualifying children
 - iii. new members who are not Qualifying children
 - f) Enrolment for associate members who have attended the preschool (or who have attended a VICPA member preschool) for the next years programs will be open during the month of January. A non-refundable Registration Fee (the amount determined from time to time) must be received by January 31st in order to guarantee registration.
 - g) Enrolment of new members who are Qualifying children will take place, space permitting, from February 1st to February 15th. Receipt of the non-refundable Registration Fee guarantees registration.
 - h) Enrolment of new members who are not Qualifying children will take place, space permitting after March 1st. Receipt of the non-refundable Registration Fee guarantees registration.
 - i) Late Entries:
 - i. Enrolment of new members after commencement of the school year will take place, space permitting, until Feb. 1st or at the discretion of the Executive.
 - j) Eligibility
 - i. to enter the three year old group the child must turn three by December 31st of the school year in question.
 - ii. to enter the three/four year old group the child must turn three by September 30th of the school year in question.
 - iii. to enter the three/four year old group late enrollment option (January of the school year in question) the child must be between 30 - 36 months at the time of enrollment. There are a maximum of 3 spaces open to children of this age group.
 - iv. to enter the four year old group the child must turn four by December 31st of the school year in question.
 - k) Class sizes: (As per ECE Contract)
 - i. Monday, Wednesday, Friday classes Maximum = 16
 - ii. Tuesday, Thursday class Maximum = 15
 - iii. One additional space per class will be made available for a student that has an Inclusion Support Worker funded by the Queen Alexandra Early Intervention Program. This would have the effect of increasing the maximum number in each class listed above by one child.
 - iv. Any additional upward adjustments to the above numbers are at the discretion of the Employer on the advice of the ECE. This includes re-filling a position to the adjusted number.

- l) For each child enrolled in the full participation option at the preschool, a parent or adult substitute of that child shall participate as the assistant during regular sessions of the preschool in accordance with the Provincial Child Care Facilities Licensing Regulation.
 - i. In the event of a major illness, the duty parent shall be allowed two months leave of absence from duty days, monthly meetings and his/her school job. Notification must be made in writing to the Executive. Leave may be extended at the discretion of the Executive.
 - ii. In the event of childbirth or adoption, if the duty parent is also the birth parent/primary caregiver, they shall be allowed three months leave of absence from the date of birth for duty days only. The duty parent must still attend monthly general meetings, and the family is still responsible for their preschool job. Notification must be made in writing to the Executive. Leave may be extended at the discretion of the Executive.
 - iii. To be excused from participation for other reasons shall be at the discretion of the Executive. Notification must be made in writing to the Executive.
- m) Partial Participation: For each child enrolled in the partial participation option, the family is still a full member of the preschool but is not required to participate in the duty day component. Partial participation spaces are limited in each class. Partial participation families will not be required to attend the monthly general meeting. Partial participation families are full members with a vote on all items brought to the membership and are invited and encouraged to attend the monthly meetings. Partial participation families will be required to participate in yearly fundraising (or pay the fundraising fee option) and perform a school job.
- n) Cooperative Opt-Out: Families wishing to attend the preschool without the cooperative option are not required to participate in any of the cooperative duties at the preschool. No job, no fundraising, no duty days and no monthly meetings. Cooperative opt out families are always invited to attend either portion of the monthly meetings but it is not required. Cooperative opt-out spaces are limited in each class.
- o) Families must advise the Enrolment and Orientation Chair of their participation level by dates as set by the Executive and posted in the parent manual and website. If a family wishes to change their participation level, and space permitting, they must notify the 1st Vice President by November 1st of the school year.

2. SCHOOL HOURS

- a) The children's program begins the Monday following Labour Day, and follows the same calendar of statutory holidays as that of the Greater Victoria School District. Additional closures in accordance with the ECE contract shall be observed.
- b) M/W/F morning classes run from 9:00 am to 1:00 pm. T/Th morning classes run from 9:00 am to 12:00 pm. Afternoon classes may be offered, with hours to be determined by the Executive.

3. FEES

- a) The payment of a Registration Fee, as determined before registration begins, is required when the application for the child's enrolment has been accepted and is non-refundable. A portion of the non-refundable Registration Fee is transferable should a member move to another VICPA preschool.
- b) Monthly Tuition Fees include VICPA costs.
- c) Monthly fees are paid by pre-authorized payment on the fifth of every month. Pre-authorized debit forms are to be completed with the application package. Families who have not paid their enrolling month's fees by their child's first day may be prohibited from attending class until their fees have been paid.
- d) Fundraising deposits are required by all members for fundraising. The deposit will be refunded contingent upon participation in the fundraising activities based on the direction of the Executive. See section 15 for more information.
- e) Registration and Tuition fees are subject to change by a vote of the membership. The fundraising deposits are subject to change by a vote of the Executive.
- f) In the case of non-payment of fees for any month, the Treasurer will refer the matter to the Personnel Committee. The Executive may ask that the child no longer attend preschool until fees are paid in full.
- g) NSF withdrawals: Any member's payment that is denied due to lack of funds will pay the full amount by cheque or cash within the week.
- h) Refunds: The Treasurer must be certain that all members' cheques have cleared the bank before issuing a refund.

4. WITHDRAWALS

- a) If a family withdraws from the preschool, the child can attend until the end of the calendar month for which fees have been paid.

FOR YOUR INFORMATION: Families which may be encountering financial difficulties may qualify for assistance offered through the various government services. Please contact the Treasurer for more information. Any inquiries in this matter will be kept entirely confidential.

5. DUTY DAYS

- a) New members must complete 10 hours of orientation (as required by our license and as determined by the Orientation Chair) prior to their first duty day.
- b) Returning members must complete 4 hours of orientation (as determined by the Orientation Chair) prior to their first duty day.
- c) Paperwork required by our license must be completed and returned to the Orientation Chair prior to the first day of class. This may include (but is not limited to) the Parent Agreement, Medical History, Immunization Record, payment form, Field

Trip Information, Emergency Release Forms, Criminal Record Check, Fundraising Agreement, and Photo Release.

FOR YOUR INFORMATION: Your child will be unable to attend preschool if any lengthy delays occur in the completion of orientation hours or in the return of completed paperwork. Help your child adjust quickly to preschool by doing your part promptly!

- d) The Employer shall provide the ECE with a minimum of two Adult Assistants (one for every ten children or portion thereof) for each regular preschool session, who will be guided and instructed by the ECE. For the Tues/Thurs class, an extra duty parent may be scheduled for the first four months of the school year. (This may be shortened at the discretion of the ECE).
- e) Duty parents will arrive 15 minutes before the scheduled start time of the class and will remain at least 15 after the scheduled end time of class, until all clean-up has been completed and all children have been picked up after class.
- f) Duty Day schedules for the coming month are drawn up by the Class liaison. Any changes to the schedule are the responsibility of the parents; **not** the Class liaison. Any changes must be noted on the posted duty schedule at the preschool in order to inform the ECE.

FOR YOUR INFORMATION: Class begins when the required number of duty parents is present. Sometimes an emergency prevents a scheduled duty parent from participation. What qualifies as an emergency? Some examples include: sudden illness (parent or child); and unforeseen family crisis; car trouble etc. If this occurs, the ECE will wait for another duty parent or volunteer and then class can proceed. The parent with the "emergency" will repay the replacement duty parent with a duty day. If no alternate is available, class is cancelled.

- g) Regarding maternity leave, and major illness see the Strawberry Vale Preschool Society Policies 1 l) i, ii, iii.
- h) Only registered children may attend during program hours.
- i) If a duty parent is unable to complete their duty day responsibilities on the day they are on duty (i.e. need to leave early), it is the responsibility of the duty parent to find another qualified duty parent to fulfill his/her responsibilities. If no qualified substitute can be found, the duty parent will be expected to fulfill his/her obligation on the day.

6. RESPONSIBILITIES OF PARENTS

- a) All parents or members are responsible for the general administration of the Society with the Early Childhood Educator as advisor in all aspects.
- b) One member of the family unit is expected to:
 - i. Be responsible for the transportation of the child to and from the preschool.

- ii. Be responsible for the care of the child up until the time the Early Childhood Educator officially takes charge of the children.
- iii. Assist in the supervision of the children in the classroom on a regularly scheduled basis under the direction of the Early Childhood Educator, if enrolled in the full participation option.
- iv. Attend monthly general meetings in accordance with Strawberry Vale Preschool Society By-laws 3.04, if enrolled in the full participation option.
- v. Assist in the general administration of the preschool by holding a job, serving on committees when needed, participating in seasonal cleaning, and by participating in fundraising activities which are the responsibility of all members, if enrolled in the full or partial participation options.
- vi. Be responsible for their children on field trips and special events, as required and advised by the ECE.

7. EARLY CHILDHOOD EDUCATOR

- a) The Executive shall hire a qualified Early Childhood Educator who is registered with the Provincial Child Care Facilities Licensing Branch, with the hiring decision ratified by the Membership.
- b) An employment contract between the Early Childhood Educator and the society shall be signed pending approval of the proposed budget at the Annual General Planning Meeting which approves the Early Childhood Educator's contract.
- c) The Early Childhood Educator may be discharged from employment by the Executive on a resolution passed by a two-thirds majority of the Membership.
- d) In the classroom the Early Childhood Educator is in charge and is responsible for the program, the arrangement of the room, and for overall discipline in compliance with the Community Care Facility Act – Child Care Regulation. The Early Childhood Educator involves parents to the best of their talents and abilities.
- e) An Early Childhood Educator's resignation from all or part of the program shall be with one month's written notice. The Executive shall notify the membership in a manner determined by the circumstances, and at a time felt to be in the best interests of the preschool.
- f) The Early Childhood Educator shall select a person other than an Executive member to serve as her/his representative on the Personnel Committee.

8. DIVISION OF RESPONSIBILITIES

- a) Close cooperation between the Early Childhood Educator and the parents shall be a constant goal.
- b) Parents are responsible for the administration of the Society and the Early Childhood Educator shall serve in an advisory capacity.
- c) In the Classroom:

- i. The Early Childhood Educator is in charge, and is responsible for the program, the arrangement of the room, and for overall discipline during program hours.
 - ii. Parents serve as assistants under the direction of the Early Childhood Educator, who shall use their talents and abilities to enhance the program in appropriate ways.
- d) In matters concerning parent education, orientation, enrolment, and equipment, there is a joint responsibility of parents and the Early Childhood Educator, with decisions being made at the committee meeting level for recommendation to the Executive, and to the Membership if applicable.

9. CRIMINAL RECORD CHECK (CRC)

- a) Strawberry Vale Co-op Preschool requires that any parent, guardian or parent substitute who has (or has the opportunity to have) unsupervised access to children (a "Duty Parent") have a criminal record check.
- b) The Enrolment Chair will provide instructions to complete the criminal record check online.
- c) The results will be mailed back to the preschool and opened by the Orientation Chair only.
- d) If the criminal record check shows a conviction(s), or its results are inconclusive, in order to proceed with the application package the applicant must request particulars of their criminal record from the police department.

Convictions not relating to potential harm to children or family violence will not automatically preclude participation as a Duty Parent.

- e) Any conviction appearing on their record which suggests they may present a risk to children needs firstly to be assessed by the Vice-President(s) and the Personnel Committee, and secondly, given final approval by the President(s).
- f) Participation as a Duty Parent will be denied if the criminal conviction arises from any charge relating to family violence or otherwise if it relates to potential harm to children.
- g) Completed criminal record check forms and any information disclosed of a personal nature arising from the criminal record check will be stored in a locked box by the Orientation Chair. Following the subject family's departure from the Preschool the information will be returned to the family. (See Strawberry Vale Preschool School Privacy Policy)

10. HEALTH & SAFETY

- a) Immunization of all children is recommended. Completed immunization records will be filed at the preschool. Families with children not immunized must indicate so on their child's enrolment form.
- b) Any child exhibiting green mucous nasal discharge (except where allergies may be suspected); fever, diarrhea, vomiting, rash, infestations or any other signs of possible

severe illness will be kept home from preschool for at least 24 hours after symptoms subside (without the use of medication).

- c) The ECE will be informed immediately if the preschool child or a sibling has been exposed to any contagious disease such as chicken pox, lice, measles etc. The ECE and class reps will anonymously inform parents of such exposures.
- d) Any child infected with lice must be "nit-free" before returning to preschool.
- e) Emergency Situations:

In the event that the ECE or Substitute is required to leave during program (regarding emergency or illness) the designated substitutes who have first aid must be called. If a designated substitute is not available, the program will be cancelled. Parents or authorized caregivers will be contacted to pick up their child.

In the case of earthquake, fire or other disaster, the ECE or her designated substitute will be considered "in charge" until all children have been picked up. Duty parents will follow emergency procedures as posted at the preschool, and as outlined during Orientation, under the direction of the ECE or her designated substitute. Duty parents will be permitted to leave after all preschool children are picked up.

FOR YOUR INFORMATION: Refer to the VICPA Standards Portfolio Safety Section for more information about emergencies.

- f) Bathroom Procedure Policy – This applies to all caregivers, male and female. Our preschool policy on bathroom care is that caregivers will willingly assist children with clothing and hand washing. Caregivers will leave the bathroom door ajar while assisting children. Personal body care is the child's responsibility, so practice this at home to assist your child to be independent and comfortable in this situation; Personal body care will be given ONLY in situations where a child is ill, or under other extenuating circumstances, and obviously needs assistance. It is recommended that caregivers use rubber gloves which are stored near the first aid kit.
- g) Use of Bicycle Helmets: Bicycle helmets are mandatory under licensing for use of the tricycles and scooters on preschool grounds. Helmets are shared – parents may provide a helmet if they don't want their child to share one.
- h) The Child, Family and Community Services Act of British Columbia outlines a person's responsibility in reporting child abuse. The act requires that any person who has reason to believe that a child has been, or is likely to be, neglected or physically, sexually or emotionally abused has a duty to report those suspicions to a child protection social worker at their local Ministry. It is then the responsibility of the child protection social worker to determine the validity of the report and to conduct any subsequent investigation. It is also the social worker's responsibility to contact the child's parent and /or alleged perpetrator. The implications of this act in the cooperative preschool setting are that the ECE, or any parent, who suspects abuse or neglect, is required by law to report. Once a report is made, the matter is out of the hands of the person making the report. The ECE or reporting parent is not responsible for talking to the parent of the child and should only do so with a third

party present. The information is confidential and should not be shared with the other preschool members. The appropriate Ministry office is the Ministry of Children and Families (or equivalent) or a call can be made to (250) 310-1234

11. MONTHLY MEETINGS

- a) For full participation families, in addition to attending the business portion of each monthly meeting, each duty parent/caregiver/substitute helper must receive appropriate Parent Education each month that they are registered at a VICPA preschool through the Parent Education component of each monthly meeting. THIS IS A LICENSING REQUIREMENT. In the event of a parent/caregiver/substitute helper missing a meeting, they must complete a "missed meeting form", include a Parent Education make-up activity, and submit it to the Vice President by the next monthly meeting.
- b) Any duty parent /caregiver/substitute helper that is absent from a meeting will be contacted by the Vice President to make up for it. Any duty parent/caregiver/substitute helper that is absent from two meetings will be contacted by a member of the Executive.
- c) Families unable or unwilling to comply with the Parent Education component of the preschool may be asked to change their enrolment to partial participation and will be required to pay the required fees for the partial participation option.

See Section 3.00 of the Strawberry Vale Preschool Society By-laws which pertains to monthly meetings.

12. CHILDREN WITH DIVERSE ABILITIES

- a) Previously identified children with diverse abilities are welcome at Strawberry Vale Preschool at the discretion of the ECE and the Executive.
- b) Children requiring an excessive amount of the ECE's time and attention may be determined to have diverse abilities.
- c) If, after a child is enrolled, the ECE notices any of the behaviours which characterize a child with diverse abilities, the ECE will contact the parents to express concern and ask permission to have the child assessed, if deemed necessary. The preschool, at the discretion of the ECE and Executive, may use their contingency fund to meet the needs of the child with diverse abilities for a short-term period. The preschool will top up the contingency fund as soon as possible following its use.
- d) If, after a child is enrolled the ECE determines the needs of the child could be better met in another class at Strawberry Vale Preschool, the family may be asked to consider moving their child to that class.
- e) Because cooperative preschool involves direct involvement between all the helping parents and the class as a whole, it is in all the children's best interest that concerns

be discussed at the group level. Parent/ECE confidences will be taken into consideration at all times.

- f) If the parents of a child with diverse abilities are unwilling to participate in the framework out lines in 12c, 12d or 12e above, it may be necessary for the parents to meet with the Vice President in order to arrive at a mutually beneficial arrangement.
- g) If the preschool is unable to meet the needs of the child, the family may be referred to an alternative program better suited to the needs of the child.
- h) If the needs of the child in question and the preschool class as a whole cannot both be satisfied, the family may be asked to withdraw from the preschool.
- i) In order to maintain appropriate adult/child ratios, and in consideration of space limitations, only one special needs assistant will be placed per class program.
- j) If a child requires a special needs assistant, the assistant, or parent, or qualified substitute helper must be present in order for the child to attend a class. This may be waived at the discretion of the ECE. For example, depending on the needs of the child.

FOR YOUR INFORMATION: The safety and needs of all preschool children must be met in order for them to fully enjoy and benefit from their preschool experience. This framework has been developed to give the ECE a course of action should an extreme situation arise. A family would be asked to withdraw from the school only after all other alternatives were exhausted.

13. FIELD TRIPS

- a) Parents are responsible for arranging for the transportation to and from the field trip site for their children during field trips. Depending on the field trip destination, and in consultation with the ECE, duty parents may be required to attend and assist with the field trip. For some field trips parents will be responsible for arranging transportation AND supervision for their children.
- b) Field trips will be planned for the year within the budget. Every effort will be made to plan the field trips on different days to balance them among the-classes.
- c) The ECE will not drive the children. The ECE will assume responsibility for the First Aid Kit, any medications left at the preschool and emergency information cards. Parents must provide medications that are at home.
- d) Siblings will be permitted to attend field trip sessions only with prior approval of the ECE. In some situations there may be a cost for the sibling to attend.

14. JOBS

- a) Each family enrolled in the full or partial participation option will hold at least one school job. Families with two or more children in the preschool during the same year

may be expected to hold more than one job. A VICPA Executive position, or year-long VICPA committee position, would be considered equivalent to a school job.

FOR YOUR INFORMATION: Every effort is made to give jobs to each family based on their choices and interests. The initial Job Choices selection process is coordinated by the Orientation Chair, while job appointments and progress are coordinated by the Vice-President. If, however, you have been assigned a job which is too difficult or otherwise unattractive for you to perform to the best of your abilities, please contact the Vice-President. In the case of low enrolment, two "lighter" jobs may be assigned to one family in lieu of one "heavier" job. If you come up with ideas to streamline or otherwise improve your job, make a note in your job binder, and bring it to the attention of the Vice-President.

15. FUNDRAISING

- a) As agreed upon at time of registration, each full and partial participation family will participate in all fundraising activities as directed by the Fundraising Committee or may request their fundraising cheque(s) be cashed in lieu of participation.
- b) The Executive, in consultation with the Fundraising Committee, will determine certain major fundraisers for the school year.
- c) Fundraising deposits are required by all members for fundraising. The breakdown of deposit cheques and the amounts will to be determined by the Executive and Fundraising Committee each year. The cheques may be refunded contingent upon raising the required fundraising goal.

FOR YOUR INFORMATION: Fundraising (or FUNdraising, as we like to think of it) is a crucial element of every cooperative preschool; it is vital to meeting the budget of each school year. Active fundraising by all members of the preschool enable us to keep monthly fees to a minimum and still provide an excellent program for the children. Keep in mind that participating in fundraising does not mean spending more of your own money. It means actively seeking ways so that the preschool parents DON'T have to spend more of their own money. Your enthusiastic support and ideas are always welcome. Please feel free to contact your fundraising rep with any ideas you might have.

16. FAMILIES WITH MORE THAN ONE CHILD ENROLLED

- a) Families with more than one child enrolled in the school are required to perform additional duty days. Where additional children are enrolled in different classes, families are required to perform the same number of duty days for each child as those parents who have one child enrolled. Where additional children are enrolled in the same class, families are required for each additional child to perform additional days at a minimum rate of half the number of duty days as those parents who have one child enrolled. For example, if parents who have one child enrolled do 10 duty days,

the parents of two children enrolled will have to do a minimum of 15 duty days and the parents of three children enrolled would need to do a minimum of 20 duty days. Depending on class situation and in consultation with the Class Liaison, the Executive may increase the minimum number of days required.

- b) Families with more than one child enrolled are entitled to one vote per family at monthly meetings, in accordance with Strawberry Vale Preschool Society by-law 1.02.

17. MISCELLANEOUS

- a) School Closures

In the event of heavy snow fall the Preschool will follow the same recommendation set by the Victoria School Board for Public Elementary Schools. In the event of any other unforeseen event which may result in the temporary unscheduled closure of the preschool, the President and the ECE will reach a decision by 7:30 am of the day in question. Class Reps will be contacted and every effort will be made to inform parents of the school closure by 8:00.

- b) Temporary Absences

Parents are encouraged not to take their child(ren) out of preschool for any substantial period during the school year. If, for whatever reason, they wish to do so they must:

- Give the ECE as much notice as possible;
- Have paid, and must continue to pay all fees in full;
- Make suitable arrangements for the coverage of the school job, as directed by the Vice-President in charge of the job; and
- Missed duty days are expected to be made up prior to, or after time missed.

- c) All moneys in excess of \$5.00 will be paid to the preschool in the form of a cheque, money order, or via preauthorized withdrawal.
- d) The preschool is a non-profit society and a member of the preschool shall not profit from the sale of goods and or services provided.

18. PLAYTIME PROGRAM

- a) The program will operate only when the ECE is in attendance.
- b) The program will run on dates mutually agreed upon between the ECE and the Executive.
- c) The Health and Safety Policies, Guidelines Policy, and philosophy of the preschool apply to the program.
- d) Each child enrolled in Playtime is to be accompanied by a parent or caregiver for the full duration of each session.

19. RELEASE OF CHILDREN

- a) Late Pick Up

In all classes, if a guardian has not picked up a child within 10 minutes after scheduled program end time, the ECE or Substitute ECE will try to contact the family and alternative person/s from the authorized pick up list. If an alternative guardian hasn't arrived 15 minutes after the program ends, the family will be charged \$10 for every 15 minutes or portion thereof, after pick up time. If late pick up is an ongoing problem and reasonable effort has been made to solve it, the family may be asked to withdraw from the preschool. Please contact ECE if you will be late picking up.

b) Unauthorized Pick Up

The Enrolling Parent is required to notify the ECE in writing if someone else will be picking up the child. Children will only be released to an authorized person. An authorized person is someone listed on the "Release of Child List" in the parent's file at the preschool. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the ECE and one duty parent. The ECE will speak to the individual and explain the policy, that no child will be released without written authorization from the enrolling parent. If difficulties arise, all reasonable efforts will be made to ensure the safety of child and other children. If necessary, the police will be called for assistance and enrolling parent notified. If alternate pick up arrangements are made, the ECE must be verbally informed and this arrangement must also be noted in the ECE's daybook.

c) Sibling Safety: Please ensure that you closely supervise your younger (and older) children when on the playground during pick and under no circumstances leave them unattended in the play yard. If you are going inside to collect your preschooler's items you must ask a fellow parent to be responsible for your child or take them in with you.

d) Alleged Impairment Pickup

It is the ECE's responsibility, to the extent that it is possible, not to release a child to an authorized person who is unable to adequately care for the child. If the ECE believes that the child is at risk, the ECE will offer to call a relative or friend to pick up the person and child, or offer to call a cab to pick them up. If the person is driving a vehicle, the ECE will explain that driving while under the influence of alcohol or drugs is against the law and that the ECE is obligated to ensure the safety and well being of the child. If the presumed impaired person chooses to get into the car with or without the child, the ECE will immediately notify the police and provide a description of the car and geographic vicinity. If the ECE believes that the child is in need of protection, the ECE will call the Ministry for Children and Families.

e) Custody and Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The enrolling parent is responsible for providing accurate and up to date information concerning the legal guardian of the child. Without a custody order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized person will be implemented. The enrolling parent will provide all consents.

20. CHILDREN WITH LIFE THREATENING ALLERGIES/ASTHMA

- a) At Strawberry Vale Preschool we have an allergy aware classroom and are a nut-free school. Parents will be informed of current allergies in the school and are asked not to send them in lunch or snack. A list will be provided by the school outlining known life threatening food allergies to be avoided i.e. nuts/peanut butter.
- b) In the event that an allergy causing food is brought into the classroom, the food item will be re-packed immediately and sent back home with a note.
- c) Parents of children with life threatening allergies will:
 - Provide information about their child's allergy and discuss it with school staff.
 - Update the appropriate medical forms every year and discuss related concerns with staff before school begins.
 - Develop action plans for their child.
 - Provide all food for snack/lunch and for special occasions, i.e. baking and cooking days, in which case they will consult with the ECE and provide alternate ingredients as required.
 - Provide all medications and epinephrine in the form of an EPIPEN. Parents are responsible for checking the expiration date of all medications including EPIPEN's. It is the parents' responsibility to ensure they pick up medications if they are not to be left at the school.
 - All staff and duty parents are trained to use an EPIPEN at the beginning of each school year.
 - Discuss situations and issues with school staff that are unique to their child.
 - EPIPENS are to be kept at the school in a clear case with the child's photo.

Although we make every effort...the Strawberry Vale Preschool CAN NOT GUARANTEE an allergy free environment

21. ACTIVE PLAY

At Strawberry Vale Preschool we incorporate active play and physical movement throughout daily routines and activities. Active play is physical activity which includes moderate to vigorous bursts of high energy and raises children's heart rate such as running and jumping. Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance and coordination, and assists with the development of gross and fine motor skills.

The minimum amount of active play for the Tuesday/Thursday class will be 30 minutes per class. The minimum amount of active play for the Monday/Wednesday/Thursday class will be 40 minutes per class. Indoor active play is acceptable when weather is poor or outdoor physical space is limited.

Active play will be incorporated into our program indoors and outdoors through both facilitated and unfacilitated activities.

- Outdoor facilitated examples: organized sports such as soccer, catch, basketball, tag, What Time is it Mr. Wolf?, and follow the leader.
- Outdoor unfacilitated examples: bike riding, sliding, digging, chasing and climbing.
- Indoor facilitated examples: dancing, music and movement, circle time games such as Simon Says, Everybody Do This, and Duck Duck Goose.
- Indoor unfacilitated examples: moderate movement throughout the classroom, standing table toys, building blocks, up and down stairs, heavy lifting games and yoga.

21. SCREEN USE POLICY

Strawberry Vale Preschool does not currently allow for children to have screen time (TV, computer, electronic games) in any class. If the need arises for some, screen time will be limited to 30 minutes or less a day.

THE POLICIES WERE APPROVED BY THE MEMBERSHIP on February 15, 1993.

Revisions were approved by the Membership on: April 8, 1996, April 8, 1997, May 12, 1998, May 11, 1999, May 9, 2000, May 8, 2001, May 14, 2002, May 13, 2003, May 10, 2005, May 9, 2006, May 8, 2007, May 12, 2008, April 2009, June 2011, June 2012, April 2017 and March 2018.

Strawberry Vale Preschool Privacy Policy

Privacy Statement

This privacy policy has been developed to meet the compliance standards established by the Personal Information Protection Act (British Columbia) ("PIPA") which came into effect on January 1, 2004. PIPA regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. "Personal information" means all information about an identifiable individual.

Strawberry Vale Preschool (the "Preschool") recognizes the importance of privacy and recognizes the sensitivity of personal information received by it in the course of its operations. The Preschool recognizes its obligation to maintain the confidentiality of its information concerning the children registered with it and its obligations concerning the personal information of all individuals it collects, uses and discloses in its operations. This policy has been developed with those obligations in mind.

Information Collected

Registration of Children

The Preschool collects a variety of information, which may include personal information, for the purposes of registering children in the Preschool. This information may include but is not limited to:

- Children's names and names of immediate family members and caregivers
- Home address
- Home telephone numbers
- Email address
- Names, addresses and phone numbers of emergency contacts
- Names, address and phone numbers of children's doctors

Use and Disclosure of Information

Personal information collected by the Preschool from its families and in regards to other individuals shall only be used and disclosed for the purposes of operating the Preschool and for the purposes of reporting to governmental authorities as required by laws. Where personal information is to be collected for another purpose, the Preschool shall obtain the prior consent of the individual to whom the personal information relates before collecting, using or disclosing the information.

PIPA also permits the Preschool to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:

- the collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
- it is reasonable to expect that the collection or use of personal information with the consent of the individual would compromise the availability or accuracy of the information, and collection or use of the information is necessary for an investigation or proceeding;
- it is reasonable to expect that the disclosure of personal information with the consent of the individual would compromise an investigation or proceeding and the disclosure of the information is necessary for an investigation or proceeding;
- the personal information is available to the public from a prescribed source the collection, use or disclosure of personal information is required or authorized by law;
- the collection, use or disclosure of personal information is necessary to facilitate the collection of a debt owed to the Preschool or the payment of a debt owed by the Preschool. When the Preschool collects, uses or discloses personal information, it will make reasonable efforts to ensure that it accurate and complete.

Security of Personal Information

The Preschool recognized its legal obligations to protect the confidential information of its children and families and about other individuals during the course of its operation. It has therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information. Information provided to the Preschool is treated with the strictest of confidence. This includes ensuring that information is secure. In the day-to-day operations, access to private information is necessary, but is restricted to only authorized personnel who have a clear operational purpose associated with it. Preschool members and employees are required to adhere to the privacy standards which have been established.

With respect to the security of personal information the following standards are maintained by the preschool:

Files - Information is stored in a file drawer with only authorized personnel permitted access.

Obsolescence of Information - Once information collected is deemed to be obsolete (at the later of statutory/legal or internal requirements) care is taken to destroy information carefully and securely. Documents are shredded if deemed to be of a personal or confidential nature.

Financial

- Year-end statements and budget keep in perpetuity,
- Monthly statements, budgets, bills, charitable receipts, cheque stubs, and ledgers keep for six years'
- Enrolment/Parent Agreement/Field Trip Forms/Medical Letters: upon the child leaving the preschool, forms with personal information (enrolment, medical, custody) to be returned to the family or shredded.
- Attendance Records: Retain for one year after a child leaves
- Keep Executive and General Meeting of previous year, the rest having been filed in HISTORY section

Request for Access to Personal Information

PIPA permits individuals to submit written requests to the Preschool to provide them with:

- their personal information under the Preschool's custody or control
- information about how their personal information under the Preschool's control has been and is being used by the Preschool'
- the names of the individuals and organizations to whom their personal information under the Preschool's control has been disclosed by the Preschool

The Preschool will respond to requests in the time allowed by PIPA and will make a reasonable effort to assist applicants and to respond as accurately and completely as

reasonably possible. All requests may be subject to any fees and disbursements the law permits the Preschool to charge.

An individual's ability to access his or her personal information under the preschool's control is not absolute. PIPA provides that the Preschool must not disclose personal information when:

- the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
- the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
- the disclosure would reveal personal information about another individual;
- the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity.

PIPA further provides that the Preschool is not required to disclose personal information when:

- the personal information is protected by solicitor-client privilege;
- the personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed;
- the personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he or she was appointed to act:
 - i. under a collective agreement,
 - ii. under an enactment, or
 - iii. by a court.

Requests for Correction of Personal Information

The law permits individuals to submit written requests to the Preschool to correct errors or omissions in this personal information that is in our custody or control. The Preschool will:

- correct the personal information and, if reasonable to do so, send correction notifications to any other organizations to whom the Preschool disclosed the incorrect information; or
- decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

Any suggestions, complaints or inquiries should be addressed to the Vice President.

STRAWBERRY VALE PRESCHOOL SOCIETY
4130 ROSEDALE AVE., VICTORIA, BC V8Z 6B1

Constitution and By-Laws

SOCIETY ACT CONSTITUTION

1. The name of the society is: STRAWBERRY VALE PRESCHOOL SOCIETY.
2. The purposes of the Society are:
 - a. to operate a non-profit organization on a cooperative basis for the education of preschool aged children,
 - b. to give preschool aged children guidance in group participation,
 - c. to provide a transition for preschool aged children from home to school,
 - d. to assist preschool aged 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 the Early Childhood Educator for mutual instruction and exchange of ideas and experiences.
3. Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to:
 - a. such charitable organization or organizations in British Columbia registered under the provisions of the Income Tax Act of Canada as may be determined by the members of the Society at the time of winding up or dissolution. Or,
 - b. such charitable organization or organizations in British Columbia having a similar charitable purpose.

This provision shall be unalterable.

BY-LAWS OF STRAWBERRY VALE PRESCHOOL SOCIETY

1.0 MEMBERSHIP

1.01 Membership in the Society is open to parents of preschool aged children who are interested in the purposes of the Society and are willing to abide by its Constitution, By-Laws, Policies, and Standards.

1.02 Active Membership shall be granted to parents or guardians who have children currently enrolled in the preschool and have paid the prescribed fees. Such members have full voting privileges (one vote per family), and are eligible to hold executive office in the Society. Membership shall terminate upon withdrawal of the child or upon expulsion of the member in accordance with 2.03.

1.03 Associate Membership shall be granted to families, upon written request to the executive, who have previously held active membership in the preschool for one year or a period of time approved by the Executive and whose membership has been terminated in good standing. Such members shall have no voting privileges and shall not be eligible to hold

executive office in the Society (because they no longer have a child enrolled in the preschool) with the exception of the Past President who shall be a member of the Executive with no voting privileges. Associate membership will cease 5 years after date of written request to become Associate Member.

1.04 A member ceases to be in good standing with the Society when they do not comply with the existing Constitution, By-laws, Policies and Standards of the Society.

2.0 WITHDRAWALS

2.01 Notification of withdrawal from the preschool shall be made in writing to the treasurer one month in advance effective the first of the month, or one month's fees shall be paid in lieu of notice.

2.02 The Executive, on the advice of the Early Childhood Educator, may require the withdrawal of a child from the preschool who constitutes a serious management problem.

2.03 The Executive may expel from membership in the Society after due notification any member who fails to comply with the requirements of the Constitution, By-Laws, Policies and Standards of the Society, or any members who demonstrate that they are unable or unwilling to operate within the preschool framework.

3.0 MEETINGS

3.01 The Annual General Planning Meeting of the Executive shall be held in the month of April to plan the operation of the Society for the following year by reviewing such matters as staff, accommodation, monthly tuition, class size and composition, enrolment procedures, Early Childhood Educator's contract, and parents' agreements. It shall propose a Budget and changes or amendments, if any, to the School Policies or Constitution and By-Laws, for the following preschool year. Approval of the proposed Budget must be obtained at this Meeting and the proposed Budget is posted for one month prior to the Annual General Meeting in May.

3.02 The Annual General Meeting shall be held in the month of May. At the Annual General Meeting, the outgoing Executive shall present the proposed Budget, proposed changes or amendments in the School Policies or Constitution and By-Laws, if any, the Annual Reports, and hold the election of the new Executive Officers. Approval of the proposed changes or amendments to the School Policies or Constitution and By-Laws, if any, must be obtained at this Meeting and the proposed change or amendments, if any, to the School Policies or Constitution and By-Laws is posted for one month prior to the Annual General Meeting in May.

3.03 The June General Meeting can be a combined meeting of the outgoing and incoming Executive Officers.

3.04 General Meetings shall be held monthly for the purpose of conducting Society business and the parent education program. Any full participation family failing to have a duty parent/caregiver in attendance at two meetings during the school year without a valid reason acceptable to the Executive may be required to change their enrolment to partial participation and to pay the associated fees.

3.05 An Executive Meeting shall be held prior to each General Meeting to plan the agenda for the general meeting and to carry out Executive responsibilities.

- a) A special meeting of the Executive may be called at any time by the President or in her/his absence or incapacity by the Vice President.

3.06 Special General Meetings may be called at any time on not less than 14 days written notice by the Executive, or by petition of 10% or more of the Membership to the President.

3.07 Notice of meetings shall be posted in advance at the preschool.

3.08 Quorums shall be as follows:

- a) For all General Meetings, two-thirds of the voting members, but not less than 3 persons.
- b) For Executive meetings the majority of voting Executive Officers.
- c) If a Quorum is not present by the appointed hour, the presiding officer shall adjourn the meeting and reconvene it within seven days.

3.09 Majorities shall be as follows:

- a) Decisions requiring a 75% majority of the Executive shall be the Early Childhood Educator's Contract, amendments to the Constitution and By-Laws, withdrawal of Group Membership, and the Annual General Planning Meeting.
- b) Subject to the Societies Act, a simple majority is sufficient for all business transactions conducted at any General Meeting.
- c) In any situation requiring it, the presiding officer shall cast the deciding vote.

3.10 Early Childhood Educator participation:

- a) The Early Childhood Educator shall have a voice, but no vote, in all General and Executive meetings.
- b) If it is deemed necessary to hold a meeting, or portion thereof, without the Early Childhood Educator, the Early Childhood Educator shall be advised of the purpose of the meeting prior to the date of the said meeting. The Early Childhood Educator will be given an opportunity to present her/his views at a designated time before the matter is resolved, and to have her/his representative present at the said meeting.

4.0 ELECTIONS

4.01 The following Executive Officers shall be elected from the incoming and current voting membership at the Annual General Meeting: President, Vice-Presidents, Secretary, Treasurer, Parent Education Chair, Facilities Chair, Fundraiser Chair, Communications Chair, Executive Assistant Chair, Enrolment Chair and Orientation Chair.

4.02 Any Executive office becoming vacant during the preschool year shall be filled at the next General Meeting or by appointment by the Executive.

4.03 There shall be a nominating committee consisting of the Executive and chaired by the secretary. The Committee shall prepare a list of candidates and two candidates shall be nominated for each office wherever possible. Nominations may be made from the floor provided the consent of the nominee has been obtained.

4.04 The Executive Officers shall retire from office at each Annual General Meeting when their successor shall be elected. No one Executive position should be held by the same member

for more than two years. If a current Executive Officer wishes to hold the position for longer than two years and there are no objections from the general membership an extension may be granted by the Executive Committee.

5.0 EXECUTIVE OFFICERS POWERS AND DUTIES

5.01 The Executive is responsible to the Membership for the general management of the Society.

5.02 The Executive should be guided by the Early Childhood Educator in decisions affecting the educational program.

5.03 Between the monthly General meetings, the business affairs of the Society shall be settled by the Executive and problems arising shall be settled by the Personnel Committee.

5.04 The Executive shall approve all expenditures of the Preschool, but shall require a resolution of the Membership at a General meeting for expenditures on any single item exceeding three hundred fifty dollars (\$350.00).

6.0 EXECUTIVE OFFICERS AND THEIR DUTIES

6.01 The President shall preside at all meetings. The President shall have no vote in the meetings except in the nominations and election of officers and in the case of a tie, when the president shall cast the deciding vote. She/he shall be an ex-officio member of all committees. The President shall be responsible for locking/unlocking the Preschool in the ECE'S absence. She/he shall be the Liaison Officer between the Landlord and the Society. The President shall attend the Vancouver Island Cooperative Preschool Association (VICPA) board meetings as the liaison between the Society and the Association.

6.02 The Vice President(s) shall assist the President, and in the absence of the President, shall assume the President's duties. The Vice President(s) shall be the Chair of the Personnel Committee, Constitution and By-Laws Revision Committee, Early Childhood Educator Hiring Committee, Salary Negotiating Committee, and the Standards Committee.

6.03 The Secretary shall keep all records of the society other than financial and she/he shall keep minutes of all meetings. The Secretary shall be responsible for the maintenance of adequate records of membership and attendance at meetings. The Secretary shall attend to all correspondence. She/he shall be the Chair of the Nominating Committee.

6.04 The Treasurer(s) shall pay all ordinary accounts and shall pay all extra ordinary accounts on the approval of the Executive. It shall be the Treasurer's responsibility to have the books kept up to date and in good order. The books should be available to the members for inspection at the Annual General Meeting. A Treasurer's report is required at all business meetings held by the Society. Cheques on the Society's account must be signed by the Treasurer and the President or one other Executive member. The Treasurer shall have the books reviewed by a third party at the Fiscal year end. The Treasurer shall chair the Budget Committee and serve on the Early Childhood Educator Salary Negotiating Committee.

6.05 The Enrolment and Orientation Chairs shall be responsible for enrolling new members. The Enrolment and Orientation Chairs share responsibility with the Early Childhood Educator for

the orientation of new members. The initial Job Choices selection process is coordinated by the Orientation Chair, while job appointments and progress are coordinated by the Vice-President.

6.06 The Parent Education Chair is responsible for providing ongoing parent education at each general meeting and for the parent education library.

6.07 The Facilities Chair shall be the coordinator of the Equipment Committee. She/he shall be responsible, with the ECE, for advising the Executive and the Membership of additional purchases and replacements. The Facilities Chair shall keep records of all expenditures, pertinent information, and an inventory.

6.08 The Fundraising Chair shall arrange suitable fundraising activities throughout the year; ideally, one member from each class will participate on the committee.

6.09 The Communications Chair will liaise with the communications committee (marketing, website, social media and newsletter) to ensure that information from the executive meetings is disseminated as necessary to the appropriate parties.

6.10 The Executive Assistant shall assist the Executive Committee as required.

6.11 The Past President shall serve in an advisory capacity to the Executive and the Society.

6.12 The Early Childhood Educator attends the executive and general meetings, advises on school programs, and informs the Executive of progress and changes.

6.13 The members may, by special resolution, remove an Executive Officer/Director before the expiration of his term of office, and may elect a successor to complete the term of office.

7.0 DIRECTORS OF SOCIETY

7.01 The President, Vice President, Secretary, Treasurer, and Parent Education Chair of the Society shall be the Directors of the Society.

7.02 No director or Executive Officer of the Society shall receive any salary or other remuneration for serving in his or her office.

8.0 PROCEDURES

8.01 The accounts of the Society should be verified when the Executive or two-thirds of the Membership deem necessary.

8.02 The By-Laws and Constitution of the Society can be amended by special resolution passed at a general meeting by a majority of not less than 75% of the votes of those members of the Society who, being entitled to do so, vote in person provided that 14 days' notice of any proposed amendment is given to the Membership.

8.03 The books and records of the Society may be inspected by the members of the Society at any General Meeting and may be inspected by any of the Executive Officers at any time.

8.04 In all matters of procedure, parliamentary procedure shall be followed.

8.05 The Society shall have power to borrow money, subject to the Society Act, only after the passing of a special resolution with 75% majority of members of the Society.

8.06 The policies of the Society shall be in accordance with the Standards of the Vancouver Island Cooperative Preschool Association, and may include matters of independent concern. In situations under dispute, the Policies of the Society shall take precedence.

8.07 In the event of disbanding of the preschool, all assets of the preschool, after satisfaction of all debts and obligations, shall be transferred out-right to the Vancouver Island Cooperative Preschool Association to be held in trust for two years and then dealt with at their discretion.

8.08 In the event of disbanding of the preschool when it is no longer a member of the Vancouver Island Cooperative Preschool Association all assets of the preschool, after satisfaction of all debts and obligations, shall be disbursed in a manner determined by article 3 of the constitution.