



LANSING CO-OPERATIVE

NURSERY & PRESCHOOL

Parent Handbook

Please read carefully

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1. Welcome to Lansing

1.1. Lansing History

Heather MacDonald and Lee Cowan founded Lansing Cooperative Nursery School in the fall of 1952. Its first location was in a church basement. In 1957, through the efforts of a group of local parents and the business community, a permanent facility at 74 Church Avenue opened its doors to 80 children. Lansing prospered at that address for many years. Since 1995, we have been enjoying our current facility that was built across the street from the original building.

1.2. Our Philosophy

Lansing, as a non-profit co-operative, is unique in its belief that teacher, parents and children benefit from coming together as a community. Our goal is to provide age and developmentally appropriate activities that will foster self-confidence, positive self-image and self-discovery. Lansing provides a rich and varied program of guided play, knowing that in their play, children:

- Hear, learn and use language
- Practice their emerging math skills
- Develop a sense of curiosity
- Learn to co-operate, think, listen and express feelings
- Plan, organize and solve problems
- Experience successes and challenges
- Repeat familiar tasks and attempt new ones
- Develop interests
- Experiment and explore
- Develop gross/fine motor skills
- Develop meaningful relationships

For more detailed information on how Lansing Cooperative Nursery School helps provide a safe and positive environment for learning please see our Program Statement on our website at <http://www.lansingnursery.org>

1.3. Business Mandate

Lansing is a nurturing community where parents and staff work cooperatively to encourage each child's early social development, self-esteem and love of learning. Lansing provides a safe and secure environment in which each child can take successful steps along their developmental and educational journey. Lansing is committed to serving the needs of our community in a sustainable and viable manner.

1.4. License Requirements

Lansing Co-operative Nursery School is licensed by the Ministry of Education and adheres to the regulations set out by the Child Care and Early Years Act. These regulations address issues such as: staff qualifications, programming, child/adult ratios, behaviour management, nutrition, sanitary practices, space requirements, and emergency procedures.

2. School Program

2.1. Program Content

Nursery School (9:00 – 11:45):

During free play, both indoors and out, the children are able to choose from a variety of activities which might include: sand and water play, block building, art activities, dramatic play, puzzles, playdough, and gross motor activities. A daily structured period of learning (morning meeting) allows the children to explore the world around them through educational stories, music and movement, cooking, scientific observations and co-operative games.

Nursery School Schedule

9:00 – 9:15	Welcome and Table Activities
9:15 – 10:15	Free Play
10:15 – 10:20	Tidy Up
10:20 – 10:35	Wash Hands and Snack
10:35 – 10:55	Morning Meeting
10:55 – 11:10	Music and Movement
11:10 – 11:40	Dress & Outdoor Play
11:40 – 11:45	Tidy and Dismissal

*this is a flexible schedule

Preschool Program – Full Day (9:00 – 4:00) or Afternoon (1:00 – 4:00):

This program is an extension of our popular nursery school program. A unique program with a creative curriculum that's child-directed, hands-on and fun! This program is an ideal way to prepare for Kindergarten in a supportive, nurturing environment. The enriched curriculum will offer an Early Literacy Program, specialty music teacher, bi-weekly cooking classes, arts and crafts, science and more.

Preschool Schedule

9:00-10:00	Outdoor Play	1:00-2:25	Indoor Play/Physical Play Learning through Exploration, Play and Inquiry
10:00-10:10	Transition to Indoors Wash hands for snack		
10:10-10:25	Snack	2:25-2:35	Tidy Up/Wash Hands
10:25-10:40	Morning meeting	2:35-2:50	Snack
10:40-11:25	Free Play (Learning Centres)	2:50-4:00	Dress for Outdoors Outdoor Play & Pick-Up
11:25-11:30	Tidy Up & Wash hands for lunch	Afternoon activities Include: Gym Cooking Music French Lesson Library	
11:30-12:00	Lunch		
12:00-1:00	Quiet Time		

*this is a flexible schedule

2.2 The School Year

Lansing Co-operative Nursery school operates from September to June. Our Summer Program which runs in July, will be reviewed annually to meet the needs of our community. The school will close for a Christmas break and a March break. In addition, we observe the following statutory holidays: Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, and Victoria Day.

Each family will receive a school calendar.

2.3. Admission and Discharge Policy

An open house or individual tour will be arranged to familiarize you and your child with our school, answer any questions and review our parent contract. A non-refundable registration fee of \$95, and a one-time membership fee of \$50 must be provided along with a non refundable June tuition fee when you submit the completed registration forms. Fees are paid monthly. For the payment of fees, we require post dated cheques dated the first of each month.

Written notice of withdrawal from our program must be given one month in advance. If notice is not received, full program fees will be charged.

To see our monthly tuition fees, please visit the website at <https://www.lansingnursery.org/2019-2020-fees.html>

2.4 Wait List Policy

Provide the following information for you file on the waiting list:

- Child's name and date of birth
- The program desired/how many days (Nursery, Preschool)
- Contact information (parent/guardian's name, address, telephone number, email address, etc.)

Here is how the waiting list works:

1. Call or e-mail Lansing to add your name to the waiting list.
2. Each program at Lansing has its own individual waiting list.
3. The day that you call, leave a message or send your email will be your seniority date on the waiting list. (If there are any changes to your contact information please contact the centre to update your file).
4. There is no specified length of time that you need to be on the list to be offered a space.
5. Spaces are created when a family or child leaves the centre throughout the year. We run our program from September to June. Often families will leave the school for a reason so a spot will be made available.
6. Children within the current program will be given priority access to the programs or days available at the school
7. We are usually able to contact families 4-6 weeks before any given space, as parents are only required to give us 1 month notice of their withdrawal.
8. Only once the withdrawal is confirmed in writing can we begin to find a family for the space.
9. Once a family is called from the waiting list they are given a specified time frame to return the call and express continued interest in the space available.
10. From the families that return our call within the specified time, the family with the highest seniority date will have first official refusal of the available space.
11. Once your child is officially offered a space, if you would like to accept it, you will be required to make an appointment to come and register at the School and fill out forms and write checks.
12. For all families that express continued interest in a space and are not successful will be contacted to let them know that another family has filled the space.
13. If you are called for a space and do not wish to take it at the time, your place/seniority on the waiting list remains the same.
14. You may call or email at any time to change the information for your file with no consequence.
15. Your status on the waiting list can be given to you at any time via email or phone call while maintaining the privacy and confidentiality of the children listed on it.
16. You will remain on the centers list until the end of the school year in June.

3. School Routines

3.1 Attendance Policy

Your child may attend only on the days for which he/she is registered. There can be no substitutions for reasons of illness, absence, or family emergencies.

If you wish to change the days or increase the number of days your child attends, please contact the Registrar or Director and we will do our best to accommodate you.

Party days and field trips occur throughout the year, and all children are invited to attend whether they attend school on that day or not. Lansing recognizes that there are occasional inequalities in our programming for students who attend only 3 or 4 days a week. Effort is made to schedule these special events on different days of the week to accommodate the various schedules of the students .

3.2 Arrivals

The first thing to do when you arrive each day is to find your child's teacher. This will give him/her an opportunity to say good morning or afternoon and will let the teacher know that your child has arrived. The teacher will then check her/him as "present". As you can appreciate, your child's safety is our main concern. Together we can ensure that each child is accounted for and safe.

3.3 Departures

It is imperative that your child is picked up **on time**. It can be very upsetting for a child if all the other children have been picked up and he/she is still waiting. If you are consistently late, you will be subject to a late fee. In case of an emergency, please notify the school that you will be late.

Please note: your child will only be released to those persons listed on your child's registration form. Please notify the Director in writing if alternate arrangements have been made for your child's pick up.

3.4 Clothing and Personal Articles

Please dress your child in comfortable, washable clothing as we do many messy, creative activities. Children need to be changed occasionally for a variety of reasons (bathroom accidents, drink spills, etc); therefore, we ask that you please provide a second complete set of clothing to be kept in your child's cubby. Please remember to change the clothing in the cubby as the seasons change. All clothing must be labeled.

Please provide a pair of shoes for indoor wear during boot season. Be sure to label them. Velcro or slip-on shoes work best.

We understand that at times, a favorite cuddly toy can be a comfort to a child. However, we discourage children from bringing any personal toys from home.

3.5 Snacks and Lunches

Lansing provides a healthy snack during both morning and afternoon programs. All of our snacks are based on the nutritional recommendations of the Canada Food Guide. Our menus are posted in the kitchen and in the Parents' Room. Special snacks are provided at Halloween, Christmas, Valentine's Day, Easter, etc. **We do not allow any nuts, nut products or sesame products at Lansing.**

Lansing Provides a hot nutritious lunch daily to our preschool children. We have our lunch catered by a company that specializes in children's lunches and that also follows the Child Care and Early Years Act requirements for nutritional value recommend by the Canada Food Guide. Menu schedules are posted for the current and following weeks. We also post all children's special food needs/allergies.

3.6 Party Days

All Lansing children are invited to the Party Days (e.g. Halloween, Valentine's) whether they attend on that day or not.

Your child's birthday is celebrated with the children in his/her class. The teachers will pick a day each month to celebrate all of children's birthdays for that month. Your child's teacher will plan a birthday experience for your child's special day. Due to a large number of allergies, we do not allow birthday treats. If you wish to provide a lootbag, please speak to your child's teacher ahead of time.

3.7 Field Trips

We plan several field trips per year. Outdoor field trips take place in the fall and spring; indoor special events are planned for the winter. Before each trip, parents will receive a letter detailing the event as well as a permission form, which must be signed and submitted. For reasons of planning and organizing, it is important that you return your signed permission form by the indicated due date. All children are invited to participate in field trips whether they attend on that day or not.

The children travel by school bus for a few of the trips. A parent or guardian is welcome on the school trip; however, siblings cannot be accommodated. Any parent or guardians wishing to attend field trips are required to provide a police record check at their own expense. As part of registration, parents must complete a field trip form. There will be no refunds if a child is unable to participate in one or more events.

3.8 Outdoor Play

Our program includes outdoor play every day, unless the weather is too extreme. Please ensure that your child is suitably dressed. No child can

remain in the school while the others are outdoors. If your child is too ill to be outdoors then he/she should be at home.

4 Health and Safety

4.1 Allergies and Anaphylactic Allergies

A list of allergies and special food needs are posted throughout the school. **Lansing is a peanut-free, nut-free and sesame-free facility.**

All allergies will be listed in each of the rooms to ensure all staff and volunteers are aware and can respond appropriately to any potential reactions.

If your child has an allergy that requires the administration of an Epi-Pen, please notify the supervisor immediately to ensure that the necessary documentation and actions are taken to ensure your child's health and safety.

Because we have staff members and many students who are allergic to scented products, we request that you **do not wear perfumes or any scents** when you are in the school.

4.2 No-smoking

Lansing is a completely smoke-free environment, in accordance with the law: *Smoke-Free Ontario*. Smoking is not allowed anywhere on the grounds of the school.

4.3 Hot Food/Beverages

Hot beverages may be consumed in the kitchen, staff room and Parent's Room only. Teachers follow specific hot food/beverage procedures during cooking activities and the lunch program to ensure the children's safety.

4.4 Illness

For the well being of our children, we require that each child be well and healthy in order to attend our program. The purpose of our illness policy is to keep the spread of disease and infection to a minimum. If your child is ill, he/she will be more comfortable at home and the illness will be less likely to spread to other children and adults in the school. If you are unsure whether your child is healthy enough to attend school, please follow these recommendations before making your decision:

Fever: A fever is usually a sign that the body is fighting off an infection or contagious disease. A fever is when the body temperature is higher than normal, 38°C (100°F) or higher. If your child has a fever, they may: look

flushed or pale; feel hot or cool to the touch and/or sweaty; be fussy or groggy; have “goose bumps,” shivers or tremors and/or be thirsty
A child should be fever-free for 24 hours before returning to school.

Diarrhea: A child should remain at home if there is more than one instance of loose bowel movements within the last 24 hours.

Vomiting: Unless vomiting is due to a non-contagious digestive condition, the child should stay at home if he/she has vomited in the last 24 hours.

Influenza: A child who displays more than one of the following symptoms should stay at home and be checked by his/her physician: fever, persistent coughing, chills, or muscle aches.

Swollen Throat: A child should remain home and be checked by a physician.

Rashes: A child with an unidentified rash that is spreading and/or getting worse should remain at home and be checked by a physician.

Discharge from the Eyes: Any child with white or yellow eye discharge, eye pain, or redness of the eye, eyelid, or skin surrounding the eye should remain at home and be checked by a physician.

Contagious Diseases: If your child has a contagious disease such as Chicken Pox or Strep Throat, he/she must stay home. Please inform the school so that we can advise other parents that there is a case of a contagious disease in the school.

Please note: Our program requires daily outdoor play for all children. Therefore if your child is too ill to go outside, he/she needs to remain at home. Children may demonstrate through behaviour and symptoms that they are not well. If your child becomes ill at school, we will contact you so that you can pick him/her up.

4.5 Safety & Serious Occurrence Notification

Your child’s safety and well-being is a priority here at Lansing. We will ensure that a safe and healthy environment is maintained for the children, parents, teachers, and all others using our facility. All safety, health and Ministry regulations are adhered to and followed at all times to the best of our ability, and any recommendations from yearly inspections will be followed. We are proud of our safety record at Lansing. Each member of the staff and Duty Day parents hold a current certification in First Aid.

However, in spite of all the best precautions, if an accident or other serious event should occur, the following procedures will be followed:

Minor Occurrences: Staff will provide immediate medical attention on the premises and you will be advised verbally and given a written report at the end of the day for you to sign so that you are aware of the incident.

Serious Occurrences: Medical attention will be given without delay. Parents/guardians or emergency contacts will be notified immediately. Details of the occurrence will be reported to the parents as soon as possible. Our license requires us to report all serious occurrences to the Ministry of Education.

To support increased transparency and access to information, effective November 1st 2011, in the event of a serious occurrence, a “Serious Occurrence Notification Form” will be posted in the Parents Room for a minimum of 10 business days. The posting will give parents information about the event and outline the follow-up actions taken by Lansing Cooperative Nursery School.

For more information about our Serious Occurrence Policy visit the website <http://www.lansingnursery.org/license--policies.html>

4.6 Fire Drills/Evacuation

Fire drills are held monthly in accordance with the Child Care and Early Years Act. In the event that the children need to be evacuated from the school premises, our emergency location is McKee Public School, located across the street.

4.7 School Closing Due to Weather or Emergency

In the event that we need to close the school due to inclement weather or for an emergency, a member of the school will call you as soon as possible. In addition, a message will be sent via our HiMama App to advise you of the school’s status.

4.8 Emergency Management

Lansing Cooperative Nursery School has developed a policy to provide clear direction for staff to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

During ongoing emergency situations (e.g., lock down, tornado), Lansing will make every effort to provide timely communication with parents via phone and/or email and/or HiMama App. Parents are advised to limit phone calls to the centre during an ongoing emergency situation to leave lines open for emergency personnel. An alternate number may be provided to support communication during such situations.

Our full Emergency and Management Policy is accessible via our website at: <http://www.lansingnursery.org/license--policies.html>

4.9 Police Record Check for Staff and Duty Day Participants

Lansing Co-operative Nursery School takes all reasonable steps that no physical, emotional, or psychological harm comes to the children. As per the Child Care and Early Years Act, Lansing requires that all employees, Board members and Duty parents submit to a Police Record Vulnerable Sector Check which allows the police to screen their records for evidence of criminal records, pending charges, previous or ongoing investigations, and probation or parole status. Information is not released directly to the school. If the Police Check is clear, the school is advised. The cost of this process is included in your registration fee for families participating Duty Days.

4.10 Behaviour Guidance

The purpose of such “behaviour guidance” is to help children develop self-control.

We expect that all adults will follow through on safety rules and limits and when interacting with the children will treat them both verbally and physically with kindness and respect.

If an employee contravenes the Behaviour Guidance Policy, she/he will be temporarily suspended and an emergency meeting of the Board of Directors will be called to determine if circumstances warrant the dismissal of the employee as outlined in the staff contract.

If a parent/caregiver/volunteer contravenes the Behaviour Guidance Policy, the person involved will no longer be the participating Duty Parent member of that family. The family must provide a substitute Duty Day participant acceptable to the Director and the Board or must pay the additional non-participant fee.

If a student teacher contravenes the Behaviour Guidance Policy, we will terminate their placement and submit a written report to their college.

4.11 Workplace Violence and Harassment Policy

Lansing Co-operative Nursery School’s intent is to ensure there is a climate of understanding, co-operation and mutual respect, free of violence and harassment. To be successful in this objective, it is incumbent upon all members of the Nursery School not to condone or tolerate behaviour which constitutes violence or harassment. Lansing Co-operative Nursery School will provide for a fair and prompt investigation of any complaint or concern without fear of reprisal, as long as the complaint is not found to be frivolous or vexatious.

This policy applies to complaints of violence or harassment that involve employees or volunteers of Lansing Co-operative Nursery School. For the purposes of this policy, workplace includes any location in which employees

and/or volunteers are engaged in Lansing Co-operative Nursery School business activities.

All volunteers are reminded of their obligation to follow the Lansing Co-operative Nursery School's Parents' Handbook and to adhere to policies and procedures aimed at ensuring a positive work environment and the highest level of care. Beyond this, there is a duty upon all to prevent violence and harassment by discouraging inappropriate activities and by reporting incidents in accordance with this policy.

Responsibilities

- all employees and volunteers are responsible for contributing to a positive work environment and for identifying and discouraging comments or activities that are contrary to this policy; this includes:
- advising people or the alleged harasser that their behaviour is unwelcomed
- where a situation occurs, or where an employee or volunteer believes a situation has occurred, they are obligated to report it to the Director
- if a situation occurs which involves the Director, or if the Director does not intervene appropriately, the employees/volunteers may report the situation to the Board
- if the situation involves the Director, the employee is encouraged to report the circumstances to any Board member

For complete details, including the process to submit a complaint, please refer to the Lansing Workplace Harassment and Violence Policy posted on our website (<https://www.lansingnursery.org/license--policies.html>)

4.12 Prohibited Practices

We want all children at Lansing to feel safe and secure. To ensure this, we set guidelines so that a child may not harm himself/herself or be allowed to harm another person, or destroy the property of others.

Guidelines are set for the SAFETY of the children. Limits are explained to the child in a positive manner.

In accordance with the Child Care and Early Years Act, Lansing shall not permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- corporal punishment of the child;
- physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an

emergency and is required as part of the licensee's emergency management policies and procedures;

- use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

5 Communication

5.1 Enrollment Lists

Each family is provided with a list of children's names, parents' names, addresses, phone numbers and emails, which is helpful for keeping in touch with other co-op members in the school. Please remember that this information is confidential and must not be released to anyone.

5.2 Board Meetings

The school's Board of Directors meets monthly to discuss a variety of issues related to school policy, finances, etc. Any parent is welcome to attend these meetings.

5.3 Parent Communication Areas

There are several areas in the Parents' Room designated for specific information:

- Parent Room: this is where articles of interest, announcements, important information and minutes from the Annual General Meeting (AGM) are located.
- Teachers' Board: every week the teachers post the planning for the week as well as the snack menu.
- Duty Day Board: both the current and next month's calendars are posted.

5.4 Parent/Teacher Chats and Interviews

Parent/teacher chats are usually held in November and May for all students to discuss how your child is adapting to the school environment.

Communication between parents and teachers, however, is an ongoing process through our HiMama App and in person. Please feel free to discuss any concerns with your child's teacher or the Director. In May our teachers host an open house for families to visit their child's classroom and observe your child's progress.

5.5 Newsletters and Calendars of Events

Newsletters and calendars are sent home on a regular basis in order to keep you informed of the upcoming events at the school. Please read these carefully and post the calendar at home to help you remember our special events. Parents are welcome to contribute articles to the newsletter and may submit them to the newsletter editor.

5.6 Website

Lansing Cooperative Nursery School has a website at www.lansingnursery.org. This website contains useful information about the school and various policies and procedures. A copy of the Parent Handbook is also available on our website.

5.7 Contacts

It is often difficult for parents to know who to approach to discuss various issues that arise throughout the school year. Here is a guideline:

- Director: program content, staffing, health and safety issues, daily routines
- Teachers: child's progress, birthdays, special snacks
- President: general operation of the school
- Registrar: registration procedures, changes in enrolment
- Heads of Committees: questions or suggestions on specific committee activities and special events (e.g. maintenance coordinator regarding clean up days, special events coordinator regarding potluck lunches, librarian regarding Scholastic book orders)

5.8 Termination of Membership

Lansing reserves the right to terminate the parent's contract should the program be unable to meet a child's needs. The Director will follow these procedures:

- 1) Discussion with parent(s)/guardian(s) and Director to:
 - a) identify the difficulty and possible reasons for it
 - b) discuss implications for the child
 - c) explain and discuss together ways of involving community resources, if necessary
 - d) record the result of the discussion and have all parties sign
- 2) Director reports a situation and recommendations to the Board of Directors honouring the confidentiality of the family.
- 3) Establish a trial for suggested strategies.
- 4) Follow through with the strategies discussed.

- 5) Further discussion with parent(s)/guardian(s) and community resources wherein the results are again committed to writing and signed by all parties.
- 6) If the Director determines that the child cannot be accommodated in the program and recommends withdrawal to the Board of Directors, parent(s)/guardian(s) will be notified and invited to attend a meeting of the Board of Directors in order to put their position forward.
- 7) If parent(s)/guardian(s) do not attend the meeting or, if after the meeting the Board decides it is in the best interest of the child that he/she be withdrawn from the program, the withdrawal will be effective two weeks from the date of the meeting. Appropriate refund of fees will be returned.

5.9 Payment of Fees for Vacation or Sick Days

In order to maintain the integrity of the school programs and the future of the school, it is essential that the financial status of our program be stable. Each family with a child or children enrolled at Lansing has signed the parent contract, and agrees to financially support the enrolment space which has been committed to your child(ren). As indicated in the parent contract, no refund will be given for days on which your child is unable to attend due to sickness or vacation.

Some families may elect to take extended vacation time during the school year. As noted above, no refund will be provided for vacation. Families taking extended vacation may choose to withdraw from Lansing Co-operative Nursery School and re-enroll upon their return, provided a spot is available for their child. Please note that the child's spot **will not be maintained following their withdrawal**, and may be filled by another family. In addition, prior to withdrawal from Lansing, one (1) month's written notice is required, and upon withdrawal post-dated cheques will be returned to the family with the exception of June's tuition, which is **non-refundable**.

5.10 Parent Issues and Concerns

We believe in creating a welcoming environment that supports the co-operation between the family and Lansing Cooperative Nursery School; and, therefore communication between families and Lansing is encouraged on a daily basis. Lansing Cooperative Nursery School's approach to handling concerns and complaints is based on a commitment to:

- provide a safe and supportive learning environment
- build relationships between the children, families and Lansing Cooperative Nursery School
- provide a safe environment for everyone

This policy and its associated procedures are to ensure that concerns and complaints are dealt with in a fair and transparent way. Concerns and complaints will be handled responsibly, openly and in a timely manner, with the aim of resolving the matter to the satisfaction of all parties. Our full

policy is accessible via our website at
<http://www.lansingnursery.org/license--policies.html>

6 Parent Participation

As Lansing Co-operative Nursery School is a co-operative school, we rely on parental involvement to ensure the school is well managed and runs smoothly. Parent participation also enhances the children's experience at the school.

6.1 General Membership Meeting

Parents are required to attend a general membership meeting during the year that is typically held in September. This meeting covers the school's educational program, plans for future development, consideration of major expenditures and general financial planning. **It is a prerequisite of the school's charter that one representative of each family be present.** Your vote is important to the school's future.

6.2 Duty Days (Nursery School Only)

Participation in Duty days is optional. Families who do not participate in Duty days pay an extra monthly fee. A parent, close family member, or the family's caregiver must perform the Duty day requirement. The Board may be approached to deal with exceptional circumstances.

Any person acting as a Duty parent must meet all requirements of Duty parents. This includes: having a TB test or chest x-ray, reading and signing an agreement to follow Lansing's policies, signing a waiver allowing a vulnerable sector police record check and holding a current certification in Standard First Aid & CPR

Duty parents must be present in the school from 9:00 to 11:45 AM on Duty days. They cannot bring other children with them on Duty days. A family expecting a new baby or experiencing a temporary difficulty may arrange to either delay 6 Duty days (to be made up later in the year) or accumulate 6 Duty days, which would give them a credit to be used later in the year when the new baby arrives. No reduction in Duty days can be made for absence due to illness or other causes. **When a parent cannot do the Duty day, he/she must find a replacement and notify the Duty Day Coordinator.** Parents are required to make up any missed Duty days. A charge of \$45 for each outstanding Duty day will be applied at the end of the year.

6.3 Child Care Supervision Policy for Volunteers and Students

All volunteers and students will be trained & monitored regarding the supervision of children. The following procedures describe the procedures implemented in regards to supervision of volunteers and students.

General

1. The Director shall review the policy with each staff member & volunteer annually.
2. No child shall be supervised by a person less than 18 years of age.
3. A copy of the Child Care and Early Years Act (2014) will be kept in the office

Duty Day Volunteer

1. Prior to beginning volunteer duties, each volunteer must have completed a criminal reference check and medical certificate as well as have read and signed the Lansing Policies and attend one Duty Day Orientation session.
2. If a child with anaphylaxis attends Lansing, all volunteers will be trained by the Director on the individual plan for the child with anaphylaxis.
3. The Director is responsible for reviewing the policies and training volunteers at the beginning of each school year during a mandatory duty orientation session or upon the commencement of their duty. Each volunteer will receive a copy of the Duty Day Handbook for reference.
4. As per Lansing's License, two participating volunteers may take the place of an unqualified staff, but are not to be left with children unsupervised.
5. A Behaviour Management Evaluation shall be conducted for each volunteer at least once annually.

Student Field Placement

1. No field placement students shall be left unsupervised with the children.
2. Placement students shall not be counted in staff ratios.
3. The Director is responsible for reviewing the policies and training volunteers and/or students at the beginning of each school year during a mandatory orientation session or upon the commencement of their field placement. Each student will receive a copy of the policies for reference.
4. If a child with anaphylaxis attends Lansing, all field placement students will be trained by the Director on the individual plan for the child with anaphylaxis.
5. Field Placement students shall be monitored continuously throughout their field placement by the Director and host teacher.

Discipline:

All volunteers, duty parents, and placement students who fail to adhere to the policies and procedures of Lansing may face disciplinary action, up to and including dismissal.

Lansing believes in fairness and openness and where volunteers, duty parents, and placement students can expect a commitment to resolving conflict and receiving supportive and constructive criticism. If disciplinary action is required, the organization follows the same steps as its staff practices:

1. Performance Review
2. Verbal Warning
3. Written Warning
4. Suspension

5. Dismissal

6.4 Parent Volunteer Days

Two school volunteer days are scheduled each year for the parents to help with a variety of school matters that might need some extra support. This can cover duties such as; outdoor maintenance, giving the school a thorough cleaning as well as necessary repairs. It can also include helping with promotion and publicity of the school **One member from each family is required to participate at 1 of the 2 scheduled volunteer days.** These days are scheduled on weekends, and the time commitment is usually no more than three hours per person. For safety reasons, children may not be present during these clean-ups. There will be a charge of \$100 for families that do not participate (or make other arrangements to perform equivalent work) in the required clean-up days. **Note: the Maintenance Leader must be notified on or prior to the volunteer day.**

6.5 First Day of School

You will be advised of your child's first day of school by phone or mail before the end of August. It is expected that one adult will remain with each Nursery School child on the first day of school. Accompanying your child for the rest of the first week is optional. After that, we expect that most children will stay on their own. If you feel your child may have difficulty with separation, please talk to the Director so we can discuss strategies to make the transition from home to school as smooth as possible.

6.6 Board of Directors Positions

All Board positions are **12-month assignments.** Members of the Executive Board are required to attend monthly meetings throughout the school year.

President

- Has non-voting privileges and signing authority
- Organizes and chairs all meetings
- PCPC (Parent Co-operative Preschool Corporation) Representative
- Recruits new Board members
- Oversees all operations of the school

Vice-President

- Organizes and chairs meetings in president's absence
- Has signing authority
- Acts as the insurance liaison and personnel representative
- Negotiates teachers' contracts and organizes staff benefits
- Responsible for following up with the appropriate committee heads when responsibilities are not performed appropriately

Treasurer

- Heads the Treasury team

- Has signing authority
- Prepares annual budget and monthly reports
- Prepares payroll and government remittances
- Maintains contact with bookkeeper
- Oversees all financial operations of the school

Secretary

- Takes minutes at all Board meetings and distributes them to Board members
- Has signing authority
- Maintains Minutes Book and Motions Book stored in office
- Maintains Closed Book Minutes as needed in a locked cabinet
- Provides summary of board decisions (motions list) to parents by posting on bulletin board in Parents' Room
- Advises teams regarding duties arising out of meetings
- Types revisions to by-laws, operating policy, handbook, board communication, etc.
- Ensures that both the Director and new Secretary receive an electronic copy of all school documents for the next school year
- Heads the Marketing/Publicity and Communications Team
- Acts as a recruitment officer in actively marketing the school
- Arranges Open Houses and tours as required
- Works closely with the registrar

Registrar

- Maintains list of prospective families and contacts them before Open Houses
- Maintains waiting lists
- Ensures that all cheques and completed application forms are received
- Prepares and maintains enrolment list
- Distributes school roll to families twice a year in September and January (or more often as needed), as well as list of school positions provided by registrar
- Ensures that each family has responsibility on a team
- Prepares and maintains team lists
- Works with Director if handbook and registration forms require updating
- Acts as a recruitment officer in actively marketing the school
- Arranges Open Houses and tours as required

Marketing/Publicity Leader

- Heads the Marketing/Publicity and Communications Team
- Acts as a recruitment officer in actively marketing the school
- Arranges Open Houses and tours as required
- Works closely with the registrar

Maintenance/Housekeeping Leader

- Heads the Maintenance/Housekeeping Team

- Orders cleaning supplies and light bulbs
- Arranges for major repairs and service contracts as determined by the Board
- Organizes and supervises clean-up days (in partnership with clean-up day coordinator)

Fundraising Leader

- Heads the Fundraising Team
- Plans and implements all fundraising activities
- Communicates activity results to parents

Duty Day Coordinator

- Posts and maintains Duty Day calendars
- Keeps records and advises parents of Duty Days owing, etc.

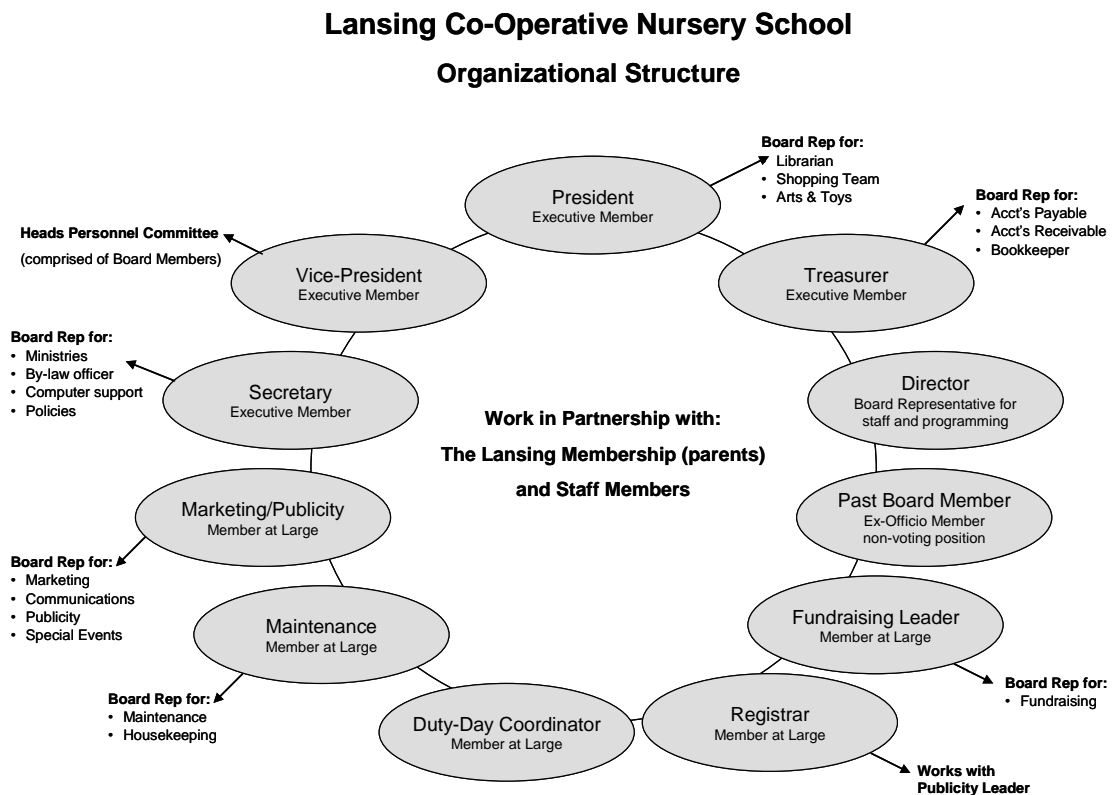
Past Board Member(s)

- Ex-officio member (non-voting)
- Acts as a resource to the Board
- Supports development of policies and advises on strategic planning

6.7 Committee/Team Positions

Committee Work

Parental involvement can be either at the Executive or Committee (team) level as outlined below. Each family must choose one of the positions described below. Please also refer to the diagram:



Treasury Team:

- Accounts Receivable: Maintains a log of all tuition cheques received from Registrar. Follows up on cheques outstanding. Makes all deposits.

Marketing, Communications & Publicity Team

- *Publicity: At the direction of the Publicity Leader: assists with Open Houses; ensures Lansing is listed in appropriate directories, Parks and Rec. directory, etc.; arranges advertising for Lansing; implements flyer distribution; and assists with Lansing's involvement in community events.
- Parents' Room: Finds articles and information on community events for families in the area, finds documents related to children's healthy and safety and maintains the Parent Resource Binder. Also responsible for keeping Parents' Room tidy.
- Webmaster: Designs and maintains school's Web page.
- *Yearbook/Photographer: Takes pictures throughout the year for photo boards and yearbook; arranges for professional school photos; assists with the preparation and distribution of the yearbook at year-end..

Library Team

- Scholastic Books: Distributes Scholastic book flyers in parents' files once a month, collects orders and payments and remits them to Scholastic, then distributes Scholastic books after delivery.
- Librarian: Maintains school library and repairs books as needed. Picks up books at local library when requested by Director.

Shopping Team

(all purchases are reimbursed by school)

- *Grocery Shoppers: Purchase groceries once a week for the children's snacks as per list provided by teachers.
- Purchaser: At the direction of the Director, purchase school supplies, etc.

Arts and Toys Team

- *Art Distribution: Sort artwork into children's cubbies daily
- Playdough: Makes playdough (supplies and recipe in school kitchen)
- *Toy Washing/Sorting: Washes and sorts toys once a week
- Glue/Paint Pot Washing: Clean paint pots and glue pots once a week (can be done at home)
- Easel Washing: Washes easels once a week

Special Events Team

- Special Events Leader: Heads the special events team and coordinates meetings of team members.
- *Special Events Team: At the direction of the Team Leader, other members will prepare loot bags for party days (Halloween, Valentine's, Easter, etc.), plan the Christmas and year-end potlucks as well as assist with our Family Night. Members will also set up tables and chairs for all

in-house special events (at least 2 potlucks, 2 general members meetings) and take down and clean up afterwards.

Maintenance/Housekeeping Team

- Clean-Up Day Coordinator: Manages all clean-up days by scheduling work, contacting parents to assign tasks, and supervising activities for all clean-up days.
- Laundry: Takes school laundry home one day and returns it clean the next morning.
- Washing/Disinfecting of tables and chairs: Washes and disinfects tables and chairs every two weeks.
- Washing of Sleep Cots: Washes sleep cots weekly and record a daily log of when it is done.
- Maintaining Lights: Purchases and changes light bulbs indoors and out, as needed.
- Making Minor Repairs: At the direction of the team leader, makes minor repairs (plumbing, carpentry, electrical) and otherwise maintains school property and appliances.
- Washing/Disinfecting of tables and chairs: Washes and disinfects tables and chairs every two weeks.
-

Fundraising Team:

*Fundraising Team: At the direction of the team leader, plans and advertises all fundraising activities for the year; team members are expected assist at all fundraising events

- Online Fundraising and Silent Auction Solicitations At the direction of the team leader, contacts local business for contributions to our yearly silent acution

*Note: positions marked with an * are shared by two or more parents*

We hope that you have found the information in this handbook helpful. Please keep it handy as you may need to refer to it from time to time.