



# Parents' Handbook

Strathcona Nursery School  
10139 87 ave NW  
Strathcona Community League  
Edmonton, Alberta

T6E 2P3

Phone: 780-710-7667

Web: [www.strathconanurseryschool.com](http://www.strathconanurseryschool.com)

Email: [info@strathconanurseryschool](mailto:info@strathconanurseryschool)

## Introduction

Welcome to Strathcona Nursery School. We are a not-for-profit parent cooperative preschool established under the Societies Act of Alberta. We are licensed as a preschool with Alberta Children and Family Services and the City of Edmonton. This Parents' Handbook outlines our program and some key policies and procedures of Strathcona Nursery School. The membership of the Strathcona Nursery School Society (the "Society") consists of the parents or guardians of registered students. The elected officers of the Society are the President, Vice-President, Secretary, Treasurer, and Registrar. A Co-Secretary, Co-Treasurer, Co-Registrar, Recruitment and Advertising Coordinator, Fundraising Coordinator and Biennial Casino Coordinator may also sit on the Strathcona Nursery School Board (the "Board"). Parents not on the Board assume other volunteer positions. Strathcona Nursery School promotes a "learn through play" environment for 2½ to 5 year old's. We emphasize play because play enhances children's physical, social, emotional, and intellectual growth, and development. Through play, children learn to concentrate, exercise their imagination, try out ideas, rehearse behavior, and make sense of their world.



# 1 Philosophy

## 1.1 Mission and Vision

Mission – Empowering our children to become mighty learners through play.

Vision – Curious Children, Connected Families, Engaged Community

## 1.2 Purpose and Objectives

Strathcona Nursery School strives to present a high-quality, developmentally appropriate program based on a “learn through play” philosophy. Strathcona Nursery School and its teachers aim to provide a mixed-age setting for preschool children to play, encourage children’s creativity and curiosity with a wide range of materials and activities, and offer children a safe setting in which to develop relationships and solve conflicts to foster a sense of security and self-confidence.

## 1.3 Play and Whole Child Development

Through play, the whole child is developed.

### 1.3.1 Physical Needs

Large muscle development and body-coordination are developed through the use of climbers, large blocks, balls, riders, sleds, mats and jumpers. Small muscles and fine motor coordination are developed through small blocks, puzzles, crayons, paints, clay, sand, and musical instruments. Students are taught body care methods and needs through special themed subjects, activities, resource persons, etc.

### 1.3.2 Emotional Needs

Students are offered a consistent routine and encouragement in an atmosphere of caring, concerned adults who are sensitive to their feelings and needs.

### 1.3.3 Social Needs

A preschool of mixed and similar ages makes companionship possible. Under the guidance of the teachers, who are the primary staff of Strathcona Nursery School (the Teachers) the program provides many experiences in sharing, waiting one’s turn, and managing relationships.

### 1.3.4 Cognitive Needs

Through special activities, games, music, stories, visitors or outings, curiosity is stimulated, and ideas grow.

## 1.4 Benefits of Nursery School

The student learns to:

- Express thoughts, feelings, and ideas to others
- Manage behavior in a group setting
- Compromise
- Show empathy
- Co-operate
- Express themselves through art, music and play
- Make friendships
- Become more independent and develop self-confidence

Benefits to the parent/guardian include:

- The satisfaction of participating in your child’s preschool experience, understanding their routines, learning about their play
- Being a part of a strong parent network
- Witnessing your child’s love of learning develop
- Ensuring the smooth operation of the school through your involvement

## 2 Program and Policies

Strathcona Nursery School has operated for over 40 years. It is one of the longest-running parent cooperative preschools in Edmonton. Our classes include children aged 2½ - 5, and children in diapers are welcome. Our program allows children of different ages to learn from each other and help reduce conflict between children of the same age.

### 2.1 Hours of Operation

Morning sessions : Gate opens at 9am. 9:15 am to 11:45am

Afternoon sessions: Gate opens at 1pm. 1:15 pm to 3:45 pm

*\*subject to change*

### 2.2 Daily Schedule

Each session includes the following activities; the order and length of time may vary:

#### **Outdoor Play (the first 30 minutes plus 15 min for transition time)**

Weather permitting, the students play outside immediately following drop off by parents/caregivers in designated arrival area

#### **Free Choice (~55 minutes)**

The students explore the many classroom-learning centers, share stories both from books and telling, or take part in process or project art.

#### **Snack Time (Student choice ~20 minutes)**

In support of self-directed participation in the program, children are asked bring their snack into the room at the designated snack time. They are supported in deciding if they want to eat. Hand washing, conversation, practicing table manners and clearing up their snack are all part of the available experience. Teaching staff invites snack participation but never forces it.

#### **Clean Up ~(10 minutes)**

After free playtime, toys and equipment are tidied up. Children are invited to join the adults in this process. Those who are not ready to help in the tidy up process are approached with respect and understanding, often they join in when they're ready or go to the Gathering area to wait.

#### **Gathering Time (~15 minutes)**

Before going home, children and teachers gather together for story, music and reflection activities. Then it is custom to say thank you to one another and sing a goodbye song before leaving.

### 2.3 Age Requirements

Children must be at least 30 months (2.5 years) old to enroll.

### 2.4 Fees

The fee schedule is published annually prior to registration. It is based on the following structure:

**Registration Fee** – initial one-time fee per family (non-refundable and non-transferable)

**Monthly School Fees** – per child per session. The Monthly School Fees are not prorated for mid-month enrollment. The full amount will be charged regardless of when in the month the child starts attending.

**Fundraising Fees** – twice a year (October and April) per family (non-refundable). The Fundraising Fees will be prorated for late enrollment.

The Registration Fee and the Direct Withdrawal Authorization Form (see registration package) are due upon registration.

A family with outstanding fees will receive a maximum of two email reminders and one phone call reminder for payment. After these reminders, the family will be required to stop attending the program until all outstanding payments have been received. This includes all fees (school fees, fundraising donations and all fines).

A maximum of three non-sufficient funds (NSF) payments will be allowed before a family will be required to stop attending the program. Once all outstanding fees in addition to all Monthly School Fees for the remainder of the school year have been paid, in cash or via money order, the family may attend to the program again. Please note administrative and banking fees will be assessed for NSF payments.

Cash fee payments, unless dictated by the NSF policy outlined above, will only be accepted if fees for the entire school year are paid in full, on or before the first day of the school year.

## 2.5 Fines

Strathcona Nursery School is a parent cooperative preschool. This means we are at our best when we have parent engagement and involvement in various volunteer roles. If these are not met, then fines will be issued. These fines are debited, at the discretion of the Board, only if a family does not fulfill an obligation that corresponds with a fine. For example, fines will be issued if a parent misses an assigned Duty Day (see section 3.2) with no notice and/or without making a reasonable effort to swap duties.

## 2.6 Fee and Fine Schedule

Amount	Purpose	Date
Non-Refundable Fees *Fundraising Fees will be prorated for late enrollment		
\$50	Registration Fee (per family)	Date of Registration
\$100	Fundraising Fee #1 (per family)	15-Oct
\$100	Fundraising Fee #2 (per family)	15-Apr
Monthly School Fees – fees will not be debited if one calendar month notice given of withdrawal from program		
\$_____	September fees	01-Sep
\$_____	October fees	01-Oct
\$_____	November fees	01-Nov
\$_____	December fees	01-Dec
\$_____	January fees	01-Jan
\$_____	February fees	01-Feb
\$_____	March fees	01-Mar
\$_____	April fees	01-Apr
\$_____	May fees	01-May
\$_____	June fees	01-Jun
Fines – only debited if families do not fulfill obligations as outlined in this Parent Handbook		
\$75	Duty parent fine #1	
\$150	Duty parent fine #2	
\$250	Duty parent fine #3	
\$150	Cleaning Bee fine	
\$100	Volunteer fine	
\$800	Casino fundraising fine	

## 2.7 Withdrawal or Change of Session

### 2.7.1 Notice of withdrawal

One calendar month's written notice is required to withdraw your child from the program. For instance, if you intend to withdraw your child at the end of November, you must provide written notice before the end of October. Monthly School Fees will not be prorated for mid-month withdrawals. For example, if you withdraw your child November 15th, the full Monthly School Fee for November will be charged. Please note, withdrawals effective on or after March 31 will be charged April, May, and June fees.

If your child is registered for September and you wish to withdraw, you must inform the Registrar by July 31st in order to have September fees reimbursed to you. Withdrawing on or after August 1st does not fulfill the one month written notice requirement and accordingly, September fees will not be refunded.

Parents/guardians are required to fill out a Withdrawal Form, available on the Strathcona Nursery school website or upon request to the Registrar. Your child may attend during the notice period. ([registrar@strathconanurseryschool.com](mailto:registrar@strathconanurseryschool.com))

### **2.7.2 Change to Schedule**

One calendar month's written notice is required for any modifications to your child's schedule that will result in a change of fees. (i.e. adding or removing days from your child's regular monthly schedule) Parents/guardians must complete a Change/Cancel Form, available on the Strathcona Nursery School website or upon email request to the Registrar. This notice requirement does not apply if the change to your child's schedule will not result in a corresponding fee change (e.g. swapping a Monday AM session to a Friday AM session). When schedule changes take effect mid-month, fees are not prorated. Adding additional sessions mid-month incurs the full Monthly School Fee. Similarly, the full Monthly School Fees will remain applicable if sessions are removed mid-month.

### **2.7.3 Portable Records**

Teachers will have with them at all times, the telephone numbers of the local emergency response services and poison control center as well as records of each child in attendance that includes:

- Child's name, date of birth and home address.
- The name of parents/guardians, home address and phone numbers.
- The name, address and telephone number of a person who can be contacted in case of an emergency.
- Any other relevant health information about the child as provided by the parents/guardians, including the child's immunizations and allergies, if any.

### **2.7.4 Child Records**

For each child, up-to-date records will be maintained on the program premises containing the following information:

- Child's name, date of birth, and home address
- A completed enrollment form
- The parent's/guardian's name, home address, and telephone number
- The name, address, and telephone number of a person who can be contacted in case of emergency
- If medication is required to be administered during a preschool session, written consent of the parent/ guardian, the name of the medication, the time of administration, the amount administered, and the initials of the person who administered the medication
- The particulars of any health care provided to the child, including written consent of the child's parent/guardian
- Any other relevant health information about the child provided by the parents/guardian's (eg. allergies)

The Child Profile page (as produced by Online registration) and the signed Parent Authorization Form must be updated upon registration for a new program year, and throughout the year as necessary and remain available for inspection. Parents/guardians are responsible for informing teachers and the Registrar of any changes to the information in these records.

## **2.8 Administrative Records**

### **2.8.1 Attendance**

Daily attendance of each child, including arrival and departure times, will be kept up to date and available for inspection.

### **2.8.2 Staff and Volunteers**

The following will be posted for parents/guardians to view:

- Staff's Child Care Certification
- Staff's First Aid Certification

Criminal record checks, including a vulnerable sector search is required for all board members, staff and volunteers that will have unsupervised interactions with the children, excluding parent/guardian volunteers. These checks must be updated every 3 years and be available for inspection.

## **2.9 Supervision Policies and Practices**

All supervision policies and practices will be brought to the parent/guardians' attention at the parent orientation event at the beginning of the school year and through the use of this handbook.

As effective caregivers, teachers will observe the children's play and behavior by:

- Monitoring and lending support to children when carrying out activities that may involve some risk;
- Observing play, anticipating what may happen next, and being ready to intervene in the event of potential danger;
- Listening to children, even those out of their direct line of sight;
- Adhering to all relevant policies and practices as outlined in the Strathcona Nursery School Governance Manual, including but not limited to the Child Protection Policy;
- Monitoring children's health to identify early signs of fever, illness, or unusual behavior;
- Watching and participating in the children's play to ensure that children are playing in a safe manner.

### **2.9.1 Student drop-off and pick-up**

Students at Strathcona Nursery School must arrive and depart the program's premises with their parent's/guardian's. Students may be dropped off, or picked up by another adult(s) ONLY if that adult has been authorized to do so, and the parent's/guardian's of the student have provided written consent: either by naming these individuals on the Registration Form or by filling out a 'Change to List of Persons Authorized To Pick Up Your Child' Form.

Student drop off and pick up will be located on the North side of Strathcona Community league, up the ramp. Parent's/guardian's may wait inside with their child, but please keep in mind that we share this space with the community and be respectful of the building we share.

### **2.9.2 Head counts and roll call**

When students arrive, Teachers will record their arrival times. Teachers use head counts to track the whereabouts of students during daily indoor and outdoor activities. Anytime students, as a group, move from one location to another, staff will account for students by using a roll call. The roll call requires staff to visually identify each student. Children are asked to provide a quick wave, touch, or verbal response when their name is called.

### **2.9.3 Staff communication**

Teachers will communicate effectively with one another and with the parent duty helper during all activities so that all children are safe and supervised.

#### **2.9.4 Staff Positioning**

It is the practice of Teachers to position themselves to see all students under their direct care. Parent duty helpers are directed to do the same. A Teacher member will never have their back to a student(s) unless another Teacher is with those students.

#### **2.9.5 Environment Surveys**

Prior to students entering both indoor and outdoor environments, Teachers shall survey the environment to ensure that no hazardous materials are present. All hazardous material is removed before students are permitted to enter any indoor or outdoor environment.

## **2.10 Discipline**

All discipline policies and practices are shared at parent orientation as well as posted on the premises for parents to review. All new staff and volunteers will be orientated to these policies prior to coming in contact with children. The children are taught the expectations at the beginning of the year and as they participate through the program year.

The teachers strive to be cognizant of group dynamics and individual students' frustration levels at all times, so that they may intervene before an incident occurs. They use "natural consequences" to manage inappropriate behavior.

The Teachers:

- Model appropriate behavior
- Use redirection to prevent incidents
- Recognize and verbally acknowledge the students' efforts to get along with each other
- Set age appropriate, consistent limits

Students must be able to function appropriately in a group. If a child exhibits excessive aggressive behavior, the teachers (and a Board member if required) will meet with the parent's or guardian's to discuss the teachers' observations and to help set-up a positive behavior program to help the student manage their behavior. If no progress is made, the teachers and the Board will decide whether or not the child should remain in the program.

Any child discipline action taken must be reasonable in the circumstances.

- Physical punishment, verbal or physical degradation or emotional deprivation is not allowed;
- Discipline must not threaten to deny any basic necessity and;
- Discipline must not use or permit the use of any form of physical restraint, confinement or isolation.

## **2.11 Snack policy**

### **2.11.1 General information**

Parents or guardians are responsible for providing their child with a snack for every class they attend. Please ensure that all containers, utensils, and snack bags are labeled with your child's name. As a learning environment, Strathcona Nursery School encourages nutritious snacks in accordance with Canada's Food Guide ([www.food-guide.canada.ca](http://www.food-guide.canada.ca)).

### **2.11.2 Sharing**

Sharing of food, drinks, utensils and or containers among students is strictly prohibited. This includes the sharing of special treats (i.e. cake, cupcakes, cookies etc.) for special events such as birthdays or holidays (e.g. Halloween, Valentine's Day etc.)

### **2.11.3 Nuts**

Strathcona Nursery School is a nut-free environment. Please do not pack any peanuts and/or tree nuts in your child's snack. For more information on nut related allergies, please refer to <https://myhealth.alberta.ca/>

### **2.11.4 Food allergies**

If your child has specific food allergies, please speak directly with the teachers.

## **2.12 Health Records and Allergies**

A detailed list of each student's health information is required upon registration. This includes all medical information, allergies, and emergency contact numbers, as well as any requirements related to treatments. This information is kept with teachers at all times.

## **2.13 Health Policy**

### **2.13.1 Staff Illness**

If a teacher becomes symptomatic during the school day, they must immediately isolate and leave the premises as soon as possible once staffing ratios permit. Parents/guardians will be called immediately to pick children up if a substitute teacher cannot be arranged. Future classes will be canceled unless adequate staffing can be arranged. The teacher will not return to classes until they are able to return to work under the provincial public health guidelines. The program will prepare for the likelihood of increases in staff absenteeism to avoid cancellation of classes.

### **2.13.2 Children and Family Member Illness**

Teachers base their decisions on Alberta Early Learning and Child Care Act. As is current practice under child-care licensing regulation, where staff have reason to believe a child has signs of illness, the child's parent/guardian will be contacted to arrange for the immediate removal of the child from the premises. The child will be isolated in an area at least two meters apart from others under staff supervision until a parent/guardian arrives and is met at the designated building entrance. The child's temperature will be taken and the child will be asked and assisted with wearing a mask. All items and surfaces in contact of the child will be immediately cleaned and disinfected.

Teachers will document cases of ill children using the Child Care Facility Illness Incident Log Sheet provided by Alberta Health Services. They will include the time the parent/guardian was initially contacted and the time the child was removed from and returned to the program. **Do not bring sick children to school.** Whether or not a child is considered too sick to attend is left to the discretion of the teachers. Please respect their decision and take your child home and/or seek medical attention. When teachers know or has reason to believe a child is exhibiting the signs or symptoms of illness, Strathcona Nursery School's license requires it to ensure that the child's parent/guardian arranges for the immediate removal of the child from the program's premises.

Teachers are allowed to provide healthcare if it is in the nature of first aid.

Parents/guardians will give consent for the provision of healthcare for their child by completing with each new program year, the Parent Authorization form. Doing so allows teachers to call emergency medical services when necessary. If an accident or medical emergency occurs that requires a child to be sent to the hospital, a teacher will accompany the child. The parent/guardian will be contacted immediately. If the staff cannot reach the parents, the emergency contact will be notified. Parents will be responsible for bearing the cost associated with transporting their child by ambulance in an emergency situation where the teacher deems ambulance transportation is appropriate.



### **2.13.3 Mental Health**

We will support the mental health of our member parents, guardians, staff and students by referring them to available mental and social support services and resources. Alberta Health Services Addiction and Mental Health Services:  
<https://www.albertahealthservices.ca/amh/Page14063.aspx>

### **2.13.4 Administration of Medication**

Due to the short time the children are present in the program, regular medications will not be administered. If a child is on any nonemergency medication, the parents/guardians shall schedule doses outside nursery school hours or keep the child at home while the medication is required.

Where emergency situations demand, medication (like Ventolin and Epi-Pen) will be administered with parents/guardians' written permission. When submitting a medication permission form, parents/guardians are required to meet with the teachers to ensure they fully understand all the information and create a clear action plan.

Emergency medications may be administered only if:

- The written consent of the child's parent/guardian has been obtained,
- The medication is in the original labelled container, and **Page 9**
- The medication is administered according to the labelled directions.

Where medication is administered to a child, Strathcona Nursery School teachers will ensure that the following information is recorded:

- The name of the medication;
- The time of administration;
- The amount administered;
- The initials of the person who administered the medication.

Emergency medication will be stored away from the children's access but accessible to teachers at all times.

## **2.14 Incident Policies and Practices**

Clear and effective communication is essential when responding to an incident. Communication of a plan of response and clear delegation of responsibility are particularly important when the incident occurs outside the classroom setting.

### **2.14.1 Incident response practice**

If an accident, injury or illness of a child (or children) is witnessed by or reported to a Teacher they will:

- Immediately inform the Teacher and duty parent (if present)
- Determine with other Teacher who will assist injured child(ren) and who will supervise the rest of the class
- Direct duty parent (if present) to assist where needed

### **2.14.2 Incident reporting**

All reportable incidents (see 2.14.3 Reportable incidents) must be communicated immediately and when safe to do so to the following:

- Parents/guardians of the involved child(ren) – by the teachers
- Board President – by the teachers
- Local childcare licensing office – teachers call or email to report
- Local Children and Family licensing office – within two days of the incident, the teachers complete and forward an Incident Report Form, to our designated Licensing Officer.
- Local licensing office - Once per year, license holders will be required to submit to their local licensing office an annual summary of all incidents that have occurred in their program.

### **2.14.3 Reportable incidents (as described in the Alberta Child Care Licensing Handbook):**

- An emergency evacuation;
- An unexpected program closure;
- An intruder on premises;
- A serious illness or injury that requires the program to request emergency health care and/or requires the child to remain in hospital overnight
- An error in the administration of medication by a program staff member or volunteer resulting in the child becoming seriously injured or ill and requiring first
  - aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight;
- The death of a child;
- An unexpected absence of a child from the program (i.e. a lost child);
- A child removed from the program by a non-custodial parent or guardian;
- An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer;
  - The commission by a child of an offense under an Act of Canada or Alberta; and/or
  - A child left on the premises outside the program's operating hours

All accidents and illnesses will be tracked and recorded in the Action Plan binder as described below, along with any subsequent reports from the licensing officer, for review.

### **2.14.4 Action Plan Policy**

Two or more Board members following every reportable incident will draft an Action Plan. The Action Plan will describe suggestions for future practices that would prevent repetition of the incident. The teachers will sign off on the new expectations as articulated in the Action Plan. The Action Plans will be kept in a binder in the classroom and will be reviewed annually by the board.

## **2.15 Emergency Evacuation Plan**

In case of a fire, the alarm will sound. (or by pulling the closest alarm) CALL 911, the staff member that is designated as "Fire Marshall" shall instruct all occupants to exit the building and meet at the Muster point in the parking lot or at our assigned Muster tree at the end of the ice rink. The "Fire Marshall" shall ensure that all occupants are evacuated and shall assist in evacuating persons requiring assistance.

The emergency evacuation plan is posted in the classroom. In emergencies, Strathcona Nursery School students will be evacuated south to Holy Trinity Anglican Church. If there is a neighborhood threat Strathcona Nursery School students will evacuate west to the Strathcona Public Library.

Parents/guardians will be made aware of the plan at their parent orientation and the posting on the wall. Children will learn the plan by participating in drills with the use of safety lessons.

## **2.16 Toilet Training**

Children do not need to be toilet-trained to attend Strathcona Nursery School. The classroom includes a bathroom adapted for children as well as a change table. Parents/guardians must provide diapers or training pants for their child. Teachers do diaper changes and provide support in toileting as needed. Parents/guardians will only assist their own child; This includes any member of the Society regardless of criminal checks.

## **2.17 Spare Clothes / Classroom Shoes**

Children will need to have all of the above-mentioned items every time they attend:

- A backpack -for holding their indoor shoes, a full change of clothing, a water bottle as well as a self-contained snack bag or box that can be removed from the backpack. There will not be space for storing children's shoes, clothing, snacks or water

bottles at the school as there has been in the past. These items will remain in their backpack during their class time and be taken out as needed.

- A complete change of clothing - a top, bottoms, underwear and socks. Feel free to have doubles of each item if you know your child may benefit from doing so. These need to be kept in a bag (zip or drawstring style bag) inside the backpack to facilitate quick access for the teachers when needing to retrieve clothing while providing support for a child with a change.
- ~~Parent~~ Shoes - preferably these would only be worn while at nursery school.
- A snack bag or box - that is a separate container that can be carried inside their backpack. A child's backpack cannot be brought to the table for snack as there is limited space. The goal is to keep each child's belongings self-contained and protected.
- Please label the following with your child's first and last name: backpacks, clothing bags, snack bags or boxes, and shoes.

## 2.18 Toys

Students are encouraged to leave their personal toys, jewelry, and treasured items at home for safekeeping.

## 2.19 School Closures / Cancellations

Strathcona Nursery School's school year begins in early September and ends two weeks before the last day of classes according to the Edmonton Public School Board (EPSB) calendar. The first week of classes is Orientation Week and you and your child will attend only one session together. Information regarding Orientation, including your child's scheduled orientation date, will be sent to you in August.

Strathcona Nursery School will be closed for the following holidays:

- Thanksgiving (2<sup>nd</sup> Monday in October)
- Remembrance Day (November 11)
- Winter Break (see EPSB calendar link on SNS website)
- Alberta Family Day (3<sup>rd</sup> Monday in February)
- EPSB Teachers' Convention (see EPSB calendar link on SNS website)
- Good Friday (Friday before Easter)
- Easter Monday (Monday following Easter)
- Spring Break (see EPSB calendar link on SNS website)
- Victoria Day (Monday before May 25<sup>th</sup>)
- Professional Development Days (days to be communicated at Orientation)

Classes will be cancelled if:

- Both teachers are unable to attend classes for any reason
- We are otherwise unable to meet the regulated Staff-Student ratio (ie. with a duty parent)
- We are directed to close by a public health officer (ie. Covid related closure)

In other cases, the President or the Vice-President and another member of the Board executive must agree before a class cancellation can occur.

## 2.20 Inclement Weather

Students will spend time outdoors during every session unless the temperature is below -15°C with a wind chill. The determination of temperature is based on Environment Canada's forecast at 9:00 AM and 1:00 PM. If in doubt, please dress your child to go outside.

## 2.21 Communication With Parents/Guardians

### 2.21.1 Electronic Communication

Strathcona Nursery School's primary method of distributing duty rosters, announcements or other information pertaining to your involvement in the Strathcona Nursery School community is via email and the SNS website (<http://www.strathconanurseryschool.com>). To ensure that you receive important Strathcona Nursery School information, please ensure that your family's on-file email address is kept current. (Note: emails from @strathconanurseryschool.com often go to junk folders, so please keep an eye on your junk folder!)

### 2.21.2 Parent/Guardians Concerns

If you have any concerns about your child, please speak directly to the teachers. As well please feel free to discuss concerns with any Board member. Board member contact information is provided each year.

## 3 Member Responsibilities in a Cooperative

As parents of a child registered at Strathcona Nursery School, you are members of a parent-led cooperative preschool, which means that the success and well-being of the school depends on your commitment and dedication throughout the year. The parent body works together toward common goals, the most important of which is to provide a happy, safe, and satisfying preschool experience for Strathcona Nursery School students.

Parental involvement is essential for the effective operation of the cooperative. The quality of the preschool is directly related to the efforts and commitments of the entire parent body. You are encouraged to talk to the teachers about any special interests, hobbies, work, etc. that you would like to share with the students.

As a member your annual responsibilities in the cooperative are listed here and described below:

- Duty parenting (morning sessions only)
- Volunteering on the Board, on a committee or in another volunteer role
- Fundraising event and Casino participation
- Attending both Semi-Annual General Meetings

### 3.1 Smoking

No person, including staff can smoke on the program premises. The premises are anywhere the children are or will be.

### 3.2 Duty Parenting For Morning Sessions

Every family enrolled in morning sessions at Strathcona Nursery School is **required** to participate in duty days. When the school is at full attendance this is approximately one day per month. **Afternoon parents/guardians may be asked (if they are available) to fill in should there be a teacher illness.**

You are a duty parent only on a day that your child attends. You are required to attend duty days in each of your child(ren)'s separate sessions. If you have prior commitments preventing you from being able to participate as a duty parent on specific days, please do not register your child in that session.

You will be assigned a duty day at least a month in advance, leaving you plenty of time to plan for that day. It is each parent or guardian's responsibility to arrange for a replacement on his or her given duty day if needed. A duty parent can be a parent/guardian, adult family member or friend.

A parent contact list is provided so that you may switch days with another parent in the same session. If a switch is made, indicate it on the Master Duty Roster on the bulletin board outside of the classroom (if available) and email the registrar to update the Roster, so that teachers are aware of the change.

If you fail to attend your assigned duty day, your fine amount will be processed. Failure to attend three assigned duty days will result in the review of your continued membership with Strathcona Nursery School; at the discretion of the Board, your family may be asked to withdraw from the school.

#### 3.2.1 Duty day expectations

##### Duty parents

- A duty parent must arrive 15 minutes before the start of class to familiarize themselves with the planned activities of the day etc. The teachers will offer direction on how the parent can assist in class preparation.
- Duty parents are required to interact and communicate with the children.
- Duty parents are expected to participate enthusiastically and allow the children to direct the play.
- Duty parents are required to assist teacher with general classroom clean-up, as listed on the duties sheet in the classroom kitchen.

#### 3.2.2 Code of ethics

It is the duty and responsibility of all helpers to follow the teachers' direction, provide support, and actively promote a positive learning environment.

#### 3.2.3 Confidentiality

Any information shared by a teacher must be kept confidential and not discussed outside the classroom under any circumstances. Duty parents should avoid making any statements about a particular child, including his or her own, the teacher, or the program in front of the children or parents/guardians. Any questions or concerns can be discussed with the teachers or Board outside of classroom time.

### **3.2.4 Siblings/Newborns and Duty Days**

Under our licensing agreement, it is not possible for parents to bring a sibling when they are duty parents. Families of newborns do not need to participate in duty days until the newborn is four months old. Expectant parents, please remember to communicate your due date well in advance with the Co-Registrar and/or Registrar to ensure that your exemption from duty parenting is properly reflected in their scheduling.

## **3.3 Volunteer Positions**

### **3.3.1 Board meetings**

Parents are encouraged to attend Board meetings and bring forward motions that Board members can present. Members are welcome to participate in discussion and present opinions and input. However, only Board members may vote at Board meetings.

### **3.3.2 Board/Committees**

Strathcona Nursery School operates by a series of volunteer positions. Each family is required to fill a volunteer spot on the Board or one of the other positions.

- Board positions: President, Vice-President, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Registrar, Co-Registrar, Communications Coordinator, Fundraising Coordinator, Biennial Casino Coordinator
- Committees and other volunteer roles may include: Cleaning Bee Coordinator, Social Events Committee, Recruitment and Advertising Committee, Fundraising Committee, Teachers' Helper (may be asked to fulfil one or more of these roles): Materials Prep, Play dough maker, Photos, Laundry, Sewing, Supplies/material purchaser, Maintenance.

## **3.4 Casino Participation and Fundraising**

Strathcona Nursery School raises the majority of its budget for teacher salaries by working at a Casino once every two years. Failure to provide the appropriate staff for a Casino will result in Strathcona Nursery School losing the opportunity to participate in future Casino. As such, Strathcona Nursery School member participation is mandatory.

Strathcona Nursery School organizes one other volunteer-based fundraising event each year, where participation is required. This is typically a carnival event in the spring where all families must take on a volunteer role. This event has an associated fine for non-participation.

Minor fundraising activities (i.e. selling cookie dough, gift wrap etc.) were eliminated at the June 2013 SAGM in favor of a required semi-annual fundraising fee.

## **3.5 Health and Safety Committee**

Each member family must provide a volunteer to attend 1-2 (depending on enrollment numbers) Health and Safety Committee Meetings. These meetings last approximately one to two hours. If you are unable to attend your scheduled meeting, you may switch with another family. If you do not participate, your fine will be debited from your account. For their own safety, children are not permitted to attend but childcare is provided when necessary.

## **3.6 Attending Semi-Annual General Meetings**

As members of this cooperative, you are the owners of this business. A "member" refers to a family unit as a whole. At the Semi-Annual General Meetings in October and June, you elect the Board members who act as trustees responsible for the Society's programs, image and assets. You will hear the status of the school from the teachers and Directors, help elect the Board, and vote on recommended changes to the Society Bylaws.

A minimum attendance (quorum) as dictated in our Society Bylaws is required at these meetings in order for our business to be conducted. Written notice of these meetings will be given at least two weeks in advance. Please plan to attend.