

Hillview Parent Participation Preschool

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Parent's Manual

Society #S33001

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THE COUNCIL OF PARENT PARTICIPATION PRESCHOOLS IN B.C.

Hillview is one of many parent participation/involvement preschools in the province (excluding Vancouver Island) which operates under the general guidance of the Council of Parent Participation Preschools in B.C. Each preschool is united by the common philosophy of learning through play and of parent ownership, administration and involvement in the classroom.

The Council is affiliated with Parent Co-operative Preschools International, a world-wide organization designed to provide support and information to parents and councils within this cooperative movement. The Council is a regulatory body, which interprets policy as set by the government for schools of this type. It, like the schools, is a non-profit organization run by a small paid staff and a large number of volunteers. Family members group together in preschools. Each preschool operates as a small business with the executive coordinating the efforts of parents and supervisor to provide the best possible education for preschool children and their parents.

School Philosophy

There is a theory that educationists like to use when discussing early childhood education. It's about a little boy whose teacher asks him to draw a tree. Instantly, his head is filled with visions of the wondrous tree he is going to create – giant, with golden leaves and fantastically curling branches of red and blue. But, just as he is about to begin, the teacher tells him that the tree is to have a brown trunk, brown straight branches and green leaves, just like the example that she has drawn. Then she announces that he is to draw a flower. But instead of the brilliantly coloured blossom with dozens of petals and leaves that he can see in his mind, she requires him to produce a straight stem, five round petals and two leaves – just like the one she has done... And on it goes. What the little boy imagines and what the teacher demands are in opposition. Her regimentation stifles his imagination and creativity. At the end of the story, the teacher announces that he is to again draw a tree, however he would like to draw it. And the little boy draws a brown trunk and brown straight branches and green leaves.

A child's imagination is a wonderful thing, full of incredible shapes and colours and peopled with giants and fairies and animals that talk and toys that dance – all manner of incredible, exciting and exhilarating things. A child creates from his imagination. Learning is a natural process, something that the child has been doing from birth; his curiosity demands explanations. Given the opportunity to use his imagination, the tools with which to create and the means to satisfy his curiosity and stimulate wonder, the child had a chance to develop to his full potential. Stifle a child's creativity, leave his questions unanswered, put his imagination into a tiny box of some other person's devising, and you have a child who is a frustrated automaton. At Hillview Preschool we believe in children and their natural abilities. We don't believe that inside every small boy or girl there is an

adult struggling to get out. We know that children must progress at their own rate, to the limits of their own capabilities. There are many things that a child cannot do because he has not developed the physical or mental capacity. Yet. Hillview is not a nursery school. Children are stimulated to use all their faculties here. They are encouraged to utilize try all five senses, to make us of their minds and bodies, to be tolerant of the rights of others and above all to make use of those important commodities, their imagination, creativity and curiosity. The programs are aimed at encouraging children to grow intellectually, emotionally, socially and physically. Hillview offers a learning experience to parents too. As a parent participation preschool, Hillview gives you a unique opportunity to actively assist in your child's first school experience. You can observe your child in a setting entirely different from that of home and in his peer group. There is a chance to see your child as an individual, with particular needs and abilities that might escape you at home when your attention is divided among so many other things. And there is always the reassurance that other parents share the same experiences and problems as you do. At general meetings, parents participate in a program designed to enrich your knowledge of parenting, of children, or preschool education. Here you can learn the answers to questions or problems, or to explore possible solutions. We also have speakers whose particular expertise is invaluable in dealing with children and the work around them.

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Trees are beautiful when they are green and gold and have fantastically curling branches. Or purple twigs... or pink leaves...

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POLICIES & PROCEDURES MANUAL

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POLICIES & PROCEDURES MANUAL

1.0 ENROLLMENT

1.1 Application for Enrollment. Application for enrollment should be made in writing to the Enrollment Officer.

1.2 Eligibility for Enrollment.

(a) 3's Class

To be eligible for enrollment in the 3's class, children must be three years old on or before December 31st of the school year in which registration is sought.

(b) 4's Class

To be eligible for enrollment in the 4's class, children must be four years old on or before December 31st of the school year in which registration is sought.

1.3 Priorities for Enrollment. Priorities for enrollment are as follows:

(a) internal enrollment, then

(b) alumni enrollment, then

(c) new members.

1.4 Maximum Number of Children in Class. In accordance with standards recommended by the

Council of Parent Participation (the "Council") and the child care regulations of the

Community

Care Facilities Act:

(a) the Maximum Allowable number of children in the 3's class is 15, which provides an adult-child ratio of 1:5; and

(b) the Maximum Allowable number of children in the 4's class is 18, which provides an adult-child ratio of 1:6.

1.5 Enrollment of Special Needs Children. A special needs child may be accepted on a trial basis, provided that:

(a) attendance by such child meets the approval of the Ministry of Social Services;

(b) the Enrollment Committee is unanimous in its recommendation that such child be allowed to register;

(c) the child's parents are willing and able to provide whatever assistance is necessary in order to integrate the child into the Preschool class; and

(d) arrangements are made for a Parent-Supervisor-Doctor conference prior to admission, and at the Supervisor's request thereafter.

1.6 Authority of Enrollment Committee. With regard to matters concerning enrollment, decisions of the Enrollment Committee and the Supervisor are final.

2.0 FEES

2.1 Fees to Be Established at Annual General Meeting. Fees shall be established annually prior to membership acceptance of the Preschool budget discussed at the Annual General Meeting.

2.2 Fee Structure. Fees shall include:

(a) a non-refundable registration (membership) fee, and

(b) monthly tuition fees.

A non-refundable registration fee is payable upon the acceptance of an application. Any child enrolling in or after January of the current Preschool year will be charged 50% of the registration fee. Only one registration fee will be charged per family. Monthly tuition fees are payable by post-dated cheques and are due on the first day of each month. First and last month's fees are due in the member's first month. N.S.F. cheques will require repayment plus a \$20.00 charge.

2.3 Fee for Enrollment after 1st of Month. If enrollment occurs between the 1st and 15th of the month, a full month's tuition must be paid. If enrollment occurs between the 16th and the end of the month, a half month's tuition must be paid.

2.4 Fee Discount for Enrolling More than One Child. For two or more children from the same family enrolling for the same term, the monthly tuition fee for the second child or further, additional children will be discounted by 20%. . If the children are not enrolled in the same class, then it is assumed that the "first" child will be the older child and the "second" child will be the younger child.

2.5 Notification of Withdrawal. Notification of withdrawal must be made in writing to the Secretary one calendar month in advance of the date of withdrawal. One month's fee will be payable in lieu of such notice. However, where the withdrawal is necessitated by unforeseen circumstances (e.g., death in the immediate family), a member may present her/his case to the Executive Committee who may then consider waiving the one month penalty fee.

3.0 PRESCHOOL YEAR AND TERM

3.1 Fiscal Year. The fiscal year of the Preschool is July 1st to June 30th.

3.2 Preschool Term/Number of Sessions. The beginning and end of the Preschool term and the number of sessions and hours shall be in accordance with the Supervisor's contract as negotiated for the current year by the Council and the Teacher's Association.

3.3 Gradual Entry. Gradual entry into the Preschool program will be determined by the Supervisor to ensure that the children experience a smooth transition from home to school.

3.4 School Closure. The Preschool shall be closed:

(a) during all public school holidays if the Preschool is operating in a public school building;

(b) on the last Friday of each month to permit the Supervisor to attend professional workshops, to observe other preschools if requested to do so, to attend orientation programs and to receive in-service training. This day will be used to clean up the classroom. (Parents will be assigned to perform clean-up duty by the Scheduling Officer);

(c) if the Preschool building or conditions of the environment are unsafe or unhealthy for the children (e.g., lack of heat, a snowstorm, etc.) as determined by the Preschool Supervisor and President and/or public health official;

(d) when the Supervisor is ill, or has been granted a leave of absence, unless a qualified substitute is retained;

(e) as stipulated in the Supervisor's contract, unless a qualified substitute is retained; and

(f) at the discretion of the Supervisor in an emergency.

For unscheduled closures, parents will be notified by phone as early as possible.

4.0 RESPONSIBILITIES OF THE SUPERVISOR

4.1 Qualifications. The Supervisor shall be a properly qualified person appointed under contract by the Executive Committee as the superintendent of the Preschool. The Supervisor must be a member of the Parent Participation Preschool Teacher's Association of B.C. and, if new to parent participation, must attend the PPPTA new teachers workshop.

4.2 Contract. The Supervisor shall sign annually (in April if possible) a detailed contract based upon one approved by the Parent Participation Preschool Teacher's Association of

B.C. The Supervisor shall abide by the terms of her/his contract.

4.3 Probation Period. A new Supervisor will be required to be on probation for five months or until otherwise notified.

4.4 Temporary Supervisor. Teachers hired in March or later in the Preschool term shall be considered temporary. Their probation period will begin the following September.

4.5 Responsibility in Classroom. In the classroom, the Supervisor shall have overall responsibility for the program, teaching methods, discipline, health and safety measures and her/his decisions shall be final. She shall involve duty parents to the best of their abilities.

(a) Discipline Policy. Our goal is to help the children learn the social skills they need to resolve conflicts in socially acceptable ways, without the loss of pride.

The guidance and caring for the children has a strong emphasis on the prevention of discipline problems. Each day the teacher will create a positive atmosphere and a physical environment that maximizes opportunities for desirable behaviour. (For example, there is appropriate equipment/space/length of time for activities.)

When prevention is impossible, and intervention is necessary, the teacher will step in to provide guidance that is supportive rather than punitive. At no time does any adult use any form of physical punishment. Volunteers are instructed to watch and copy how the teacher works with the children, and to only intervene if the child is in physical danger and the teacher is not the closest person to that situation. Hillview Parent Participation Preschool firmly adheres to the policies and guidance strategies that are outlined in the handbook Guidance and Discipline with Young Children put out by the Province of British Columbia, Ministry of Health, Provincial Child care Facilities Licensing Board. Please refer to this publication for a more detailed statement of discipline. Copy available in the Parent Library.

See Also: Appendix G – Challenging Behavior

4.6 Administrative Responsibilities. The Supervisor shall:

(a) act in an advisory capacity with respect to all major decisions concerning the administration of the Preschool;

(b) attend all Executive and General Meetings;

(c) report regularly to the membership at General Meetings on matters concerning classroom curriculum;

(d) participate in the work of the Budget, Easter Egg Hunt and Open House Committees and assist other administration personnel as requested;

(e) conduct parent/teacher interviews once a year, keeping parents informed of the progress of their child.

(f) observe professional standards of confidentiality in her/his contact with individual parents and shall obtain the consent of persons concerned before providing confidential information to the Executive Committee.

5.0 RESPONSIBILITIES OF PARENTS

5.1 Participation of Members. Since Hillview is a co-operative preschool, its success depends upon the willing participation of all members in its administration and upon close co-operation between the Supervisor and parents. Detailed responsibilities of Parents are outlined in the Parent Agreement which is attached as Appendix A.

5.2 Responsibilities.

(a) GOVERNMENTAL REQUIREMENTS

Government regulations require all Parent Participation Members to:

(1) Complete the Required Number of Orientation Hours

(See Section 4.0 for details)

(2) Complete a TB Test

All duty parents must abide by the current Burnaby Environmental Health Department Guideline for TB screening. Each parent is to obtain a copy of their screening form for their own record and one for the Preschool. This requirement MUST be fulfilled before any child or parent can participate in the Preschool.

(3) Provide a Medical Form from a Medical Physician

All duty parents must abide by the current B.C. Government regulations regarding medical clearance. In this regard, a doctor's letter (in the form provided by the Preschool) must be signed by a physician and provided to the Preschool. This requirement MUST be fulfilled before any child or parent can participate in the Preschool.

(4) Read the Preschools Parent Manual Online.

This requirement must be fulfilled within 30 days of entering the Preschool.

(5) Attend All General Meetings [and Committee Meetings if Appointed to Same]

There are many reasons for mandatory attendance at General Meetings. Firstly, the Business portion of the meeting ensures that the Preschool operates efficiently. Decisions regarding budgets, Preschool policy and spending etc. are made at this time. The ideas of everyone concerned are necessary to keep the Preschool on a forward-moving course and it is essential that all parents be well informed. Secondly, Hillview could lose its "good standing" with the Council of Parent Participation Preschools if our lack of attendance at General Meetings hindered the School's ability to function effectively. Thirdly, it is the responsibility of parents to prepare their children for Preschool special events etc. A parent who does not attend the General Meeting would not have adequate information, and therefore could put their child at a disadvantage. Fourthly, there are financial penalties for missed meetings.

(b) OTHER REQUIREMENTS

The following are additional requirements which, although not governmental requirements, are also mandatory. As a result, parents must also:

(1) Abide by all Terms of the Parent Agreement

(Attached as Appendix A)

(2) Assist With Supervising the Children in the Classroom on a Periodic, Regular Basis Under the Direction of the Supervisor (known as performing

“Duty Days”) Unless Special Circumstances Render the Parent Incapable
(See Section 7.0 for details)

(3) Serve in Some Capacity in an Executive or a Non-Executive Position
(See Sections 11.0 and 12.0 for details on positions available)

(4) Volunteer to Sit on up to 2 Committees and/or Extra Duties during the
School Year (i.e., Chicken Sale Committee, Duty Parent at Carol Night,
etc.). These Committees and Extra Duty Options will be Posted for Sign Up
at the September Orientation Day.

(See Section 13.0 for details on types of committees)

(5) Participate in Fundraising Throughout the Year

In order to maintain low tuition fees, Hillview Preschool relies heavily on
fundraising. It is the responsibility of ALL members to assist the Fundraising
Officer in raising funds for the Preschool. It is the responsibility of members to
actively participate in the preparation for the Silent Auction. Membership
attendance at the Silent Auction is important.

(6) Assist in at least One Monthly Cleanup During the School Year as well as in
the Year End Cleanup

(7) Ensure that Tuition Fees are Paid

6.0 DUTY DAYS

6.1 Definition of Duty Parent. A duty parent acts as the Supervisor’s assistant in the
classroom. It is strongly suggested that each parent take the opportunity to be a Duty
parent on a monthly basis.

6.2 Switching Duty Days. If you are unable to attend on a duty that you have signed up
for, you must switch duty days with another remember as far in advance of your
scheduled day as possible. Once a switch has been made, it is the responsibility of the
duty parent who requested the switch to record the change on the schedule posted in the
classroom.

6.3 Failure to Arrive Promptly for Duty Days. Duty parents must arrive to set up the
classroom at 9:00 and stay at the end of the session until all cleanup is complete and all
children have been picked up. If a duty parent fails to arrive on time and an alternate
parent is called upon to set up the classroom in their place, the late duty parent must
reciprocate by doing cleanup for the alternate parent on the alternate parent’s next duty
day. Names of parents who continually fail to arrive on time will be forwarded to the
Executive Committee and will be subject to a \$10 fine.

6.4 Failure to Arrive for Scheduled Duty Day. Any member who fails to arrive on their
scheduled duty day without having previously made alternate arrangements for another
member to take their place may be required to pay for a child sitter and a taxi for an
alternate parent.

6.5 Inability to Perform Duty Days.

(a) Due to an Emergency

If a member is unable to perform their scheduled duty day in the case of an emergency (i.e., sudden illness or accident), such member must inform the emergency duty parent listed on the schedule as early as possible.

7.0 MEETINGS

(A) General Meetings

7.1 Purpose. General Meetings shall be held four times or more for the purpose of conducting Preschool business. All members are required to attend the entire meeting .

7.2 Non Attendance at General Meeting. It is the responsibility of the Secretary to record attendance at general meetings and to send a copy of same to the Chairperson of the Executive Committee. If two General Meetings are missed, the member will be contacted by the Executive Committee. If a parent fails to attend meetings after being advised in writing by the Executive Committee that attendance is mandatory, the matter shall be brought to the attention of the Executive Committee, at which point the parent's membership shall be reviewed and a \$50 penalty will be placed on the family for each additional meeting that the family is absent from.

7.3 Attendance at Executive Meetings in Lieu of General Meetings. If a parent wishes to attend Executive Meetings in the place of general meetings, the parent must have this alternate arrangement approved by the Executive Committee and the President.

7.4 Approval of Expenditures. Expenditures of more than \$50 must be approved at a General Meeting.

(B) Executive Meetings

7.5 Purpose. 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. The Executive Committee shall also convene whenever necessary to deal with matters involving the welfare of the Preschool.

(C) Annual General Meetings

7.6 Purpose. The Annual General Meeting shall be held in the month of September for all current and new members for the following purposes:

- (a) to circulate and/or read the minutes of the last Annual General Meeting;
- (b) to present a year-end financial statement;
- (c) to present a report from the Executive;
- (d) to elect Executives for the following year;
- (e) to present and vote upon any changes to the Constitution, By-Laws or Policies and Procedures Manual;
- (f) to receive and vote upon the proposed budget for the forthcoming Preschool year; and
- (g) to conduct any other business which is necessary prior to the year-end closure of the Preschool.

8.0 PERSONNEL CHAIR

8.1 This chair is composed of one person chosen by the Supervisor.

8.2 Role of Personnel Chair is available to interpret policy for members, to receive complaints and deal with them in confidence and to make recommendations to the Executive Committee. If a member has a query or complaint about the administration or educational policies of the Preschool, it should be forwarded to the Personnel Chair. Queries or complaints regarding the Supervisor and her/his policies should be referred to the Personnel Chair. In turn, the Supervisor should refer her/his complaints to the Personnel Chair.

8.3 Role of Chair for Parents who Fail to Comply. Names of any parents who fail to comply with governmental regulations, the responsibilities as set out in the Parent Agreement or in Section 6.0 herein will be referred to the Personnel Chair. It is the responsibility of the Personnel Chair to verbally contact the parent in an attempt to resolve the matter(s) in issue. If the situation is not resolved or if, after one warning, the same situation occurs a second time, it is the responsibility of the Personnel Chair to advise such parent in writing of what steps must be taken in order to keep that parent's membership in good standing. All matters not resolved to the satisfaction of the Personnel Chair will be forwarded on to the Executive Committee, at which point, such parent's membership shall be reviewed.

9.0 REVIEW AND/OR TERMINATION OF MEMBERSHIP

9.1 Failure to Perform. Any member who continually fails to comply with governmental regulations, the responsibilities as set out in the Parent Agreement or in Section 6.0 may have their membership reviewed (See Section 9.3).

9.2 Request by Executive Committee to Have Child Withdrawn. The Executive Committee, on the advice of the Supervisor, may require the withdrawal of a child who demonstrates serious behavioral problems. The parents of such child have a right to appeal the withdrawal.

9.3 Right to Appeal. Upon termination of membership/withdrawal of child, the member may make a written request to appeal the decision. The appeal will be heard at a special meeting of the Executive Committee. The member is entitled to appear in person for the appeal. Any decision of the Executive Committee will be binding and final.

10.0 EXECUTIVE MEMBERS AND DUTIES

10.1 Executive Positions. Active members shall be nominated for the following executive positions prior to being elected to same at the Annual General Meeting:

Co-Presidents

Secretary

Treasurer

Enrollment

Parent Education

Personnel Chair

Special nominations:

If possible the positions of Treasurer, Enrollment and Orientation should be appointed at the January meeting to enable a smooth transition for the coming year.

10.2 Duties of Executive Positions. The following are the duties and responsibilities of each executive position:

CO PRESIDENTS: To convene and preside at all general and executive meetings and in partnership with the Supervisor shall guide the policy of the group and be responsible for the administration of the preschool. This is one of the more demanding jobs in the preschool, but provides tremendous opportunity for personal growth and a sense of accomplishment. The incumbent must be prepared to attend at least three meetings each month and be available on short notice to deal with crisis situations.

The time involved would be several hours per week.

SECRETARY: To keep an accurate account of the monthly meetings by recording the minutes and posting them; keep an accurate record of attendance at monthly meetings; keep society books up-to-date; and deal with all correspondence as requested by the President. Aside from attending the executive and general meetings, the Secretary spends about one hour after each meeting transcribing the notes into typed format.

CO TREASURERS: To administer the preschool's finances which includes keeping the books and all financial records, handling the payroll, collecting tuition fees, reconciling bank statements and writing cheques and receipts. This position requires a high degree of commitment and integrity. It would suit someone who is good with figures, has organizational skills, and has a keen sense of economy. Involvement is ongoing throughout the year, especially in the spring when the new budget is drawn up. Bookkeeping experience would be an asset as well as keeping records on a computer.

FUNDRAISING COORDINATOR: To coordinate members activities with a goal of raising money needed for the operation of the preschool. This job requires a moderate to high level of involvement with actual time spent varying from month to month. With the Fundraising Assistant's help it can be fun.

ENROLLMENT: To recruit new members for the preschool which includes acting as first contact for prospective members, preparing and arranging for distribution of advertising with the Public Relations Officer, ensuring enrollment procedures and orientation are completed, preparing for the orientation meeting and Open House(s), and coordinating assignment of non-executive jobs. This position requires a high level of commitment. Actual time spent varies from month to month depending on the time of year and the number of inquiries received. Expect calls throughout the summer months. This position suits an outgoing person who projects a positive and enthusiastic attitude by telephone and in person.

11.0 NON-EXECUTIVE POSITIONS AND DUTIES

11.1 Positions to be Assigned. The following non-executive positions shall be assigned to members by the Enrollment Officer:

PUBLIC RELATIONS: To raise the profile of the preschool which includes preparing advertising material, soliciting support from local businesses and community groups, and planning publicity events. Also to be in charge of the volunteer/committee members sign-up sheet. Half of this job is developing ideas which means keeping an alert mind and observing what works as good public relations in the world around us. Peak periods of activity are September and before each Open House. Throughout the year there are small projects (perhaps one/two a month) that can generally be accomplished in a few hours. The level of involvement is moderate to high, depending on the interests and ambitions of the incumbent. Access to a computer and a fax machine is very advantageous.

EQUIPMENT/INVENTORY/SUPPLIES: To ensure that the preschool equipment is in good working order which includes planning and purchasing new equipment, maintaining existing equipment, picking up and returning rentals, and preparing inventory list at year end. Also to provide additions to the prop box, and make costumes and story time props as required by the Supervisor. The time involved in repair work depends on the age and state of the equipment. When funds are available for purchasing new equipment, many hours can be spent selecting and pricing items. Some additional time will also be required for chairing the committee which will recommend purchases to the general membership. The incumbent should be a person who is mechanically inclined, knows how to sew, and enjoys creating and fixing things. **Supplies:** To purchase classroom supplies as required by the Supervisor; to purchase necessary supplies for member's meetings; and to keep the refrigerator and coffee cupboard clean. This is a straightforward job that requires 2-3 hours per month.

PHOTOGRAPHY: To take photos, maintain camera, process film, post pictures, distribute to members who want them and arrange for class pictures in the spring by a commercial photographer. The job requires a modest commitment of about 3 - 4 hours per month (over and above any time spent on field trips, etc.).

GRANT WRITER is responsible for sourcing out, applying for, and following up on, appropriate grant opportunities that arise throughout the year. Each year, the Grants Writer applies for the Provincial Direct Access Community Gaming Grant, which is a major source of funding when we receive approval. The Council Office (Council of Parent Participation Preschools in BC) provides a list of websites to some grant opportunities in the local community, as well as provincially and federally. It is the role of the Grants Writer to follow up on these grants and apply for any that are suited to Hillview's program, and are applicable in a given year. The Grants Writer is responsible for sourcing out other grant opportunities beyond those suggested by the council.

LAUNDRY: To ensure a clean supply of towels and sundry items by providing a regular laundry service. This is a straightforward job that does not require a lot of time. It

basically involves a commitment to do one load of laundry each week.

NEWSLETTER: To solicit and edit written material and produce a monthly newsletter to help maintain effective communication among members. Time involvement depends on typing speed, creative urges (i.e., for editorial) and concern for detail. It is important to do a neat layout with sufficient white space and graphics, and with very few typos if the newsletter is to serve its purpose (which is to be read regularly).

Essentially this job entails a commitment of 4 to 6 hours a month and is a lot of fun for an expressive person. It is best suited for someone who has access to a computer and a fax machine.

FUNDRAISING COORDINATOR: To coordinate members activities with a goal of raising money needed for the operation of the preschool. This job requires a moderate to high level of involvement with actual time spent varying from month to month. With the Fundraising Assistant's help it can be fun.

CHILDREN'S LIBRARY/SCHOLASTIC BOOKS:

Children's Library: To maintain the children's library by borrowing books from the public library. This job requires a moderate degree of involvement for an organized person with a maximum of 1 - 2 hours a month.

Scholastic Books: To provide members with the opportunity to order Scholastic and Troll books by placing order forms in their mail slots and then distributing books to members. This job entails a monthly responsibility, requiring about one hour to prepare each order and another hour to process each delivery.

SOCIAL COMMITTEE (: To provide refreshments for the children's holiday celebration by coordinating parents to supply the food; to coordinate refreshments for member's meetings and special events and to assist in tidying up afterwards.

This job should take about 2-3 hours each month, depending on the number of parties and special events planned for the month. The social committee will also be responsible for scheduling snacks for General meetings.

RECYCLING: To reduce, reuse and recycle materials within the preschool and to sort and put away reusable items brought to the preschool by members.

This is an easy position that requires anywhere from 1 - 3 hours a month. **Emptying the recycling – white stackable containers each week. Take home & add to your recycling bin. Return all refundables and place the money in an envelope in the drop box labelling it.**

EXCURSIONS: To help the children experience more of the world around them by planning and coordinating field trips, arranging for special visitors and coordinating Sports Day. This job requires a moderate degree of involvement for an organized person with a maximum of 1 - 2 hours a month.

Job portfolio responsibilities must still be fulfilled and General Meetings must still be attended during the absence period. If a member is also unable to perform job portfolio responsibilities&/or attend General Meetings during this period of absence, this matter will be referred to the Executive Committee for a decision. Where a longer period of time off is required, the family will be required to pay an additional one half of the monthly tuition fee for the child in which the family is enrolled for.

12.0 Volunteer Positions. The following non-executive positions are filled on a voluntary basis by those members meeting the necessary requirements and as approved by the Supervisor and Executive Committee:

12.1 COMMITTEES

12.2 Types of Committees. All members are asked to volunteer to sit on up to 2 Committees and/or extra duties during the school year (i.e., Chicken Sale Committee, Duty Parent at Carol Night, etc.). (See Section 6.2 (b) (4)).

13.0 HEALTH, SAFETY, EMERGENCY PROCEDURES

13.1 Illness or Disease. Any child, parent or duty person must not attend the Preschool if there is any question of illness. If any child contracts a communicable disease, the Supervisor must be notified immediately.

13.2 Immunization. The parents should consult with their doctor and consider his/her recommendations regarding immunization of the child against communicable diseases. If a child is not immunized against a communicable disease (for which immunization is available) which has appeared in the class, the parent will be required to keep the child out of the classroom for the duration of the disease, for his/her own protection.

13.3 Role of Supervisor Concerning Health. The Supervisor can carry out health inspections of the children if considered necessary; arrange for periodic examinations by public health personnel; send any child home accompanied by a responsible adult if he/she appears ill; and in the case of an emergency call a qualified physician or the child's family doctor.

13.4 Medical Record Updates. Parents are required to inform the Enrollment Officer of any changes to their child's medical record.

13.5 Allergy Alert. The names of children with allergies and their specific allergies must be visibly posted in the classroom.

13.6 Persons with First Aid. Names of persons with First Aid certificates will be posted in the classroom.

13.7 Field Trip Safety. See Appendix C - Field Trip Guidelines.

13.8 Emergency Procedures. See Appendix D - Fire Exit Drills and Appendix E - Earthquake Drill Policy.

14.0 GENERAL

14.1 Amendments to Policies & Procedures Manual. The Policies and Procedures portion of the Parents Manual may be amended at any regular meeting and the proposed amendment must be passed by a two-thirds majority of the voting members present.

14.2 Siblings. Children not attending classes (including brothers and sisters) are not permitted in Preschool during the sessions. (Reciprocal baby-sitting can often be arranged between parents.)

14.3 Smoking. Smoking is NOT permitted in the classroom.

APPENDIX A

PARENT AGREEMENT

I, the undersigned, will read carefully within thirty (30) days of entering the Preschool, the Constitution and By-Laws as well as the Policies and Procedures Manual of Hillview Preschool and agree to abide by them to the best of my ability. I agree to submit all licensing requirements (e.g., doctor's letter and Parent Agreement) to the Enrolment Officer. I understand that neither my child nor I can participate in the classroom until the above requirements are completed. I understand that attendance at General Meetings is mandatory. I undertake to attend and participate in all General Meetings or notify the President if an emergency arises and I am unable to attend. I understand that if two General Meetings are missed, the Executive Committee will review my membership in the Preschool and fine me \$50 for every other meeting missed. I agree to read the minutes of all General Meetings. I am willing to serve in some capacity in an executive or a non-executive position. I am willing to volunteer for up to 3 committees or extra duties during the school year. I understand that if I do not complete my duties for the job I am assigned, it will be brought to my attention by an executive member, in the event that I am still unable to complete my job duty after that discussion takes place, there will be a \$50 penalty for each additional time that an executive member needs to discuss the same thing with me. I agree to assist in the supervision of the children, under the direction of the Supervisor, in the classroom on a periodic, regular basis, unless I have made alternative arrangements, which have been approved by the Executive Committee. I understand that in the classroom and on the playground, the Supervisor has overall responsibility for the program, teaching methods, discipline and health and safety measures and therefore when I am a duty parent; I am performing the role of the Supervisor's assistant. On the days on which I am to serve as duty parent, I will arrive 15 minutes before Preschool opening in order to set up and will stay at the end of the session until all cleanup is complete and all children have been picked up. If I cannot be present on my duty day, it is my responsibility to trade duty days with another member. I understand that Hillview preschool relies heavily on fundraising in order to maintain low tuition fees and therefore agree to fully participate in fundraising events. I agree to actively participate in the preparation for the Silent Auction. I understand that

membership attending the Silent Auction is important. I agree to assist in at least one monthly cleanup during the year as well as in the year-end cleanup. I will be responsible for the care and transportation of my child to and from Preschool. I will make every effort to be prompt in bringing my child to Preschool, not before starting time, and in picking him/her up after Preschool closing. If I am late on more than 2 occasions, I understand there will be a penalty of \$25 after 15 minutes past scheduled pick up. I understand that my designate or I am responsible for entering the correct information on the sign-in sheet each day that my child is present in the classroom. I will not send my child to Preschool if there is any question of illness nor will I come myself if I am ill. If my child contracts a communicable disease, I will notify the Supervisor immediately. I will consult with my doctor and consider his/her recommendations regarding immunization of my child against communicable diseases. I understand that if my child is not immunized against a communicable disease (for which immunization is available), which has appeared in the class, I may be required to keep my child out of the classroom for the duration of the disease, for his/her own protection.

I authorize the Supervisor to carry out health inspections of my child if considered necessary, to send my child home accompanied by a responsible adult if he/she appears ill and in the case of an emergency, to call my family doctor or other qualified physician. I will inform the Enrolment Officer if there are any changes to the medical records of my child. I will keep the Supervisor informed of any event or change of routine at home, which might affect my child's behaviour. I will pay my child's tuition fees promptly by post-dated cheques, due at the first General Meeting or as arranged with the Treasurer. If it becomes necessary to withdraw my child from Hillview Preschool, I will give one month's notice in writing to the Secretary or pay one month's tuition fee in lieu of notice. If I have questions about my child's progress or the program of the Preschool, I will direct them to the Supervisor. I understand that the Advisory Committee is available to assist with any questions or conflicts occurring within the Preschool as well as to ensure that the required government regulations are being met.

I agree to participate in projects designed to increase my understanding of the Preschool children and my capacity to assist the teacher.

APPENDIX B DUTY DAY ROUTE

9:00 When you arrive at 9:00, please knock so that the teacher can let you in.

SET UP

NOTE: Children can be encouraged to help set-up the classroom.

- _ Open the blinds on an angle, open both windows
- _ Put the "STOP" sign and orange cones outside the classroom on the blacktop at the end nearest the parking lot
- _ Set the chairs onto the floor, wipe off tables with fantastic if they are dirty
- _ Fill the water table with warm water (be sure valve is closed); toss in some water toys
- _ Leave a small bucket of warm water in the sink in the children's washroom and a towel so that children can wash their hands
- _ Put out play dough; each seat should have a roller, pair of scissors, knife & misc. cookie cutters
- _ Open the block cupboard; set up garage, castle and doll house on the carpet

- _ Set out table toys and puzzles, choose something (e.g. Playmobile) for the small side table
- _ Check paint easel for paint, stir if necessary; put brushes in paint
- _ Discuss with Supervisor the art project for the day; help set up art table accordingly
- _ Put a bucket of warm water and a towel on the rack next to the art table
- _ Remove cover from sandbox and store behind book shelf; put a few buckets, shovels and toys in the sand
- _ Set-up fine motor table; put out glue and sticks or whatever is needed for the day (discuss with Supervisor)

_ Be ready to assist children in the cloakroom area with their coats and shoes; help them choose their first activity for the day

10:00 (or earlier if you have time)

Make coffee/tea for Supervisor and duty parents

10:30 (approx.), begin tidying up

Note: Children can be encouraged to help tidy up

- _ Put stop signs back on climbing frame
- _ Put away blocks, close the cupboard
- _ Put away play dough and accessories
- _ Put away puzzles and table toys
- _ Tidy up housekeeping area
- _ Return garage, castle and dollhouse to top of climbing frame
- _ Put away sand toys and replace cover on sandbox
- _ Put away water toys
- _ Put paint brushes in sink; put lids back on paint
- _ Clean the fine motor and craft tables; return collage materials to appropriate ice cream buckets in the cloakroom

Children may choose a book and sit on the carpet after tidying up. During story time, duty parents can clean up

OR

One parent may participate in story time and the other parent can:

- _ Wash paint brushes
- _ Pour glue back into large glue bottle if there's lots left, otherwise wash glue container
- _ Wash coffee pot and cups; tidy up coffee counter
- _ Tidy sink area; dry and put away dishes and equipment
- _ Wash the table tops with fantastik; put dirty cloth in laundry container

Note: Please do not begin stacking chairs onto tabletops during story time -- it's too noisy and distracting.

11:15 Get ready for outdoor play

- _ Assist children in the cloakroom with their coats and shoes
- _ Unlock outside gate; move gas station into place; put some vehicles outside
- _ One duty parent must remain stationed outside at the southeast corner of the blacktop until bike time is over

The duty parent remaining inside can:

- _ Stack chairs onto table tops
- _ Put away books onto library shelf

- _ Empty water table
- _ Sort children's paintings and projects into appropriate take-home slots
- _ Sweep floor, climbing frame mat and vacuum all carpets
- _ Complete any unfinished clean up

Note: The duty parent remaining inside the classroom during bike time must be at the outside stop sign at 11:30 (end of bike time) to ensure that no child goes to the parking lot without an adult.

11:30 Get ready to leave

- _ Lock up tricycles and other outdoor equipment
- _ Close windows and blinds
- _ Return STOP sign and orange cones to the classroom

WE HOPE YOU'VE ENJOYED YOUR DUTY DAY! THANKS FOR HELPING!

APPENDIX C

FIELD TRIP GUIDELINES

1. Each child will be wearing some easily visible means of identification, (e.g., tags with emergency telephone numbers, information on medical problems/allergies, medical number) inside their jackets. The children's names should not be easily visible so a stranger cannot attract their attention by calling them by name.
2. A red knapsack containing first aid kit, emergency consent cards, and up to date member's list is made available and is carried by the duty parent that day.
- 3 . A slate of emergency numbers should be provided for each vehicle including Police, Poison Control, Ambulance, etc., including awareness of nearest hospital.
4. A fire extinguisher is recommended for each vehicle.
- 5 . Information slips for each child to provide both parent and teacher with specific understanding and nature of field trip, length of time involved, etc.
6. Where 1 to 3 children are in a vehicle, one adult is required; where 3 or more children are in a vehicle that is over-sized (a station wagon or van), 2 adults are required.
7. A consent form or permission slip has to be signed by child's parent or guardian prior to a field trip.
8. Children are not to ride in the front seat of a vehicle.
9. Children are not to ride in trucks, unless in the back seat of a double cab truck.
10. Caution should be used in the use of recreational vehicles or vans, since they normally do not include required safety equipment.
11. A map should be provided for each vehicle in order to prevent a convoy situation in which the cars must follow each other in order to find the destination.
12. Children and adults are to remain assigned to the same vehicle for the duration of the field trip.
13. Attendance is to be checked before, during and after the field trip.
14. The location of the field trip is to be checked out before the day of the trip to ensure safety of all children.
15. If a bus is to be used, make sure that it is safe for the passengers before renting it and read the fine print in the contract.
16. When crossing intersections on foot, it is recommended that an adult enter the

intersection first and stop the traffic in order to provide for the safe progress of the Preschool class across the street. This is, of course, only necessary in the absence of traffic lights.

17. Toddlers (weighing 9-18 kegs or 20-40 lbs) must travel in a safety seat when being carried in a motor vehicle driven by the parent or guardian. Otherwise the lap belt is acceptable. All preschoolers must wear a lap belt. (B.C. Motor Vehicle Act; effective March 1, 1985.)

18. Have extra seats designated in case of emergency.

19. The "Emergency Parent" scheduled on the day of the field trip must be at home available for that purpose. Example: in the event a car will be arriving late due to car trouble or the event running into overtime, the emergency parent will be phoned and expected to relay the information to the affected parents as to the revised time or alternate arrangements.

20. Unless otherwise specified by the Supervisor, field trip arrangements are made for specified students only.

APPENDIX D

FIRE EXIT DRILLS

POLICY

Supervisor shall take the steps necessary to maintain and review existing plans for drills and where

deemed advisable, to modify such plans. Drills shall be practised under a variety of conditions often

enough that in real emergencies they will be followed automatically. Supervisor shall also take the

necessary steps to see that all students and staff are apprised of the rationale upon which the fire drill

has been developed.

ADMINISTRATIVE REGULATIONS

1) Supervisor shall review fire drill regulations annually to ensure that they are appropriate for

current conditions and shall revise them as needed.

2) Fire drills shall include alternate routes of egress.

3) Fire drills shall be practised on at least 3 different days under a variety of circumstances at reasonable intervals throughout the year.

4) Special provisions in fire drills shall be made by delegating responsibility for the evacuation of handicapped and disabled persons.

5) In an elementary school, a space on the school grounds shall be allocated for each class during a fire drill.

6) Teachers shall carry a class registry document (register, seating plan, class list, etc.) for the class under their jurisdiction at the time of alarm.

7) All members of staff and all students shall remain at least 15 meters from all buildings until the "all clear" alarm is sounded.

8) Fire drills shall include provisions for checking of all washrooms and health rooms.

9) AU fire alarm systems and fire fighting equipment in Preschool shall be maintained in

proper working order. Fire alarm systems shall be checked once a week.

10) Evacuation procedures shall be posted in a notice of standard format in each classroom and other rooms frequented by staff and/or students. The procedures shall be specific to each location and clearly indicate two separate and isolated means of egress.

APPENDIX E

EARTHQUAKE DRILL POLICY

During the quake, DROP, COVER.

Take cover under tables, holding table legs, under a desk or against an inside wall.

Face away from windows. If desk or table is not available, assume crash position (on knees, head down, hands clasped on back of neck or head) away from windows, shelves and heavy objects that may fall. Count aloud to 60 - earthquakes rarely last longer than 60 seconds and counting is calming. If necessary, FOLLOW EVACUATION

PROCEDURE - same as fire drill.

1 . Lead children to southeast area of Preschool field (area away from Preschool building and

power lines) or parking lot, whichever safer.

2. Take both earthquake totes and red knapsack (included inside are the class list, emergency consent cards, first aid kit and food for the children).

3. Take sign-in sheet (Supervisor responsible for).

4. Give first aid, as needed.

5. Provide comfort and calm to all children.

6. Await instructions from emergency officials from battery operated or car radios

7. Allow children to leave only when it is designated safe to travel and when a designated adult comes for them. Keep accurate records of children released. (Supervisor uses sign-in/out sheet.)

APPENDIX F

MISSING CHILD POLICY

The safety of children is of utmost importance in the childcare program. Preventive strategies are addressed in many of the policies and procedures throughout the handbook. Hillview Preschool believes that it is important to have policies and procedures to eliminate or reduce the possibility of a child going missing. To ensure the search for a child will be as efficient and expedient as possible, it is also important to have policies and procedures in case a child is missing. The following procedures outline the steps to follow in the case where a child is missing.

PROCEDURES

The accompanying adult or supervisor will determine which child is missing.

The supervisor will notify all duty parents, and any other relevant adults (for example, if you are visiting a museum, notify the staff of the museum).

The supervisor will, depending on the number of adults, designate a team (Team 1), to search and a team (Team 2) to supervise the other children.

The supervisor will designate a meeting place, preferably close to the nearest telephone, and a time frame for initial search.

The supervisor will designate areas to search in order of priority, starting with the areas that present the most danger.

The supervisor will access the emergency card of the missing child and the first aid kit.

The time will be documented.

The supervisor will contact the police by dialing 911 if a search of the immediate area is unsuccessful. The supervisor will then notify the parent/guardian of the missing child. The supervisor will then gather and document as much information as possible – a description of the child, when and where the child was last seen, what the child is wearing, what areas have been searched, who has been notified and any other relevant information. When the police arrive, the supervisor will clarify the role of duty parents with the police officer in charge.

Team 2 adults (supervising the remaining children) will arrange for the remaining children to be reunited with their guardians. If the venue is a field trip site, the adults will return with all the other children to the preschool. The supervisor will stay at the search venue until the child is found and returned to the parent/guardian or to the preschool. The supervisor will record and report all relevant times, names, titles and details of the search, including preparing an incident report. The supervisor will designate a duty parent to maintain telephone coverage at the preschool until otherwise notified. The supervisor or duty parents will not issue any information to the media without the written consent of the parent/guardian. The supervisor will debrief as soon as possible with the children, families, and police/emergency personnel involved in the incident.

Resources will be offered to the supervisor, children, parents/guardians who have difficulty dealing with the incident. Follow up will include an evaluation of the effectiveness of the policies and procedures of implementation and recommendations to avoid a repeat of the incident. Prevention policies and procedures will be reviewed to identify ways to eliminate or reduce the possibility of a repeat of the incident.

A “Serious Incident Report” will be filled out and forwarded to the Community Care Facilities Licensing.

APPENDIX G

CHALLENGING BEHAVIOUR

APPENDIX H

E-MAIL/PRIVACY POLICY

APPENDIX I

Multiple Child Policy: Enrollment/Fundraising/Duty Days

2.4 Fee Discount for Enrolling More than One Child. For two or more children from the same family enrolling for the same term, the monthly tuition fee for the second child or further additional children will be discounted by 20%. If the children are not enrolled in the same class, then it is assumed that the

“first” child will be the older child and the “second” child will be the younger child.

In addition to the above Enrollment Policy, Hillview Preschool also allows for special consideration for multiple children enrolled from the same family in terms of Fundraising.

Grant/Fundraising Policy

Hillview Preschool Grants Writer is responsible for sourcing out, applying for, and following up on,

appropriate grant opportunities that arise throughout the year. Each year, the Grants Writer applies for the Provincial Direct Access Community Gaming Grant, which is a major source of funding when we receive approval. The Council Office (Council of Parent Participation Preschools in BC) provides a list of websites to some grant opportunities in the local community, as well as provincially and federally. It is the role of the Grants Writer to follow up on these grants and apply for any that are suited to Hillview's program, and are applicable in a given year. The Grants Writer is responsible for sourcing out other grant opportunities beyond those suggested by the Council.

Individual members are encouraged to participate in fundraising events [planned by the fundraising Chair(s)] throughout the year to meet their fundraising obligation. Members may also seek out additional opportunities to fundraise by requesting donations from businesses or organizations they have a personal connection to as a client/customer, or through a family member or friend. In this case, the member may count any larger donations towards their individual obligation if the monies raised meet the following criteria:

1. That both the Fundraising Chair(s) and Grants Writer have been notified in advance of the member's plans to pursue a donation from that business or organization.
2. That the business or organization will provide the donation when presented only with a copy of the Preschool's standard donation request letter by the member.
3. That the business or organization does not require any further financial information from the Preschool, the Treasurer, or its book-keeper/accountant.

APPENDIX K

Snow Policy

Preschool will generally be cancelled when public schools are cancelled because of snow fall. School would also be cancelled if the Supervisor or duty parents are unable to attend. Duty parents should inform the Supervisor if they can't make it in due to snowfall. The Supervisor and President will make the decision and send an email to all families. Please make a note to check your email on mornings when snow is forecast. Please respond by email to the sender. Families who do not respond will be called to confirm knowledge of the closure.

