



## Parent Handbook 2020-2021

Revised: February 2020

Glebe Community Centre  
175 Third Avenue  
Ottawa, ON  
K1S 2K2  
613-233-9708

[www.glebepreschool.com](http://www.glebepreschool.com)  
[info@glebepreschool.com](mailto:info@glebepreschool.com)

~ WELCOME ~

Welcome to the Glebe Co-operative Nursery School (GCNS). The primary purpose of this **Parent Handbook** is to provide you with a brief introduction into the history and philosophy of the co-operative. In the meantime, if you have any questions or concerns, please do not hesitate to contact the school at (613) 233-9708, email [info@glebepreschool.com](mailto:info@glebepreschool.com), or visit [www.glebepreschool.com](http://www.glebepreschool.com).

~ OUR SCHOOL ~

### **GLEBE COOPERATIVE NURSERY SCHOOL: PROGRAM STATEMENT**

The Glebe Cooperative Nursery School's philosophy and programming is based on the document *How Does Learning Happen?* This resource is a key component of the Ministry of Education's vision for the early years. The program is centered on the child and the family. The four foundations must be present in order for children to grow and flourish:

**Belonging** refers to the relationships that a child develops. These are relationships with other children, their families, educators, and the world around them.

**Well-being** refers to the important aspects of their physical and mental health and wellness.

**Engagement** is when a child is involved and focused. They need to be able to explore the world around them.

**Expression** or communication incorporates both the ability to be heard and to listen. This may be in the form of artistic expression.

The goal of our program is to provide a positive learning experience, a social experience, and to encourage the development of the whole child. We want to lay the foundation for a lifelong love of learning. We want the children to view school as a positive place. We want them to learn to love finding out new things, to learn how to make friends and to learn that adults, other than their parents, can be fun, caring and trusting.

Children are considered competent, capable of complex thinking, curious and rich in potential.

#### **A) Our goal is to promote the health, safety, nutrition and well-being of the children by:**

- Encouraging parents to offer snacks based on Canada's Food Guide and providing a list of healthy snack suggestions.
- Posting snacks in the classroom for parents to view.
- Encouraging the children to try new foods.
- Safety is our first priority. We are ever vigilant in making our classroom safe for all children by providing age appropriate toys, setting up the room in a way that allows children to move freely about the space and being observant in the class.
- Staff are posted in the playground in order to watch the gates, observe from all areas and ratios are maintained unless a child needs to be brought to the bathroom.
- The children are counted before we exit the building when we play outside, before we enter the main hall when we play upstairs and when fire drills are done.
- Parents must sign out when they are picking their child up at the end of the morning. This is so we know that each child has an adult with them before we leave the area.

- Educators operate and maintain the environment in compliance with the Child Care Early Years Act, fire, safety and health regulations.
- Children are observed at drop off time to see if they are well enough to attend Nursery School.
- Allowing children the opportunity to take risks, experience success at challenges, develop a sense of self, and develop self-help skills will enhance their sense of well being.

**B) We support positive and responsive interactions among children, parents, child care providers and staff by:**

- We believe that the Nursery School is an optimal experience for children to socialize with other children and with adults outside their family. We encourage children to converse with one another, listen to one another and to have an opportunity to play and learn in small and large group settings.
- It is during circle time that children have an opportunity to express themselves in a small group setting, to discuss their likes and dislikes, to contribute to the group, to develop a sense of self and to learn how to listen to others. This is also an opportunity for children to reflect on their experiences of the day or of any special guests that we may have had.
- We want duty parents to feel comfortable in the room and encourage them to spend time with the children, read to the children and to help the children. As a result, the children become comfortable with other adults in the room and learn to interact with adults other than their parents or Educators.
- We want the children to feel confident in saying “This is **my** school”.

**C) We encourage children to interact and communicate in a positive way and support their ability to self-regulate. We want every child to feel comfortable in the room and able to express themselves in a positive manner.**

- Educators discover each child’s uniqueness and work to help them express themselves.
- Educators model appropriate ways to; ask for a turn, ask to share a toy, ask for help, decline an offer of help, how to enter a group activity, wait for their turn.
- Educators use different responses to children’s behaviour. Some children need time by themselves, others need to be held, some need to talk things through, some will understand an explanation and others need to cry first and come back to play on their own.
- We try to provide a familiar daily routine on a regular basis. We may include changes to the routine but try to introduce these ahead of time or with an explanation.

**D) We want the children to explore their surroundings, ask questions and be free to play and learn.**

- Educators organize the space, equipment and materials so that the children may begin play as soon as they enter the room.
- Children are free to move about the room and can play in any area. There is no limit on the number of children in each area.
- Educators ask questions and encourage the children to ask questions as well. Educators may answer the questions directly or they may have another child answer or may promote a group discussion.

- Children are encouraged to explore, touch and use materials in a variety of ways. They may bring materials from one area to another. Materials that use all senses are provided.
- Include materials that provide an introduction to numeracy and literacy.

**E) Our programming is child initiated with Educator support**

- Activities are child centered. We observe, listen and document the children's play to help us determine how our room will be set up. We provide a large variety of materials which allow each child to discover an area that supports their interest and development. Children are free to choose the area that they wish to use. The Educators encourage creativity, imagination, social interactions and inquiry.
- Educators prepare programming based on the children's interests which help to develop their social, physical, intellectual, creative and emotional abilities.
- Programming and materials may be carried over from day to day or week to week if the children are interested in doing so. For example, Lego construction could be left out for next time to be added to, activities could include planting or science activities that require a longer examination and children may ask for certain items or certain activities to be repeated during circle time.

**F) We want to have a positive learning environment that reflects the uniqueness of each child**

- Educators programming meets the overall needs of each child, respecting religious, cultural, family backgrounds and special needs.
- We support a child's growing sense of self. Our programming allows each child to develop a sense of self by discovering their own unique interests and abilities. We want to see children succeed and to maintain a healthy attitude.

**G) Our daily schedule reflects the need for indoor/outdoor play; quiet/active play.**

- Children are involved in gross motor activities by using the outside play yard and the large indoor gym area.
- We start our day outside weather-permitting for both classes.
- Our temperature guideline for outdoor play:
- Winter cut-off (including wind chill); we do not go outside when it is -15°C or colder. Website used to verify the outdoor temperature:

[https://weather.gc.ca/city/pages/on-118\\_metric\\_e.html](https://weather.gc.ca/city/pages/on-118_metric_e.html)

- We have use of the main hall for gross motor activities at 11:00 am. This includes the use of ride-on cars, balls, hoops, slides, climbing equipment and a large space to safely run around.
- The preschool class will take part in walks around the community on occasion. Parents will be notified prior to the day of the walk. A rope with individual handles will be used and all teachers and duty parent/caregiver will go on walks.
- Large group activities include stories, music and movement. The preschool class also breaks into small groups of eight children and one Educator and focuses on numeracy, literacy, science and social activities.

**H) We want to maintain open communication with parents regarding their children and the program.**

- Parents are welcomed into the classroom on their duty days. We are open to any suggestions regarding the programming and classroom set-up.
- We are a cooperative nursery school. Parents are an important part of the Nursery School. The Educators work with parents to provide a quality program.
- A newsletter is posted on Sandbox at the beginning of each month.
- We bridge the gap between home and school by providing parents with anecdotal observations and pictures of their child and these are posted on Sandbox. We also post documentation and pictures on the bulletin boards in the classroom.
- Parent teacher meetings are offered in the fall and spring. This will be a chance for you to chat with our three Educators about your child and how they are doing in the classroom, how they are adjusting to school, any concerns you have and how you can continue their learning and play at home. The meetings will only be 15 minutes and since they will be meetings in order to discuss your child's progress, they will be between the teachers and parents only. There are afternoon and evening options. Outside of the scheduled fall and spring meetings, feel free to ask for a meeting with the teachers.
- We encourage family involvement! Please let us know if you'd like to share a talent with the class. Reading stories, singing songs, a cooking activity, playing an instrument or anything else that would enrich the program.

**I) We involve community partners in order to enhance our programming**

- -The Preschool class welcomes visitors from the community into the room. These may include yoga instructors, musicians, animal shows, veterinarians, police and dentists.
- -The Programming Liaison is responsible for coordinating special guests with input from the Educators and Director. This program is made available through the efforts of GCNS fundraising.

**J) Educators are encouraged to pursue professional development opportunities**

- Information regarding workshops is passed on to them
- There is a set amount for professional development in the Educator's contracts.
- Educators must maintain up to date Standard First Aid and CPR.

**K) All of the above must be reviewed on an ongoing basis. There must be documentation to support the reviews.**

- In order to determine the outcome of the above strategies and goals, there will be a yearly program evaluation in the form of a survey. This will be a survey that is drawn up by the Board, presented to the parents, done anonymously and reviewed by the Board members. The questions on this document will include those on; programming, room setup, staff evaluations, communication and allows for suggestions for improvement.
- This statement is included in the **Monitoring Compliance Policy**.

- Other key achievement indicators include:
  - Children are visibly happy, nurtured and are developing to their potential
  - Parent complaints are minimized through prompt and effective service
  - An effective team of teachers that have implemented a program that meets the philosophies and standards of the school.

### **EDUCATORS RESPONSIBILITIES**

- We are to cultivate caring relationships among and between children, adults and the world around them.
- Nurture the child's healthy development and support their growing sense of self.
- Provide environments and experiences to engage children in meaningful exploration.
- Foster communication and expression in all forms.
- Provide documentation to help parents understand how their children are learning.
- Create an environment that welcomes families into the space and encourage their participation in the program.
- Teachers are encouraged to attend workshops or classes in order to continue their professional learning. Within each staff member contract there is an amount for professional development.
- Each staff member shall be certified in Standard First Aid with infant and child CPR.
- Each staff member will provide a Police check for the vulnerable sector. This check is valid for 5 years. In the years that a check is not submitted, an offence of declaration will be signed. This written declaration will state whether or not a person has been convicted of any offences under the Criminal Code of Canada since their last Police check.
- All staff will review the Program Statement yearly and sign their copy.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

- Plans and conducts a stimulating and effective curriculum that meets the overall needs of each child, respecting religious, cultural, family backgrounds and special needs and looks for ways to improve program quality.
- Prepares programming based on the children's interests which provide a wide variety of social, creative, emotional, intellectual and physical activities.
- Organizes space, equipment and materials prior to activities.
- Utilizes a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing.
- Provides experiences which promote language, self-expression, imagination, creativity and problem solving.
- Conducts continuous observation and evaluation of the program to ensure that standards and needs of children and parents are met.
- Operates the program and maintains the environment in compliance with the Child Care Early Years Act, fire, safety and health regulations.
- Adheres to the Policy for Prohibited practices.
- Abides by the operating policies and procedures of the Nursery School.
- Keeps abreast of current trends in early childhood education and takes advantage of professional development opportunities.
- Represents the school in a professional manner while working with other organizations.

- Works cooperatively as a team member within the program and within the school as a whole to ensure that a high quality program is provided for all the children.
- Accepts other work styles, adjusts accordingly and displays a positive outlook and pleasant manner.
- Offers assistance and support to co-workers and indicates when help from other team members is needed.
- Actively participates in staff meetings, shares information gained through workshops, visits to other centers', professional readings, etc.
- Develops and maintains open communication with parents to create a warm welcoming attitude and to develop a partnership rapport.
- Ensures that parents receive adequate information about their children through daily contact, bulletin boards, newsletters and written notes.
- Guides parents effectively to make them feel comfortable while volunteering at the school.
- Acts as a resource to parents regarding child development and services available in the community.
- Responds in a timely manner to requests from the Program Coordinator, team members, executive members or parents. Recognizes and assumes responsibility for one's own actions.
- Manages time effectively and maintains commitments and appointments without delay or reminders.
- Meets attendance and punctuality requirements by arriving and leaving on time. Requests and schedules time off in advance and according to established procedures.
- Submits time sheets
- Attends one of the fundraising events & Orientation Meeting. Teachers will be paid accordingly.
- Participate in annual Performance

## ~ HISTORY ~

The Glebe Co-operative Nursery School began in September 1977 as a parent-child playgroup. Over the years, the playgroup evolved into a preschool staffed by professional early childhood educators ("ECE"). The school was incorporated in January of 1982, necessitating the development of bylaws and operating policies to govern its organization and management. First licensed under the **Day Nurseries Act** in November of 1988, the school is reviewed annually by the Ministry of Education to ensure that all standards are maintained.

## ~ WHAT IS A CO-OPERATIVE NURSERY SCHOOL? ~

A co-operative nursery school is a non-profit organization made up of volunteer parents who come together to manage and participate in a school for their children. Through ongoing participation, parents have the opportunity to share and be involved in their child's first school experience. The school is incorporated under the **Co-operative Corporations Act** and is governed by its own by-laws. A Board of Directors, made up of volunteer members and elected on an annual basis, manages the school. The school's teachers report to the Board of Directors.

## ~ MEMBERSHIP RESPONSIBILITIES ~

Members of the Co-operative are entitled to elect the Board of Directors and receive and approve the minutes of General Meetings, as well as the annual Financial Report. Each registered family has one vote on issues brought forward to Special or General Meetings of the Membership. Members are obliged to abide by the by-laws and policies of the school. These requirements include the payment of all fees, the performance of duty days, keeping children at home when ill with a communicable disease, participating in General Meetings, volunteering for fundraising school events and performing at least one volunteer job per year.

**The success of the school depends on the active and ongoing participation of all of our members.**

## ~ WHAT SETS US APART? ~

The Glebe Co-operative Nursery School is located in the fully accessible Glebe Community Centre in the heart of our community. The children in our school learn about and explore their world in our bright and spacious classroom. Furthermore, our students have access to the main hall in the community centre and we are the only nursery school in the city that takes the children outside to play year round. Our fully fenced yard is equipped with a variety of materials to provide opportunities for gross motor and social experiences. We have exclusive use of this yard when we have outside playtime.

## ~ GCNS PROGRAMS ~

The school offers the following two classes according to age and interests:

Program	Days	Time	Age	Class Size	Tuition Fees (/month)
Toddler	Tues & Thurs	8:30-11:30am	1.5-2.5 years	15	\$ 210
Preschool	Mon/Wed/Fri	8:30-11:30am	2.5-4.5 years	24	\$ 265

**Toddler Program:** Children eager to play will enjoy the learning activities in their first entry into early education. Wonderful, loving teachers, a bright cheery environment, and lots of learning opportunities provide a happy start to learning and socializing.

**Preschool Program:** Through independent engagement in stimulating activities, and directed learning time with educators in small groups, preschool children develop the social, physical, intellectual, and creative skills that form the foundation for success in their ongoing education. The morning program is an excellent way of preparing for junior kindergarten.

#### **~ STATUTORY HOLIDAYS ~**

The school will be closed on Thanksgiving, Family Day, Good Friday, Easter Monday, and Victoria Day. It also follows the Ottawa-Carleton District School Board's and Ottawa Catholic School Board's Christmas holiday and March Break holidays as well.

#### **~ THE REGISTRATION PROCESS ~**

The GCNS only maintains a wait list for the current year and does not carry over the waitlist from year to year. Applications for admission for all current, returning and new members are accepted during the month of March for the upcoming school year. Current Members (those who have children enrolled in the school for the current school year) receive first priority for a spot in the program of their choice for the next school year. This priority applies to children currently enrolled and their siblings. After spots have been allotted to Current Members, Returning Members (those members who have had children enrolled in the past but do not currently have a child enrolled) are offered spots in the program. Any open spots after this time are offered to New Members. In the event that there are insufficient open spots to meet demand, places in the programs are filled by means of a lottery. If, at any stage of the process there are more applicants than spots, allocation is determined by lottery.

#### **Age Requirements:**

Children must meet the age requirement for a program as of the first day of school in September. However, the GCNS has special flexibility within its license to allow up to 20% of the students (up to three students) enrolled in the Preschool Program be under the minimum age. In the toddler group up to two students can be between 16 to 18 months. This flexibility is used **only** if there are no children of age to fill a vacancy within the program. The school maintains an underage waiting list for each of the programs. Acceptance of underage children is at the discretion of the GCNS teachers and the Board.

#### **Toilet training:**

It is not necessary for your child to be toilet-trained to attend the Nursery School.

#### **Registration Fees:**

A **non-refundable** Registration/Membership fee (one per family) of **\$40.00** is due to confirm registration to the preschool. The cheque or e-transfer for the registration fee is due once a family has been accepted into the school.

#### **Tuition Payments:**

Fees are paid two months in advance. Fees can be paid by e-transfer or post-dated cheques.

#### **Post-dated Cheques:**

Ten post-dated cheques from July 1st to April 1st inclusive must be submitted after acceptance into the program. Alternatively, you have the option of providing two cheques for five months fees each, dated July 1st and December 1st. All cheques are to be made payable to the Glebe Co-operative Nursery School or GCNS. **Please be sure to include your child's name and the class that they are in on the 'memo' line of each cheque.** If you have more than one child attending, please write **separate** monthly or semi-annual cheques for each child. This simplifies bookkeeping for the Treasurer.

#### **E-Transfer:**

We accept e-transfers when paying July 1st (the first five months of school) and December 1st (the second five months of school). We cannot accept e-transfers for monthly payments. You will receive an invoice prior to the due date with payment instructions.

#### **Registering with the City of Ottawa Child Care Registry:**

In order for us to complete your application, you will need to select our nursery school as your child care centre of choice on the City of Ottawa Child Care Registry (formerly known as the centralized waitlist), in order to meet new Ministry requirements.

Please access the City of Ottawa Child Care Registry at: [www.onehsn.com/Ottawa](http://www.onehsn.com/Ottawa)

If you are new to the Registry, you will need to set up an account and enter your child's information. In the Program Selection section, please select Nursery Preschool /Co-op Based under the Provider Type. You can then select Glebe Co-operative Nursery School Inc. This process should only take about 5-10 minutes.

#### **Fee Subsidies:**

If you require a fee subsidy, select the 'Subsidy' button in your application on the Child Care Registry. Complete instructions for applying for a subsidy may be found at: <https://ottawa.ca/en/residents/social-services/childrens-services/get-help-your-child-care-costs>.

There are five types of documents plus a Rights and Responsibilities/Consent form to submit to the City in order to apply for a subsidy. You can submit these by email to [CCRAW-RELAGE@ottawa.ca](mailto:CCRAW-RELAGE@ottawa.ca) or in person at the Community and Social Support Centre nearest you.

We cannot place a child in the program until the fee subsidy application has been approved by the City. Please ensure that you have submitted your fee subsidy application in good time to avoid delays in registration. The **minimum** estimated time to process a fee subsidy application, once the City has received all necessary documentation, is about two weeks.

#### **Police Record Checks:**

**Each person** who will be performing duty days at the Glebe Co-operative Nursery School **MUST** submit a completed Police Records Check for Service with the Vulnerable Sector.

For **new parents**, the complete Vulnerable Sector Check should be submitted WITH THE APPLICATION in order for your application to be deemed complete. A letter from GCNS is available on the website which can be submitted to the Police Station. In the event that your Vulnerable Sector Check has not been returned to you in time for the application submission deadline, then your receipt/proof of payment from the Police Station will suffice for the purposes of the application form. Any Police Records Check for the Vulnerable Sector that is submitted for the first time must be completed no earlier than 6 months prior to registration. It must be conducted by a Police force.

For **returning parents** who have submitted a police check within the last 12 months, you do not have to submit another police check because they are valid for 5 years. You DO have to complete an Offence Declaration Form. Offence Declarations are to be signed no later than 15 days after the anniversary date of the previous vulnerable sector check or offence declaration. This Declaration of Offence is a declaration signed by the individual that lists all of the individual's conviction(s) for offences under the Criminal Code of Canada if any, during the period specified in the declaration.

Every **staff member, student, supply teacher and volunteer MUST** submit a completed Police Records Check for Service with the Vulnerable Sector. The Glebe Co-operative Nursery School has the right to terminate a person's employment or volunteer position after receiving the Vulnerable Sector Check if the Vulnerable Sector Check identifies past convictions that cause the GCNS to believe the individual is unfit to work with children. This includes convictions for any offence under the Child Care and Early Years Act; any offence under any of the following sections of the Criminal Code: Section 151 (sexual interference), Section 163.1 (child pornography), Section 215 (duty of persons to provide necessities), Section 229 (murder), and Section 233 (infanticide); any other federal or provincial offence prescribed by the regulations; and if the individual has been found guilty of professional misconduct under the Early Childhood Educators Act, 2007, the Ontario College of Teachers Act, 1996, the Social Work and Social Service Work Act, 1998 or another prescribed Act, and based on that finding, the individual's membership in the regulatory body established under that Act was revoked and the individual has not been re-admitted since that time. In the years that staff do not have to submit a new Vulnerable Sector Check, they must sign a Declaration of Offence. Offence Declarations are to be signed no later than 15 days after the anniversary date of the previous vulnerable sector check or offence declaration. This Declaration of Offence is a declaration signed by the individual that lists all of the individual's conviction(s) for offences under the Criminal Code of Canada if any, during the period specified in the declaration.

It is the duty of the Assistant Registrar or Registrar to collect the Vulnerable Sector Checks. Confidentiality will be maintained at all times. Should a question arise from a Vulnerable Sector Check, the Assistant Registrar or Registrar will bring it to the attention of the Board.

A staff member, volunteer, supply teacher or parent may start their duties at the Nursery School if the Vulnerable Sector Check has been applied for and they have submitted a receipt as proof. The following measures will be put into place:

- ❖ This person will declare that they do not have any previous offences under the Criminal Code (see above).

**Acceptance Notification:**

Applicants will be informed by the middle of April of their acceptance, or their position on the waitlist, for their requested program. All acceptance and waitlist notifications will be sent **via e-mail** and Applicants must verify that they have received the notice and confirm that they will be taking the offered program spot or would like to remain on the waitlist. Only those Applicants who do not respond to the e-mail will be telephoned.

**Waitlist:**

We receive many expressions of interest in our programs outside of the Registration Period. A waitlist for the **current school year only** is maintained by the Registrar and families will be notified in order **via e-mail** if a place becomes available.

Please notify the Registrar at [registrar@glebepreschool.com](mailto:registrar@glebepreschool.com) if you find other care and no longer need to be on the waitlist.

**Withdrawal:**

A member may withdraw from the GCNS by giving a minimum of two (2) months written notice by letter or by e-mail to the Registrar at [registrar@glebepreschool.com](mailto:registrar@glebepreschool.com) ("Notice Period"). The notice period must begin at the start of the month.

For example, if a withdrawal notice is given October 15, the two months notice will take effect November 1 and end December 31. Whether or not the member's child continues to attend school, the member will be required to pay tuition for the two-month Notice Period.

Please note that although school begins in September, tuition is paid two months in advance from July 1st onwards. Members are considered enrolled in school as of July 1 and so must withdraw before July 1 in order to avoid having to give two months written notice or pay tuition for the Notice Period.

Members will be responsible for any fees charged to GCNS resulting from not sufficient funds (NSF) tuition payments or registration cheques.

The Glebe Co-operative Nursery School reserves the right to determine each child's suitability for continued enrolment. The Board has the right to withdraw a child from the Nursery School if:

- ❖ Payment of the monthly tuition fees are not up-to-date
- ❖ After consultation with the parents, it is determined that the program is not suitable for the child

## ~ SCHOOL ENVIRONMENT ~

The school's classroom, located within the Glebe Community Centre, is organized into activity areas. Classroom goals are met by providing the children with an opportunity to explore and experience the world around them at carefully planned learning centres. These learning centres allow the children to choose their own activities and to work and play independently or in small groups at their own pace and ability level. Learning centres include special areas for reading, science and discovery, dramatic, cognitive toys, blocks, sensory exploration and art. Our programming is based on the Ministry of Education's Document "How Does Learning Happen?". <http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

The morning begins in our outdoor play yard, weather permitting, or inside the classroom. Following a period of free play in the classroom and snack, which is provided by the duty parent, the children and Educators tidy up the classroom. Small/large group circle follow and the children finish their morning either outside in our play yard or in the main hall of the Glebe Community Centre (weather dependent)

The toddler program incorporates a large group circle in which the children participate in singing, dancing, stories and directed learning activities. During the winter months, the toddler children will also enjoy a half hour of gross motor exercise in the Glebe Community Centre main hall.

The preschool program incorporates a large group story/music circle as well as a small group time which consists of eight children and one Educator focusing on numeracy, science, social, and language and literacy activities. During the winter months, the preschool children will also enjoy a half hour of gross motor exercise in the Glebe Community Centre main hall. On occasion the preschool class will take short walks around the community. Parents will be notified prior to the day of the walk. The children hold onto a rope with individual handles and all three teachers and duty parent/caregiver supervise the walk.

Each child will have an individual cubby outside of the classroom, labelled with their name and a picture of themselves. Upon drop-off all bags, coats, and toys from home etc. are left there. The child's cup for the day is put on the cup tray located directly inside the door of the classroom.

In order to ensure the safety of our children, we ask that the parent or caregiver responsible for picking up your child(ren) from the school sign the child out in writing with the teacher.

## **CLASSROOM ENVIRONMENT**

We meet our goals in the classroom by providing carefully planned learning centres that give the children a wide range of learning experiences and materials. These learning centres allow the children to choose their own activities and to work and play independently or in small groups at their own pace and ability level.

### **BLOCK AREA:**

- To encourage creativity by taking apart, filling and emptying, sorting and stacking, assembling and building various constructions.
- To promote language, math, fine motor, and coordination skills.

### **DRAMATIC PLAY:**

- To encourage role-playing.
- To build self-confidence and self-esteem.
- To provide practice in dressing and undressing skills.
- To develop language and expressive skills.
- To encourage dramatic play, social interaction and self-expression.
- To stimulate language and discourse skills.

### **ART AREA:**

- To encourage individual expression and creativity.
- To offer opportunities to explore a variety of media in a variety of ways.
- To develop a sense of personal accomplishment.
- To enhance fine motor and visual perception skills.

### **SENSORY TABLES:**

- To provide tactile-sensory stimulation.
- To help children use their senses for investigation.
- To develop problem solving skills.
- To promote verbal expression, socialization, and emotional relaxation.

### **SCIENCE & DISCOVERY AREA:**

- To stimulate cognitive development by encouraging children to reason, analyze, explore and classify.
- To develop assimilation and accommodation of the world around them.
- To enhance problem solving, classification, and discrimination skills.
- For the teacher to work with individual children or small groups to reinforce specific concepts.
- For children to work independently with materials that will enhance cognitive skills.

### **BOOK AREA:**

- To promote language and reading readiness skills.
- To develop an appreciation for literature.

### **COGNITIVE:**

- To develop eye-hand coordination and visual perception skills.
- To enhance problem solving and classification skills.
- To develop pre-reading and pre-math skills.
- To develop social skills as children take turns, share and help each other.

## ~ THE STAFF ~

Director/Head Teacher (RECE)  
Two Registered Early Childhood Educators

Additionally, there is always a volunteer parent or caregiver on duty for each class.

### Educators responsibilities

- Cultivate caring relationships among and between children, adults and the world around them.
- Nurture the child's healthy development and support their growing sense of self.
- Provide environments and experiences to engage children in meaningful exploration.
- Foster communication and expression in all forms.
- Provide documentation to help parents and the child understand how they are learning.
- Create an environment that welcomes families into the space and encourages their participation in the program

## **DAILY ROUTINE**

### **Preschool**

- 8:30 - 9:15 A.M. Outdoor Play
- 9:15 - 9:30 A.M. Coat room
- 9:30 - 11:00 A.M. Free play, snack and tidy up (rolling snack served between 9:45 - 10:15)
- 11:00 - 11:20 A.M. Small group circle
- 11:20 - 11:30 A.M. Large group gathering (stories/songs)

### **Preschool - inclement weather**

- 8:30 - 10:35 A.M. Free play, snack and tidy up (rolling snack served between 9:45 - 10:15)
- 10:35 - 11:00 A.M. Small group circle
- 11:00 - 11:30 A.M. Gross motor time in the main hall

### **Toddler**

- 8:30 - 9:15 A.M. Outdoor play
- 9:15 - 9:30 A.M. Coat room
- 9:30 - 10:40 A.M. Free play, snack and tidy up (rolling snack served between 9:40 - 10:00)
- 10:40 - 11:00 A.M. Large group circle
- 11:00 - 11:30 A.M. Gross motor time in the main hall

## Toddler - inclement weather

- 8:30 - 10:40 A.M. Free play, snack and tidy up (rolling snack served between 9:40 - 10:00)  
\*\*at 10:10 additional materials will be added to the playroom to extend play\*\*
- 10:40 - 11:00 A.M. Large group circle
- 11:00 - 11:30 A.M. Gross motor time in the main hall

## FIRST DAY OF SCHOOL

### WHAT TO BRING:

- ❖ **Shoes:** Children must bring shoes or slippers to school, especially on rainy days and in the winter.
- ❖ **Beverage cup/water bottle:** Every child is required to bring a cup or water bottle to school daily. Cups should be placed on the trays upon arrival and will be put in backpacks to be returned home for washing.
- ❖ **Change of clothes:** For those messy days, or in case of spills or toilet accidents. A basket will be provided for your child's clothes so that they may remain at the school inside the washroom.
- ❖ **Backpacks or bags:** To carry items to and from school, such as cups, artwork, etc., please choose a backpack that is appropriate for your child to carry him/herself.
- ❖ **Diapers and wipes:** In the case of children who are not toilet trained. These are kept in your child's basket in the washroom. Educators will let you know when we need these items replenished by leaving a note in your child's cubbie.
- ❖ **Photographs:** Two photos of your child; one for the birthday board, and the second for your child's coat hook. A family photo for our family board. 4 x 6 or smaller is a great size.
- ❖ **Security toys or objects:** Your child may wish to bring a special toy or object that he/she uses in times of stress. Please refrain from bringing other toys to avoid sharing difficulties or misplaced toys.
- ❖ **Record of immunization:** Please provide one photocopy.
- ❖ **Any outstanding forms:** Including police record check forms, offence declaration form for all individuals doing duty days, and photo consent forms.

It is very important that you **LABEL ALL ITEMS** that are brought to school with your child's name (See Mabel's Labels below). This will help everyone locate and properly put away items that belong to your child (cups, shoes, etc.).

### **Mabel's Labels**

The preschool is registered with Mabel's Labels ([https://mabelslabels.ca/en\\_CA/](https://mabelslabels.ca/en_CA/)) as a fundraiser for the school. Parents can select "Glebe Cooperative Nursery School" under "Support a Fundraiser."

### **THINGS TO NOTE:**

- **Separation anxiety:** This can be a difficult issue for both children and parents. You are welcome to stay in the classroom or close at hand for the first day while your child adjusts to functioning independently. The teachers are experienced professionals and will work with you and your child to settle into the school during this transition period. You will be expected to leave at some point.
- **Promptness at Pick-up:** Promptness at pick-up time of the children is important. Program hours are 8:30 a.m. to 11:30 a.m. Staff are not responsible for children outside of program hours.
- **Approved Pick-up:** The school maintains a list of family members, friends and caregivers who are authorized to pick up your child. Verbal and written authorization must be given to staff if the child is to be picked up by persons other than those pre-approved. Each child must be signed out with an Educator.
- **Birthdays:** Elaborate parties are discouraged, but special treats can be brought in for a snack by their parents.
- **Special Celebrations:** The staff makes an effort to teach the children about the many holidays and special days that are practised by people around the world. If your family practises a particular holiday that you would like celebrated in the class, please talk with the teachers.

### **DUTY DAYS**

Each family is required to perform a "duty day" once every 4-6 weeks, depending on the program. The "duty person" (parent or caregiver) must provide and serve a nutritious snack to the class and generally assist the teachers for the duration of the entire class. If possible, it makes your job easier if the snack items are pre-cut and ready for serving.

- **It is the responsibility of the parent/guardian to ensure that only those listed as a duty day person perform this task. Each duty day person must have successfully completed a criminal reference check and presented the papers to the Registrar.**
- No siblings or other children may accompany the duty person on his/her duty day. Exceptions may be made for nursing infants or non-mobile infants in carriers or infant seats. Please notify one of the teachers should you need to bring your infant on your day.
- The Duty Roster is put together by the Class Representative Parent, and will be distributed through email
- If you consistently can only do duty days on a particular day of the week, please inform the Class Representative prior to the Orientation Meeting. They shall do their best to help accommodate you, however, not all requests for certain duty days can always be met.
- Duty persons are responsible for making arrangements to find replacements should they be unable to meet their commitments. If you need to change a duty day, you can contact all the parents in your class by emailing [toddler@glebepreschool.com](mailto:toddler@glebepreschool.com) or [preschool@glebepreschool.com](mailto:preschool@glebepreschool.com) to ask if someone is available to switch days with you.

- Please turn off your cell phone – unless you are “on call” or expecting an emergency phone call.

### **DUTY PERSON CHECKLIST:**

During our morning play time in the classroom we have offer a “rolling snack” time. A designated snack table is available to the children at the times listed below and they are invited to have snacks when they are hungry.

Toddler: Between 9:40 am and 10:00 am

Preschool: Between 9:45 am - 10:15 am

- ❖ Upon your arrival ensure you have everything you need for snack time: napkins, food, ensure all water bottles are filled with water.
- ❖ Disinfect the snack table with disinfectant spray and cloth.
- ❖ When a child comes to the table, place a napkin in front of them and 1 or 2 pieces of the snack as this eliminates waste and enables the children to learn how to politely ask for more.
- ❖ Write down the snack that you brought on the appropriate “Snack Menu” sheet above the sink.
- ❖ After the designated snack time, all cups need to go back into the children’s backpacks in their cubbies. Cubbies are labelled in alphabetical order by the children’s first names. The teachers will let you know which water bottles need to go in the “lunch club bin”.
- ❖ Disinfect the snack table with disinfectant spray and cloth.
- ❖ Sweep the floor.

We ask that you accompany the children and teachers upstairs or outside. We need you to help dress the children if we are going outside and help taking the children up the stairs if we are going upstairs to the main hall.

### **SNACK SUGGESTIONS**

Please be advised that the Glebe Co-operative Nursery School is a peanut and nut-free environment. It is imperative that all snacks are nut free; this includes nut oils, and food that may have come into contact with nut products (i.e. made peanut butter sandwiches on the same cutting board that snack was prepared on). Although this may seem overly stringent we may have children with LIFE THREATENING allergies. Parents will be advised of any additional allergies in the class.

### **FRUITS & VEGETABLES:**

- Fresh fruit cut into appropriate sizes (e.g. melon, berries, apples, grapes)
- Dried fruits (e.g. raisins, prunes, apricots)
- Fresh vegetables cut into appropriate sizes (e.g. cucumber, red pepper strips, carrots, tomatoes, cauliflower, snap peas); these could be served with a mild dip in little cups.
- Guacamole

### **PROTEIN:**

- Hummus
- Mild cheese or cream cheese
- Yogurt in small cups
- Hard boiled eggs
- Turkey or chicken slices

### **WHOLE GRAINS:**

- Bread or crackers (e.g. mini bagels, sandwiches or pitas, tortillas)

- Baked goods (e.g. muffins, banana bread, zucchini bread with little to no added sugar)

#### **BEVERAGES:**

- Water will be provided

For more information on healthy snack ideas you can visit Canada's Food Guide:

<https://food-guide.canada.ca/en/>

The teachers thank you in advance for all your help and support on duty days. Your contributions are appreciated!

#### **SANDBOX PARENT PORTAL**

GCNS now uses **Sandbox Software** to help manage the registration and daily activities of the school. Sandbox Software has a **Parent Portal** that enables parents/guardians to manage information for their family as well keep up with regular updates and pictures of their children.

Prior to the start of the new school year, we will be sending you a link to set up your account on the Parent Portal. Please follow the instructions below to create your account using the link that was emailed to you:

1. Your email address is automatically set as the email address that you have given to us. This is used to uniquely identify you and cannot be changed.
2. Create a password. Your password must be at least 6 characters long.
3. Confirm your password.
4. Click Create Account to create your account.

Once you have created your account, you will be logged in immediately. In the future, you will need to login to your account directly from the Parent Portal website, **parentportal.runsandbox.com**.

#### **Parent Portal Instructions**

1) Click on the icons to navigate from one section to another.

2) When you are finished using the Parent Portal, make sure to click the Log Out button to prevent anyone else from accessing your account, especially if you are not using your personal mobile phone, tablet, laptop, or desktop computer.

#### **News**

When you login to the Parent Portal you will be brought to the **Newsfeed** section. The Newsfeed is where you will see information that is shared by the Director and teachers such as, messages, monthly newsletter, pictures, and/or announcements.

#### **Messages**

The **Messages** section enables you to communicate with the teachers privately. Currently you are not able to select a specific teacher to message, so the messages will be viewed by any of the authorized staff.

#### **Child Info**

In the **Child Info** section, you can view information for your child. You can add or edit information about your child by clicking on the Edit button (pencil) on the far right.

- You can only edit information if the pencil icon is present.
- You can add a picture of the child by clicking on the Upload button.

- You can change pictures for the child by clicking on the existing picture.
- The attachments section enables you to upload documentation.
- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.

### Calendar

The **Calendar** section shows you the days that your child is scheduled to attend. Use the arrows at the top of the calendar (left and right) to navigate between months. You can also add vacation days to inform the teachers when your child will be away.

### Contacts

In the **Contacts** section, you can view information for the guardians, emergency contacts, and the family doctor on your account. You can add new guardians/contacts by clicking the Add Guardian or Add Contact button. You can edit this information by clicking on the Edit button (pencil) on the far right.

## **THE BACKBONE OF THE GCNS: YOU!!**

It is important to remember that the GCNS was founded upon, and functions as a result of an underlying cooperative spirit. The more enthusiasm brought to the school, the greater the benefit for our children. We hope that the GCNS will meet your child's developmental needs and also provide a rewarding place for parents and guardians to work together as a community.

To this end, we ask that each member of the Co-operative contributes to the success of the school by supporting the school in whatever capacity best suits your individual talents. There is a volunteer position for every Member of the Co-operative. The volunteer positions and tasks serve to support the teachers in the day-to-day running of the school program or the work of the GCNS Board of Directors. Members must sign up for one volunteer position. It is the responsibility of each member to find a replacement if they are unable to fulfil their volunteer role.

In order for our co-operative to function as it does, we also require all families to also participate in all of our fundraising events including: Frankendance, Mrs. Tiggy Winkles Shopping Night, and Spring Fling. Participation can be in the form of volunteer shifts on the day of the event, donations, and/or contributing to bake sales.

### A. BOARD OF DIRECTORS

The GCNS Board of Directors works together, in close co-operation with the school's teachers, to ensure the current and future success of the organization. The members of the Board of Directors are responsible for the operational, financial and personnel policies of the school. This year the board consists of the Co-Presidents, Vice-President, Registrar, Secretary, Treasurer, and Fundraiser.

There are three main fundraising events this year, each of which has its own committee. The purpose of these committees are for fundraising and for members to interact on a personal level. These events have a fundraising component and the revenues go directly towards running our nursery school.

### B. BOARD LIAISONS

There are a number of parent volunteers who fill these roles and support the operation of the school, these positions include: Accounts Payable, Assistant Registrar, Communications, IT/Web Support, Programming and our Class Reps.

### C. COMMUNICATION

- Monthly Newsletter: Each month, all members will receive a monthly newsletter via Sandbox from the Communications Liaison. The newsletter contains a message from the Board of Directors, a message from the teachers and a calendar of events for the coming month. Please take time to read this newsletter.
- Notice Boards: The notice board above the cubbies in the hall will have information about upcoming events.
- E-mails: Many messages to the membership will also be distributed via electronically. Please be sure to let us know if your email address changes during the school year.
- Board Meetings and General Meetings: The members of the GCNS are required to attend two general meetings each year, specifically the Orientation Meeting in August and Annual Members Meeting (AMM) in May. These meetings are an opportunity for members to vote on and discuss issues pertaining to the operations of the co-operative and to raise any questions they might have. Members are also welcome to attend any of the monthly Board of Directors meetings. Please email the President of the Board at [president@glebepreschool.com](mailto:president@glebepreschool.com) for dates and times of Board Meetings.
- Pick-Up: The staff of the GCNS are here to help and respond to you. Please feel free to converse with teachers upon pick-up about how your child is functioning in the school environment and to raise any concerns you may have with them.
- Suggestions: Suggestions can be made directly to staff and board members, either in person or through the contact information provided in the contact handout.
- Individual Meetings: Parent teacher meetings are offered in the fall and spring. This will be a chance for you to chat with our three Educators about your child and how they are doing in the classroom. How they are adjusting to school, any concerns you have and how you can continue their learning and play at home. The Educators are always happy to sit down with you to discuss your child's preschool experience. Outside of the scheduled fall and spring meetings, feel free to ask for a meeting with the teachers.

Please make use of these feedback mechanisms – we want to hear from you!

### D. GCNS SPECIAL EVENTS

As mentioned, there are three major fundraising events throughout the course of the school year. These get-togethers are designed with three purposes in mind:

1. They are a chance for families to meet and be social.
2. Each of our events often has some community component that allows interaction between the school and the community-at-large.
3. The goal of these events is to raise money for the GCNS.

Although we certainly depend on the fundraising efforts of our members to provide quality programming, we recognize that not all families feel comfortable being asked to solicit funds from friends, family or neighbours. To this end, we ask that members contribute in whatever way they are

able to make our events a success. We ask and encourage all members to participate in and attend our events, as they are designed primarily to build our school community.

### ~ FREQUENTLY ASKED QUESTIONS ~

#### **I am not yet certain whether my child will be ready for nursery school in September. What should I do?**

It is best to keep your child's options open. We recommend that families submit applications for their children in order to ensure a place among our registered students or waiting list. If by the end of June, you feel your child is not yet ready to join the school, we simply ask that you inform the Registrar at [registrar@glebepreschool.com](mailto:registrar@glebepreschool.com) before July 1st indicating that you have decided to withdraw from the program (otherwise the first two months' fees will be forfeited). You can also try the school for the first few weeks and withdraw if it seems your child is not ready. The children usually surprise their parents by adapting quickly to being on their own!

#### **As a member of a Co-operative how much work am I expected to do?**

Having your child in a co-operative preschool gives you a unique opportunity to be involved in their early education and to enjoy the experience with them. As a member parent, you, your spouse/partner or caregiver are required to perform a "duty day" once every 4-6 weeks, depending on the program. The duty person must provide and serve a nutritious snack to the class and generally assist the teachers for that day. This is a special experience for the children, who look forward to having their loved ones join them at school. We ask that each member of the GCNS contribute to the success of the school by supporting the school in whatever capacity best suits your individual talents and time allowances. There is a volunteer position for every member of the GCNS, ranging from Board positions to once-a-year tasks. Parents are also asked to volunteer for our fundraising events, attend our social events, and attend our Orientation Meeting and Annual Members Meeting.

#### **How does the lottery work?**

The lottery was established as a means to deal impartially with strong demand for the 39 spots at our school. If there are more families wanting spots than there are spots available, all families submitting registration packages received before the end of the Registration Period will be entered in the lottery. Board members will meet to draw the names from a box. The lottery occurs in three tiers: Current Members, then Returning Members, then New Member applicants. After the spots in the class are filled, the lottery continues until all families are either awarded a spot in the school or a number on the waiting list.

#### **I do not currently have a child enrolled at the school, but have been a Member in the past. When do I apply and does my child's application get priority?**

You are considered a Returning Member and would apply along with Current and New applicants during the month of March. As a Returning Member you will receive second tier priority in the lottery for any open spaces in the programs. We ask you to indicate on the registration form that you are a past GCNS member.

#### **If my child receives a number on the waiting list what are the chances they will get a spot by September?**

While there are no guarantees, and things change from year to year, like most major cities, Ottawa maintains a transient segment of the population with professionals being transferred frequently.

**What happens if I must withdraw from the school?**

It is not unusual for a family to change plans mid-course. Should you need to withdraw from the school, simply inform the Registrar at [registrar@glebepreschool.com](mailto:registrar@glebepreschool.com) as soon as you know that you will be leaving. You will be subject to the terms and conditions of the Withdrawal Policy.