



## Registration Package 2019-2020

**Application Closing Date: Monday, March 25, 2019**

Glebe Community Centre  
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Ottawa, ON  
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## ~ WELCOME ~

Welcome to the Glebe Co-operative Nursery School (GCNS). The primary purpose of this **Registration Package** is to provide you with the necessary information and documentation required to register your child in the school. The kit also offers a brief introduction into the history and philosophy of the co-operative. Before classes start, members will receive an **Orientation Handbook** detailing information about responsibilities as a member of the co-operative, duty day tasks, what to bring to school for your children, etc. 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 family, the 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 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.**

-We encourage parents to offer snacks based on Canada's Food Guide.

-We provide a list of healthy snack suggestions in the Orientation booklet.

-Snacks are posted in the classroom for parents to view.

-We encourage 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 and 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

-Children are allowed the opportunity to take risks, experience success at challenges, develop a sense of self, and develop self-help skills that will enhance their sense of well being.

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

-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 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.

-We want duty parents to feel comfortable in the room and encourage them to spend time with the children, read to the children, and 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, 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 the 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.
- We 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.

**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, and 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 and 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.
- The Preschool class plays outside at 11:00 throughout the year, weather permitting. The Toddler class plays outside at this time in the fall and spring.
- We have use of the main hall for gross motor activities. This includes the use of ride-on cars, balls, hoops, slides, climbing equipment and a large space to safely run around.
- Quiet times or less active times may include story time, circle time, and snack time.

**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. They are also encouraged to come into the class as a special guest. We are open to any suggestions regarding the programming and classroom set-up. Parents are encouraged to read the **Registration Package** and the **Orientation Handbook** to see how they can positively contribute to the quality of the school.

-We are a cooperative nursery school. Parents are an important part of the Nursery School. The Educators work with the parents to provide a quality program.

-A monthly newsletter is emailed to the parents

-We bridge the gap between home and school by sending home written notes that provide information on their child's time spent at school. We also post documentation around the classroom of how the children are learning that the parents can view.

**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 Chair is responsible for coordinating special guests with input from the Educators and Director.

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

-Information regarding workshops is passed on to Educators.

-There is a budget for professional development in Educators' 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 survey is drawn up by the Board, presented to the parents, completed anonymously, and reviewed by the Board members. The questions on this document will include those on programming, room set-up, staff evaluations, and communication, and allows for suggestions for improvement.

## **PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES**

(revised September 27, 2017)

### **Purpose**

The purpose of this policy is to provide a transparent process for parents, the child care licensee and Educators to use when parents/guardians bring forward issues and concerns.

### **Definitions**

*Licensee: The Glebe Cooperative Nursery School (GCNS)*

*Educators: Staff members working with the children and employed by GCNS.*

*Parent Liaison: One parent member from both the Preschool and Toddler class who represents the parents' interests and is a go-between for Educators and the GCNS Board of Directors.*

*Board of Directors: Elected parent members who run the GCNS based on a cooperative model*

### **Policy**

The GCNS is a cooperative nursery school. This means that parents/guardians and Educators work together to provide the best possible program. Parents are involved in the Board of Directors and are welcomed into the classroom on a regular basis as duty parents.

Parents/guardians are encouraged to take an active role in our Nursery School and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, GCNS and Educators and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our Educators are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by the Educators, Parent Liaisons and the Board of Directors of GCNS and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties as quickly as possible.

All issues and concerns may be brought forward verbally or in writing.

Responses and outcomes will be provided verbally or in writing upon request. The level of detail provided to the parent will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents within 1-3 days. The person who raised the issue or concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

### **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for

legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

### **Conduct**

Our Centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, Educator or volunteer feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation using the four step process below.

### **Concerns about the Suspected Abuse or Neglect of a child**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent/guardian will be advised to contact the Ottawa Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*. For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

The following is a list of issues that may be brought forward by the Parents:

- concerns regarding their child's behavior
- concerns regarding their child's adaptation to the program
- concerns regarding the conduct of an Educator
- concerns regarding the conduct of another parent in the class
- concerns regarding the operation of the program
- concerns regarding the safety of the children
- concerns regarding the development of their child
- concerns regarding the confidentiality of personal information
- any concerns at all that the parent feels a need to discuss or is uncomfortable with.

**All issues or concerns about the conduct of Educators, duty parents, or volunteers etc. that puts a child's health, safety and well-being at risk should be reported to the Director as soon as a parent/guardian become aware of the situation.**

### **Step 1**

Parents/guardians are encouraged to discuss any of the above concerns with the Educators. There is time at the end of the day. Should the parent/guardian require more time, a meeting can be set up that will work for both parties. This meeting could be in person or over the telephone. Parents/guardians may also wish to discuss any concerns with the Educators on their duty day.

### **Step 2**

If the Parent/guardian does not feel comfortable meeting with the Educators or is not satisfied with the outcome of the meeting, they may move on to this step. Each class has a designated Parent Liaison. At the beginning of the year, parents/guardians are made aware of this position and the name of the person who will perform that role for the school year. If parents/guardians have any concerns regarding any of the above about their child or the program, they may discuss them with the Parent Liaison. It will be up to the Parent/guardians and Parent Liaison to set up a meeting. It will be the decision of the Parent if they wish the Educators to be present. The Parent Liaison may then bring the parents' concerns to the attention of the Educators or to the Board of Directors.

### **Step 3**

If a parent does not feel comfortable discussing their concerns with the Educators or Parent Liaison or is unsatisfied with the outcome of any such meetings, then they may go to the Board of Directors. Parents are provided with contact information of the Board. It will be the decision of these two parties as to where and when they will meet. They can decide if they wish to have the Educators or Parent Liaison present. Issues and concerns could be addressed at the time they are raised. Documentation could include: details of the concern, date and time the concern is received, steps taken to resolve the concern, and the resolution or outcome.

### **Step 4**

If the parent believes that their concerns have not been addressed by the Educators, Parent Liaison or a Board of Directors member, they may contact the Ministry of Education. The Ministry of Education, Licensed Child Care Help Desk can be reached at 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca).

Issues or concerns related to compliance with requirements set out in the *Childcare and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. Ottawa Public Health, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, etc.) where appropriate.

The Board holds monthly meetings. Parents are welcome to attend. Parents are also required to attend two general meetings each year: the Orientation Meeting and the Annual General Meeting. These meetings are an opportunity for Parents to vote on and discuss issues pertaining to the operations of the cooperative and to raise any questions they might have.

**The Glebe Cooperative Nursery School has a policy regarding the management of Emergencies. In the event that we should have to evacuate the building, our safe location is Mutchmor Public School which is located at 185 Fifth Avenue. Parents will be notified by a telephone call that their child is at this location.**

## ~ 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 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. We have a lovely play structure in our fenced yard where the children play daily. 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
Toddler	Tues & Thurs	8:30-11:30am	1.5-2.5 years	15
Preschool	Mon/Wed/Fri	8:30-11:30am	2.5-4.5 years	24

**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 teachers, 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.

**~ GNAG LUNCH PROGRAM ~**

The program is offered by the Glebe Neighbourhood Activities Group at the Glebe Community Centre from 11:30-1:00 if there are sufficient children enrolled. Please visit their website or talk to their staff to enroll. Please note that the lunchtime program follows Community Centre programming schedules and not those of the Nursery School or the Ottawa-Carleton District School Board or Ottawa Catholic School Board.

**~ 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, drama and dress-up, cognitive toys, blocks and construction, a sensory table and art.

The morning begins in our outdoor play yard, weather permitting, or inside with a small group activity. Following a period of free play the children tidy up and have a snack and water provided by the duty parent. Parents are asked to provide nutritious, nut-free snacks. Each daily program incorporates a group circle time during which the children participate in singing, dancing and directed learning activities. The children also enjoy a half hour of gross motor exercise either in our well-equipped outdoor playground or in the Glebe Community Centre main hall.

**~ THE STAFF ~**

There are three Registered Early Childhood Educators. Additionally, there is always a parent or caregiver on duty for each class.

**~ GCNS FUNDRAISERS~**

**Frankendance:**

A Halloween Festival for little ones, this themed fundraiser takes place the weekend before Halloween. The Nursery School kids are invited to come dressed in their costumes. There is a bake sale which is provided by the Nursery school families. There is also face painting, crafts and games. The event is open to the public and all GCNS families are encouraged to invite friends and families. It is a great family Halloween party.

**Tiggy Winkles:**

A Fundraiser held at a local kids toy store - Mrs. Tiggy Winkles in late November. This social event involves drinks, food, a silent auction, door prizes and 20% off your purchase. The event is held once the store closes

and with a ticket you can shop until you drop. This is a great adult event where we continue to support our school and foster community. It's also a fantastic chance to bid on items from the Glebe Business Community.

### **Spring Fling:**

An awesome street party for the families of the GCNS and the community. This morning spring time celebration features games, entertainment and crafts. There is also a Bake Sale and a BBQ. The event is a great way to finish out the year and welcome new families. The usually good weather helps keep our kids playing all morning and adults chatting.

\*All proceeds from our fundraisers help support our school programming and enhance the experience for our toddlers and preschoolers.

### **~ 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 to 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 to be under the minimum age. 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.

### **Online Registration Form:**

GCNS is using an online application Sandbox Software to perform online registration. The online registration form is available at <https://register.runsandbox.com?form=59327811-3233-45bd-abao-e4e0e2addc9a> Once you are accepted to GCNS, each family will receive an invite to sign up for the Parent Portal. Sandbox Software allows parents to use the Parent Portal to receive school newsletters, updates about different events, fundraisers and class activities. The portal will also allow parents to update their contact information and provide additional documents as needed throughout the year.

### **Registration Fee:**

A **non-refundable** Registration/Membership fee (one per family) of **\$30.00** is due. The cheque or e-transfer for the registration fee is only required once a family has been accepted into the school. This fee is used to pay for orientation and registration materials.

### **Tuition Payments:**

Fees are paid two months in advance. There are two options for paying tuition and registration fees.

### **Cheques:**

Ten post-dated cheques from July 1st to April 1st inclusive along with a cheque for Registration/Membership fee can be submitted. Alternatively, you have the option of providing two cheques for five months fees each, dated July 1st and January 1st along with a cheque for Registration/Membership fee. 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 cheques for each child. This simplifies bookkeeping for the Treasurer.

### **E-transfers:**

Tuition payments can also be made via electronic transfer through online banking. If you plan on using the e-transfer option, then please be advised that you will have to provide two payments for five months fees each, dated July 1st and January 1st. All e-transfers should be directed to [treasurer@glebepreschool.com](mailto:treasurer@glebepreschool.com). **Please be sure to include your child's name and the class that they are in on the message section of the electronic transfer.** If you have more than one child attending, please do separate e-transfers for each child. This simplifies bookkeeping for the Treasurer.

### **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 to three weeks.

### **Policy for 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. The Vulnerable Sector Check can be requested online: <https://www.ottawapolice.ca/en/about-us/Level-3---Vulnerable-Sector-Check.aspx>. Alternatively, a letter is attached in the registration form, 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 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 form in the last 12 months, there is not a requirement to submit another Police Check for the Vulnerable Sector, as they are now valid for five years. You will only be required to fill out the Offence Declaration, as part of the online registration form.

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.

It is the duty of the Registrar to collect the Vulnerable Sector Checks. Confidentiality will be maintained at all times. Should a question arise from a Vulnerable Sector Check, the 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 not be allowed to toilet children and will never be left alone with any children.
- ❖ This person will declare that they do not have any previous offences under the Criminal Code (see above).

In the years that the staff does not have to submit a new Vulnerable Sector Check, they must sign a declaration of offence. All parents returning to the Glebe Co-operative Nursery School for consecutive years will also be required to sign an offence declaration. 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 that is on the online application. 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 for offences under the Criminal Code of Canada if any, during the period specified in the declaration.

#### **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 the 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. There will be no refunds for withdrawals from April 1st to the end of the school year.

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

## **POLICY FOR THE SUPERVISION OF DUTY DAY VOLUNTEERS AND STUDENT ECEs**

### **Duty Day Volunteer (Parents, Grandparents, Caregivers)**

- must read and sign the prohibitive practices policy
- must read and sign the permission forms regarding the persons allowed to toilet their child
- require a Vulnerable Sector Check or a signed Offence Declaration if a VSC is still valid.

#### **Expectations:**

- the parents will abide by the prohibitive practices policy
- the parents will remain in the room and with the class while they are on duty
- the parent may toilet a child if that child's parent has given permission for duty parents to do so.

**Parents are covered under our insurance policy, Section 11.**

### **Student ECEs**

- must read and sign the prohibitive practices policy
- must read and sign the anaphylaxis policy if there is a child in the class with such an allergy
- are never left alone with a child or children
- are supervised at all times by a staff member
- require a Vulnerable Sector Check.

#### **Expectations:**

- they will abide by the prohibitive practices policy
- they will not place themselves in a situation where they are left alone with children
- they will be advised who their supervisor is but they must recognize that another staff may step in if such a situation warrants
- they will not be left alone in the bathroom with children. They will do the hand washing routine but a staff member must be available for those children who need toileting.

### **Role and Responsibilities of Director and Supervising Staff**

- make sure that all prohibitive practices and anaphylaxis forms are signed and dated. These must be reviewed annually
- be familiar with who has completed a Vulnerable Sector Check and who is allowed to perform duty days
- never leave students alone with children
- do not count students or parents as ratio
- review this policy annually with employees
- review the parents' role at the orientation meeting
- ensure that no child is supervised by a person under the age of 18 years.

If a person has contravened the prohibitive practices policy:

- this person is spoken to by the staff
- the Board of Directors will be notified and will determine if further action needs to be taken.

## **~ 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 6-8 weeks, depending on the program. The "duty person" must provide and serve a 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 Co-operative 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 Co-operative, ranging from Board positions to once-a-year tasks. Parents are also be asked to volunteer for our fundraising events, attend our social events, and attend our Annual General 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 (enclosed) that you signed.

### **Do I have to pay the \$30 Registration Fee for my child to be on a wait list?**

No. The \$30 Registration Fee will be invoiced after a program space has been offered and accepted. This fee is used to pay for orientation and registration materials.