



## 2011 – 2012 - Information Package

### Tender Years Co-operative School

3120 Glen Erin Drive, U. 14 & 15, Mississauga, Ontario, L5L 1R6

Phone: 905-828-1104 Fax: 905-828-9140

E-mail – tenderyears@bellnet.ca

**Welcome to Tender Years Co-operative School!** Over the past twenty-nine years, through the consistent hard work of our parents and staff, we have earned an excellent reputation for delivering quality education. Our qualified RECE teachers are responsible for the development of the programs and the teaching of our children. Tender Years is an inclusive setting, which also has well-established relationships with community agencies, i.e. Community Living Mississauga & Erin Oak. If your child has been identified with some developmental delays or you have concerns about your child's development, it is mandatory that you speak to the Program Supervisor or Administrator, prior to registration.

Tender Years is a co-operative school. It is therefore of the utmost importance that you fulfil all your responsibilities as a member of the school. We do realize, however, that not all members are able to participate actively. We therefore have a choice of two memberships. **Active members** must attend our **four** General Meetings and commit to participating on a team or committee and may be asked to participate in one Bingo throughout the year. **Non-Active members** are encouraged to attend General Meetings but attendance is not mandatory, and they are not required to participate on a team.

#### PROGRAM TIMES AND FEES

##### Non Refundable Registration Fee

**\$50.00 per family**

	<u>Active</u> Monthly Fee	<u>Non-Active</u> Monthly Fee (\$100 add/mo)
<b>*NURSERY PROGRAMS</b>		
2 mornings (Tues. & Thurs. 9:00am-11:15am)	\$150.00	\$250.00
3 mornings (Mon. Wed. Fri. 9:00am –11:15am)	\$220.00	\$320.00
5 mornings (every morning - 9:00am –11:15am)	\$355.00	\$455.00
2 afternoons (Tues & Thurs. 1:00 – 3:15 pm)	\$150.00	\$250.00
3 afternoons (Mon. Wed. Fri. 1:00pm – 3:15pm)	\$220.00	\$320.00
5 afternoons (every afternoon 1:00pm - 3:15pm)	\$355.00	\$455.00

##### **\*KINDERGARTEN PROGRAMS (child must be 4 yrs. of age by Dec. 31<sup>st</sup>, 2011 to be eligible)**

2 mornings (Tues. & Thurs. 9:00-11:30am)	\$160.00	\$260.00
3 mornings (Mon. Wed. Fri. 9:00am-11:30am)	\$230.00	\$330.00
5 mornings (every morning 9:00am-11:30am)	\$365.00	\$465.00
2 afternoons (Tues. & Thurs. 1:00pm -3:30pm)	\$160.00	\$260.00
3 afternoons (Mon. Wed. Fri. 1:00pm-3:30pm)	\$230.00	\$330.00
5 afternoons (every afternoon 1:00pm-3:30pm)	\$365.00	\$465.00

\*Programs and times could be redesigned based upon numbers of enrolment. You will be notified in advance if a change in a particular program becomes necessary.

##### **(SNACK FEES/year)**

2 days	\$ 60.00
3 days	\$ 75.00
5 days	\$ 120.00

##### **PREPAID DANCE TICKETS**

Both Active and Non-Active Members **are required to purchase** a pair of Dinner/Dance/Silent Auction tickets at the price of **\$130.00 a pair**. This is in place of a mandatory fundraising fee.

Returning children **MUST** complete a new set of registration forms. **This is a ministry requirement.** ALL forms must be completed before your child can be accepted. If your child is new to Tender Years, copies of both sides of the child's **Immunization Record must accompany the registration forms** at the time of registration. This is a requirement by Peel Health Immunization Services and failure to do so may result in the exclusion of a child from our programs. Please update the school administrator of any new immunizations.

**Payments due at time of Registration are as follows:**

- ◆ Non refundable registration fee (**\$50**) **dated at the time of registration**
- ◆ Annual snack fee **dated at the time of registration**
- ◆ First month's fee (September 2011) **dated at the time of registration**
- ◆ Last month's fee (June 2012) dated September 1<sup>st</sup> 2011
- ◆ Post-dated cheques from October 1<sup>st</sup> 2011 to May 1<sup>st</sup> 2012

**PLUS**

- ◆ One cheque for **\$130.00 dated November 15<sup>th</sup>, 2011** for your Annual Dinner/Dance/Silent Auction tickets. The dance will be held in the spring of 2012.

Please note the **registration fee, snack fee and first month's instalment may be written on one cheque.** Your child's name and program should be written on each cheque. These must be included with the **registration package.** Please make all cheques payable to **Tender Years Co-op School.**

The first month's fee is refundable up to and including August 1<sup>st</sup> 2011. Should you need to withdraw your child from the school, **30 days written notice** is required in order to avoid payment for the following month. June 2012 fees will only be refunded if the school receives written notification on or before February 1<sup>st</sup> 2012. The dance ticket payment is refundable up to and including February 1<sup>st</sup>, 2012.

**Only once all completed registration forms, immunization forms and cheques are received, can a place in the school be guaranteed, subject to availability in an age-appropriate program.**

**\*\*Please note that the school does close for a two-week Christmas break and one week-March break, which coincide with the public and separate school boards. The school is also closed for statutory holidays including Thanksgiving, Family Day, Good Friday, Easter Monday and Victoria Day. As well, the school closes for 4 – 5 Professional Development days during the school year, falling on different program days in order to distribute them fairly between the two-day or three-day programs.**

**Orientation:**

It is **mandatory** that all Active members attend the General Meeting in September. The purpose of this meeting is to review the policies of the school, the Day Nurseries Act and Peel Health policies, review any changes from the previous school year. This meeting also gives parents the opportunity to ask questions and clarify any issues that they may have. We encourage Non-Active members to attend this meeting as well.

All "**Education Cut & Preparation Team members**" are **required** by the Ministry to have a current Criminal Reference check, a T.B. test (within 6 mo., an up-to-date diphtheria/tetanus booster and proof of primary series of Polio and MMR booster or immunity, since you will be in the school on a regular basis.

**Referrals:**

Do you have a friend or neighbour who may be interested in Tender Years? We'd be happy to reach out and offer them a tour of the school. Please complete the following contact information.

**Parent(s) names:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Names and ages of children:**

\_\_\_\_\_

## **School Support Teams & Committees**

Team allocation takes place after you have registered. Every effort is made to place you on a team of one of your three choices. This enables us to have set the schedule by the start of the school program. Please note that time commitment per team is between 4 and 6 hours a month. Certain teams have busier periods. However, the time commitment is approximately the same regardless of the team joined. A description of each team follows:

### **Education Cut & Prep. Team (am – 15 members, pm-15 members)**

Parents **must be available** to help out approximately 2 half days a month on a rotational basis during the program in which your child is registered. Duties may include the cut and preparation of creative projects, science projects, helping at party days, themed-lunch days, cooking days, assisting with snack preparation, occasional shopping and assist the staff with required classroom cleaning at the end of each program. **Due to safety and insurance reasons siblings are not allowed to accompany parents on this team.**

### **Playdough/Laundry/Blue Box/Library Team (4-5 members required)**

Alternate on a bi-weekly basis; make two batches of playdough per week, from school recipe (ingredients will be supplied.) Next two weeks, pick up laundry (i.e. paint shirts, tea towels, J cloths etc) and Blue Box items, from the school on your child's program day (**and occasionally on Friday afternoons**) and return the laundry items clean and folded, and pick up and drop off the library books from the school to Sheridan Library on pre-designated Fridays, which may not be your child's program day, during the school year. (A schedule will be provided for school year)

### **Repair Team (1 member)**

The repair person is responsible for General Maintenance, **monthly** carpet cleaning, handyman type jobs, repairing toys etc. on an as needed basis. Must be able to respond quickly and promptly! **Due to safety and insurance reasons, children are not permitted to accompany parents to the school while doing repairs.**

### **Baking Team/ Toy Washing Team (4-5 members)**

Baking 4 – 6 dozen cupcakes, (mix, icing and decorations supplied), four times a year for in-class parties. Also providing 4 dozen cookies/squares for each of the four General Meetings. The baking team will also be responsible for the setting up and taking down of the refreshment table at the General Meetings. One evening per month, approximately three hours per evening to wash, disinfect and air dry toys **Due to safety and insurance reasons, children are not permitted to accompany parents to the school while washing toys.**

### **Shopping Team (2 members)**

**Bulk Shopping** – purchases of both snack and party items to be purchased on a monthly basis. To be delivered to the school outside of school hours, and put away. Time commitment: approx. 4 hours per month.

**Fresh Shopping** – purchases of fresh snack and party items such as milk, fruits and vegetables on a weekly basis. Purchases must be delivered to the school by 9:00am on Monday morning and put away. Time commitment: approx. 1 hour per week.

### **Special Events Committee (10-members)**

The Special Events team has the responsibility to organize and present four Special Events for our families throughout the school year. Historically, this has been Tender Years' Annual Fall Festival held on a Saturday in late September/early October, a picnic in early June, Graduation (morning & evening) later in June for all the children and possibly a mid-year event. The committee **will meet in the evenings**, prior to each event to outline the tasks to be done for each Special Event. Team members must be available to assist with the tasks on each Special Event day. In addition, members of this team will be called upon to assist the Fundraising Chair with the distribution of campaign products. (Distribution involves approximately one Saturday in December, an evening in February, and a Saturday in May. These dates are subject to change.)

### **Fish Tank Duty (1member)**

The fish tank person is responsible for cleaning the 2 classroom fish tanks every two weeks. (not during classroom hours) All cleaning equipment will be supplied. **Due to safety and insurance reasons, children are not permitted to accompany parents to the school while doing fish tank duty.**

### **Bingo Team (12 to 15 members)**

Many non-profit organizations use Bingo as a main source of fundraising. At Tender Years it is our second single biggest contributor to fundraising, which, in turn, reduces the financial commitment required from parents. The Bingo team member will assist in the sale of bingo cards to the players (Full training will be provided.). The time commitment is approximately 4 to 5 hours per bingo and runs the full year. Normally we start our bingo in September and it runs through to August 30<sup>th</sup>; however you may be called upon to start **your** commitment in **July or August**. Each team member will be required to work between 6 and 7 bingos per year. Tender Years makes a commitment to run one bingo per month which currently occurs on the first Thursday and four additional bingos, one each in September, October, March and April for a total of 16 bingos per year. The Bingo begins in the evening at 5pm and runs to approximately 9:30pm. While we recognize that a 5pm start might be difficult we do have some flexibility and request that you indicate that on your team selection form. We do our best to accommodate scheduling requests of specific months and will inform each member of the bingo team of any changes as they occur.

### **Marketing Committee (3 to 4 members)**

This committee is responsible for the Marketing and Strategic Planning of the school. Its goal is to increase and maintain the awareness of the school within the community. The committee **meets monthly (in the evenings)** for approximately 2 hours. In addition a commitment of approximately two hours per month is required. Committee members are responsible for an annual fee comparison survey, the community age-eligibility survey, distribution of marketing information to local libraries, doctor's offices, arenas, community centres, Rogers Cable T.V., local newspapers on a monthly basis, even during July and August. Assist with planning and staffing of community centre booths in February and possibly summer months. Maintenance of our Website is also the responsibility of this team and other duties assigned as they arise. A marketing or business background would be an asset, but is not required.

### **Dance Committee (18 members)**

The Dance Committee is responsible for the organization and execution of our annual spring fundraising gala. Duties include: **mandatory attendance at monthly preparation meetings**, campaigning for prizes, planning entertainment, games and room decor, attending the prize-sorting day (**the Saturday prior to the dance**), and being in attendance at the dance during both the day for decorating, seating arrangements and prize layout, and in the evening for meet 'n' greet, guest assistance, prize distribution and clean up immediately following the dance.

### **Dance Prize Recruitment Team (2 to 3 people)**

This team's sole responsibility is to recruit prizes for Tender Years' Annual Gala and Silent Auction. Reporting to the Dance Co-Chairs, members of this team will approach past and potential donors for merchandise to be featured during our fund-raising auctions. Incumbents should possess strong verbal and written communication skills, and be comfortable approaching business vendors in-person and conducting "cold calls." An appreciation for shopping and a large network would be an asset. Attendance to monthly Dance Team meetings is not required, but prize recruiters should provide the Dance Co-Chairs with regular monthly updates.

### **Sewing Team (1 member)**

You will be required to do some simple sewing projects, such as dress-up costumes and puppets, for classroom dramatic centres. Sewing machine is a must!

**Each active member is required to sign up for one team or committee per child, who they have enrolled in the school. This is a requirement of the active member in our co-op school. It is imperative to participate on your chosen team, as the smooth operation of the school is dependant upon it. If you have more than one child in the school, we ask that you do not select the same team twice. Due to safety and insurance reasons, children are not permitted to accompany parents to the school while attending evening meetings or performing job related duties.**

## **Board of Directors Job Descriptions**

Brief job descriptions for the Board of Directors are listed below. Please take time to read them and consider whether you would be interested in joining the Board. More detailed descriptions are available from the office. Board members are not required to participate on a team; a Board position satisfies the job requirement for more than one child enrolled. However, some positions do chair a committee. Board members are required to fulfil their board job description and attend monthly board meetings. **All Board members, once elected, are required to have a criminal reference check.**

### **President**

The President is responsible for working directly with the senior staff, chairing all monthly board meetings, setting associated agendas; reviewing staff employment, evaluation systems, letters of employment, assists with staff issues. The President works with all Board members, ensuring all aspects of school operations are in place and operating efficiently. (The president also works in conjunction, with the treasurer and management team to prepare the annual budget.)The President meets with the school Management Team on a monthly basis. **Background:** strong knowledge of the school philosophy and business operation, communication and people skills.

### **Vice President**

The Vice President must attend all monthly board meetings, is responsible for performing duties of the President when necessary, co-ordinates negotiations of all contracts and leases, other than those dealing with staff. The Vice-President will co-ordinate the information on Tender Years' Disaster Recovery, along with the Administrator. The Vice-President is the Association of Preschool Education representative and is required to attend their four meetings, Sept., Nov. Feb. and May and is then responsible for reporting back to the Board of Directors and the General Membership. In addition, the Vice-President will conduct the Arrivals and Departures Protocol orientation at the first General Meeting of the new school year held in September. **Background:** strong written and verbal communications skills, diplomacy and knowledge of the school philosophy and business operation.

### **Secretary**

The Secretary must attend all monthly board meetings, is responsible for taking, preparing and circulating all minutes; preparing, filing and administering with appropriate ministries; co-ordination of the school handbook; co-ordination and production of monthly school newsletter along with the President and school administrator. The secretary is also responsible for booking meeting rooms for the four General Meetings, (Sept., Feb., Nov. and May).

**Background:** Be familiar with Microsoft Word, have some computer skills

### **Treasurer**

The Treasurer is responsible for overseeing all bookkeeping and financial systems in conjunction with our qualified bookkeeper; presenting an analysis of profit/loss, balance sheets, forecast and analysis for fee increases; co-ordinating banking and bill payment activity, reporting and preparing financial government returns, overseeing payroll activity. The Treasurer prepares the annual budget, in conjunction with the President, the Board of Directors and the Management Team.

**Background:** Strong financial and accounting knowledge

### **Parent Liaison**

The Parent Liaison attends all monthly board meetings, is responsible for setting up the teams and committees, the orientation of some teams. Deals with parent concerns and issues; co-ordinates co-operative commitment reminder letters and fine system with the President and Administrator. The Parent Liaison prepares monthly Education Team schedules, co-ordinates the scheduling the Baking /Toy washing team as well as the Playdough/Laundry/Library team. **This position has a heavier responsibility during the summer months.** **Background:** Strong organizational skills,

good people skills, diplomacy and the ability to anticipate and respond to parent needs with discretion.

### **Bingo Chair**

The Bingo Chair attends all monthly board meetings, is responsible for the smooth operation of each bingo event (there are currently 16 bingos per year). This includes the scheduling and running of the actual bingo event as well as the report completion for each bingo. The Chair is also responsible for managing and training of all the Bingo Team members and attending the mandatory quarterly general meetings at the Bingo Hall. **This position runs all year round commencing in July of each year.**

**Background:** Any bingo experience would be an asset, as well as strong organizational and communication skills.

### **Special Events Chair**

The Special Events Chair attends all monthly board meetings and is responsible for organizing four Special Events for our families annually (except the Dance). These 4 events over the course of the year include Tender Years' Annual Fall Festival in late September/early October, a Spring Picnic in early June and Graduation later in June and possibly a mid-year event. The chair organizes monthly meetings with the Special Events committee in order to plan and execute these events. The Chair reports all planned activities to the Board. The Chair liaises with the Fundraising Chair to coordinate team support for fund-raising campaigns.

**Background:** Strong organizational, delegation and communication skills.

### **Fundraising Chair**

The Fundraising Chair attends all monthly board meetings and is responsible for co-ordinating our traditional fundraising drives; i.e. Acorn Custom Cards, holiday campaign, chocolate sales and assisting the Special Events Chair with the Annual Fall Festival. This role requires the Fundraising Chair to work independently to research and develop a fundraising campaign for the new school year, plan and co-ordinate the distribution of flyers, communications to the membership, tallying orders, and counting incoming money (along with the Administrator). The Fundraising Chair will meet with the Special Events Team in June to discuss high return fundraising ventures (40-45%+ return) for the upcoming school year. Members of the Special Events Team support the Fundraising Chair in the distribution of campaign products. **Background:** Strong organizational, delegation and communication skills; self-motivated, and able to work independently.

### **Dance Chair (s)**

The Dance Chair attends all monthly board meetings, is responsible for chairing the dance committee to ensure that everything is in place for a successful event, e.g. donation requests and recognition, hall rental, catering, entertainment, hall décor, raffle license etc. Must be available to organize prize-sorting day and Dance day activities. **Background:** Strong organizational, delegation and communication skills.

### **Marketing Chair**

The Marketing Chair attends all monthly board meetings and is responsible for the Marketing and Strategic Planning of the school. The Marketing Chair organizes monthly meetings with the Marketing team, whose goal it is to increase and maintain the awareness of the school within the community. The Marketing Chair insures that the team creates a fee comparison survey in late fall and a community age-eligibility survey prior to setting fees in January, arranging "mobile ads" prior to the annual registration, distributing marketing information to local libraries, doctor's offices, arenas, community centres, Rogers Cable T.V., local newspapers on a monthly basis, even during July and August. Prior to registration and the summer, organize community booths at local community centres to market to potential clients. Maintenance of our Website is also the responsibility of this team and

other duties assigned as they arise. **January, February and July are the busiest time for this team.** **Background:** A marketing or business background would be an asset.