

Tender Years Co-operative School Inc.

Parent Handbook



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TENDER YEARS 2017-2018 SCHOOL YEAR CALENDAR

SCHOOL YEAR

The school year begins	September 5, 2017
First day of classes for 2 day & 5 day students	September 5, 2017
First day of classes for 3 day students	September 6, 2017
The school year ends	June 29, 2018
Last day of classes for 2 day & 5 day started	June 28, 2018
Last day of classes for 3 day students	June 27, 2018

SCHOOL HOLIDAYS

Labour Day	September 4, 2017
Thanksgiving Day	October 9, 2017
Winter Break (inclusive)	December 25, 2017 to January 2, 2018
Family Day	February 19, 2018
March Break (inclusive)	March 12 to March 16, 2018
Good Friday	March 30, 2018
Easter Monday	April 2, 2018
Victoria Day	May 21, 2018

PROFESSIONAL LEARNING DAYS

Professional Learning Day #1	October 6, 2017
Professional Learning Day #2	November 17, 2017
Report Card Writing Day	January 22, 2018
Professional Learning Day #3	February 9, 2018
Report Card Writing Day	June 11, 2018
Professional Learning Day #4	June 29, 2018

GENERAL MEETING DATES

General Meeting	September 27, 2017
Annual General Meeting	November 22, 2017
General Meeting	February 21, 2018
General Meeting + Board Elections	May 16, 2018

*** All General Meetings are held in the Arbour Green Room of the South Common Community Centre. Please arrive at 7:15pm in time for a 7:30pm start. Meetings are **mandatory** for active status families, and non-active families are highly encouraged to attend as well.*

BOARD OF DIRECTORS MEETINGS

July 11, 2017	January 9, 2018
August 8, 2017	February 13, 2018
September 12, 2017	March 20, 2018
October 10, 2017	April 10, 2018
November 7, 2017	May 8, 2018
December 12, 2017	June 12, 2018

Special school events will be communicated via email, social media, and the calendar on the school website.

TENDER YEARS CO-OPERATIVE SCHOOL'S HISTORY AND HANDBOOK INTRODUCTION

Tender Years Co-operative School Inc. was established in February 1982 on Glen Erin Drive in Mississauga. In September 2014 Tender Years moved to a new premises at 1444 Dundas Crescent, Mississauga, L5C 1E9, in a beautiful, quiet setting. Our new premises allows us to offer full-day and half-day program options to toddlers, preschoolers, and kindergarten children. The new site offers a large outdoor play area and ample parking. Note: Tender Years is leasing a separate wing of Erindale United Church.

This handbook for parents and guardians contains important information concerning Tender Years. As a member of the school, you will find it necessary to be familiar with the policies and procedures outlined herein. Our professional and dedicated staff are here to enrich your child's experiences by the use of exploration, discovery, and fun. We are certain that both you and your child will find the co-operative preschool experience very rewarding.

Every effort has been made to ensure that the information contained in this document is accurate and up-to-date. The Board of Directors of Tender Years Co-operative School Inc. may, at its sole discretion, make changes to this document from time to time as current circumstances dictate.

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PHILOSOPHY AND PROGRAM GOALS

Tender Years Co-operative School provides your child with a fun, supportive, and stimulating start to learning that they will love and you can trust.

Our Goals

- To provide early childhood learning opportunities for toddlers, preschoolers, and kindergarten children, ages 18 months to 6 years, in a unique co-op setting. The school is located in a dedicated facility, which will challenge, enlighten, enrich, and support the individual needs and abilities of the children in a safe, enjoyable, and nurturing environment.
- To offer low student-to-teacher ratios, exemplary, committed staff, and fully developed educational programs, which seek to stimulate and develop children's creative thinking and problem-solving skills through both child-directed and teacher-directed activities. We strive to promote a positive self-image, cultivating friendships, and promoting a strong sense of community.
- To support, encourage, and facilitate a co-operative working relationship with parents in order to meet the needs of the children entrusted to our care.
- To provide children with opportunities that support their social, emotional, cognitive, and physical growth and development. These skills will promote independence, and provide children with a solid foundation for their future formal education.

Licensing

Tender Years Co-operative School Inc. operates in compliance with:

- Ministry of Education, Toronto West Region, Child Care Quality and Assurance and Licensing Branch
- Child Care and Early Years Act
- Peel Health Regulations
- Fire and Emergency Services – City of Mississauga

PROGRAM STATEMENT

(CCEYA, 2014)

Tender Years Cooperative School Inc. is dedicated to supporting children's physical and cognitive development, and health and well-being. We focus on active learning, exploration, play, and inquiry-based learning. We see our children and their families as competent, capable, curious, and rich in potential, as well as active participants in all aspects of our program.

The *Child Care and Early Years Act, 2014* is focused on strengthening its child care programs and ensuring high quality experiences for children. The Ministry of Education issues policy statements regarding program and pedagogy for the purpose of guiding operators of child care and early years programs. Tender Years Co-operative School Inc. uses the document *How Does Learning Happen?* (<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>) to guide our curriculum. *How Does Learning Happen?* is organized around four foundational conditions that are considered essential to cognitive learning and healthy development for children: *belonging, well-being, engagement, and expression*.

Belonging

Belonging refers to a sense of connectedness to others, an individual's experiences of being valued, of forming relationships with others, and making contributions as part of a group or community, and in the natural world.

Well-being

Well-being addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.

Engagement

Engagement suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.

Expression

Expression or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. The exploration of materials supports the development of creativity, problem solving, and mathematical

behaviours. Language-rich environments support growing communication skills, which are foundational for literacy.

Goals

All staff will promote the health, safety, nutrition, and well-being of each child by providing a clean and safe environment, nutrition based on Canada's Food Guide, access to drinking water throughout the day, and eliminating any environmental issues that may cause injury. Educators will familiarize themselves with all information concerning any medical conditions, exceptions, allergies, food restrictions, medication requirements, and parental preferences in respect to diet, exercise, and rest time.

Staff will support positive and responsive interactions among the children, parents, child care providers and staff. The school supervisor and Board of Directors will support this through the hiring of qualified, attentive, interactive, and well-trained Registered Early Childhood Educators.

All staff will encourage children to interact and communicate in a positive way and support their ability to self-regulate. By acknowledging that children are competent and capable individuals, staff will support the development of self-regulation in children. Self-regulation is defined as the child's ability to gain control of bodily function, manage powerful emotions, and maintain focus and attention.

To encourage children to be competent and capable, Tender Years' staff will offer opportunities for children to self-serve food for themselves during snack and lunch times.

Staff will foster children's exploration, play, and inquiry through providing a safe environment. A variety of activities encourage choice and active play.

Tender Years' programs will provide child-initiated and adult-supported experiences. Educators will observe the children and use that information to plan and create a positive learning environment that is based on the interests of the children. Each child's unique learning and development needs will be supported through observation, documentation, and discussion among teaching staff.

Each child will experience indoor and outdoor play (weather permitting), as well as active play, rest, and quiet time. Consideration will be given to each child's individual needs.

Communication with parents is an integral part of Tender Years being a co-operative school. Staff are to have ongoing communication with parents about the program and their children.

The community is a valuable resource. Educators seek out opportunities to learn from those in our community and invite them to be a part of our school community.

All staff are provided with ongoing opportunities for professional learning. These are opportunities for educators to engage in critical reflection and discussion with others about pedagogy and current educational practice.

Staff will work collaboratively in order to provide a safe, secure, healthy, and inviting environment for children and their families.

Program Statement Implementation Policy

In accordance with the *Ontario Regulation 137/15, Section 48*, Tender Years shall not permit the following:

- The corporal punishment of a child;
- Deliberate use of harsh or degrading measures on a child that would humiliate the child or undermine his or her self-respect;
- Deprive a child of basic needs including food, shelter, clothing or bedding;
- Locking the exits of the child care centre for the purpose of confining a child;
or
- Using a locked or lockable room or structure to confine the child if he or she has been separated from other children.

Failure to comply to the above conditions may result in a verbal warning, written warning, or dismissal of a Tender Years' employee, supply teacher, support staff, volunteer, or student, depending on the seriousness of the offense, and as decided by Tender Years Board of Directors.

The Supervisor and the President of Tender Years Co-operative School Inc. will be monitoring practices of the employees, volunteers, and students on an on-going basis during the school year. A written record of observations will be recorded on a monitoring sheet that will be kept in individual staff, supply staff, volunteer, and student files in the office.

All staff, supply staff, students, and volunteers will read and sign off on the Program Statement prior to interacting with any Tender Years' students and upon modification to said Program Statement.

The school supervisor will review all signed acknowledgments by staff, supply staff, students, and volunteers to indicate that the process has been completed. The supervisor must be confident that the staff, supply staff, students, and volunteers are fully aware and understand the Program Statement and its implementation.

Each classroom will document their observations of children in their program. Copies of documentation relevant to their child will be shared with parents or guardians of the children in the program (ie. Seesaw, Progress Updates).

Additionally, all Early Childhood Educators have made a commitment to abide by the standards of their profession as set out in the *College of Early Childhood Educators Code of Ethics and Standards of Practice*. All Early Childhood Educators hold themselves accountable, and will use the *Code of Ethics and Standards of Practice*, and the *CCEYA* to guide their decisions and teaching practice.

INCLUSION POLICY

At Tender Years Cooperative School Inc., we believe that **all children** have the right to attend quality childcare, regardless of their abilities, gender, appearance, race, cultural differences, religion, family composition, or language, **as every child is unique and has something to offer**. Tender Years welcomes all children into our warm, nurturing environment, which provides the opportunity for each child to reach their full potential in partnership with their families.

Our program provides flexibility by adapting different teaching techniques so that every child has the opportunity to learn. Teachers will adapt, modify their classrooms, or modify learning materials to meet the individual needs of children. Through collaboration with community support resources, the staff, parents, and children work together to provide a beneficial learning environment for successful inclusion. Tender Years recognizes that encouraging inclusive and respectful environments helps students achieve to the best of their ability. To improve student success and achievement we must ensure that students know they are safe, nurtured, welcomed, respected, and included. Tender Years is committed to ensuring that all children feel a sense of belonging, well-being, engagement, and expression as outlined in the pedagogical document, *How Does Learning Happen?* (www.edu.gov.ca/childcare/HowLearningHappens.pdf).

Tender Years upholds the principles of respect for human rights and fundamental freedoms promoted in the *Canadian Charter of Rights and Freedoms, Constitution Act, 1982*, and confirmed in the *Ontario Human Rights Code*. The Tender Years Board of Directors and its staff are also committed to the elimination of all types of discrimination. Tender Years' staff promotes a diverse, anti-biased, non-discriminating, learning program to all children throughout the year. Respect for the diverse perspectives of the entire school community will be reflected in all areas of teaching, learning, and administrative culture. We will make every effort to identify and remove discriminating biases and systemic barriers that may limit access to and opportunities for effective student engagement and achievement. The goal is to ensure that Tender Years remains inclusive, and reflects their diverse membership and community.

Guiding Principles

- All children and their families are welcome and bring value to our program.
- All staff are encouraged and supported to recognize and follow each child based on their individual needs.
- Everyone's privacy and dignity is respected: children, families and staff.
- We celebrate uniqueness, abilities, and diversity.
- Commit to development for all staff, teachers, and administration in equity and inclusive education.
- Encourage personnel, through this process, to acquire the knowledge, skills, attitudes, and behaviours necessary to identify and eliminate discriminatory biases and systemic barriers.

To ensure an inclusive curriculum and assessment practice in content and delivery, Tender Years and its staff need to recognize and affirm the life experiences of all students.

Tender Years recognizes that language proficiency is necessary for all students to achieve their full potential and that many students and their families use a first language other than the two official Canadian languages. The Tender Years staff and its Board of Directors affirm and value the linguistic and cultural diversity of its population.

To provide successful inclusion of all children, the following strategies are to be followed:

- A strong, open, transparent relationship with parents;
- If a community agency is involved with a child, the program supervisor, staff, parents, and the agency will develop individual program plans to support the child and will continually re-assess goals;
- Tender Years' Board of Directors and Supervisor advise all parents of Tender Years' inclusion policies at the February Open House, the Orientation meeting in September, upon registrations, and through positive messaging throughout the year;
- Parents are welcome to share their cultural diversities/ celebrations to enhance our programs throughout the school year, provided they have discussed their ideas/ topics with the program supervisor prior to their presentation.

Professional Learning

Professional development increases the knowledge and skills that teachers bring to the school and their classrooms and in turn, engages students. Ongoing professional development is the groundwork for positive changes in the school. Tender Years' teachers are committed to participating in professional development workshops and furthering themselves as educators for personal skills, the school, and as per Raising the Bar in Peel expectations. (www.peelregion.ca/social-services/pdfs/raising-the-bar.pdf).

We will attempt to meet the care needs of all families, however, due to Tender Years' classroom size, the number of adults (teachers/support staff) in the classroom, and teacher/student ratios there may be occasions where children are placed on a waiting list and contacted when appropriate space becomes available.

Communication of Progress of all Children

A strong communication is to be maintained between home, school, and any other support agencies to ensure a successful, inclusive environment for all children and their families. A resource consultant from Peel Inclusion Resource Services (PIRS) is available to support staff, children, and families at the school to ensure individual needs are being met.

Twice a year, Tender Years provides annual written progress updates on every child in the centre. The updates are prepared by Tender Years' staff and, if necessary, with input from support teachers and resource consultants.

Parents/guardians are always welcome to have input into their children's program and are given opportunities to provide feedback, make comments, and suggestions. If a parent/guardian requests a meeting with the supervising teachers, it is always met with a positive response and a meeting is scheduled as soon as possible.

Withdrawal

Having a child withdraw from Tender Years Cooperative School will only be used when the teachers, Board of Directors, along with the assistance of community services such as PIRS, have used all resources and strategies available. Tender Years Co-operative School Inc. will always strive to do what is best for the child, their

families, and the staff. Withdrawal is a last resort and will only occur when all efforts toward success and problem-solving have been exhausted.

Steps to Withdrawal

- Documentation of observations (Programming, schedules, behaviours, ABC's and any reported incidents et cetera);
- Implement individual programming;
- Work collaboratively with community agencies; and,
- Have a follow up meeting and open communication throughout the process.

This inclusion policy is reviewed by all supervisors, board members and staff and is provided to parents in the parent handbook.

PROGRAM INFORMATION

Tender Years Co-operative School Inc. is licensed by the Ministry of Education to accommodate the following number of children:

- 14 Toddlers (18 months - 2 ½ years old)
- 48 Preschoolers (2 ½ years - 4 years old)
- 11 Kindergarteners (4 years - 6 years old)

Days and Hours of Operation

All Day and School Day programs are provided throughout the calendar year. Half-day programs are offered the school year, September through June.

Program schedules, times, and fees can be found on the following pages:

- Toddler Program, page 16;
- Pre-school Program, page 17;
- Kindergarten Program, page 18;
- Before and After School Program, page 19.

On drop-off, please park your car in the parking lot adjacent to the school and bring your child into his/her classroom. On pick-up, please park your car and come into the school to pick up your child.

Tender Years Co-op School Inc. observes the following holidays:

- Labour Day
- Thanksgiving Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday

Extended breaks:

- A one-week holiday break for all programs in December 2017
- A one-week break for all programs in March 2018
- A one-week break for all programs, end of August 2018

** Please note, we follow the Peel DSB calendar for all PD days and extended breaks.

TODDLER PROGRAM AND FEE SCHEDULE

TODDLER PROGRAM					(1:5 Ratio)
Scheduling Option	Participation Level	Monthly Fee Schedule			Inclusions
		5-day	3-day	2-day	
School Day (9am-4pm)	Non-active	\$1087	\$712	\$559	<ul style="list-style-type: none"> • Morning snack • Lunch • Afternoon snack
	Active (\$110 discount)	\$977	\$602	\$449	
Half Day (Mornings: 9:00am-12pm) (Afternoons: 1:00am-4pm)	Non-active	\$612	\$419	\$340	<ul style="list-style-type: none"> • Snack
	Active (\$110 discount)	\$502	\$309	\$230	
ADD ON PROGRAMS					
Program	Monthly Fee Schedule			Inclusions	
	5-day	3-day	2-day		
Before School (7am-9am)	\$68.00	\$42.00	\$31.00	<ul style="list-style-type: none"> • Breakfast 	
After School (4pm-6pm)	\$68.00	\$42.00	\$31.00	<ul style="list-style-type: none"> • Healthy Snack 	
Half-Day Lunch (12pm-1pm) \$8.00/lunch	\$154.00	\$88.00	\$66.00	Is your child enrolled in a half-day program? They're welcome to stay for lunch with their classmates!	

** All snacks and meals are balanced and healthy, adhering to Canada's Food Guide. Our current caterer, Yummy Catering, incorporates organic food into much of their menu.*

PRE-SCHOOL PROGRAM AND FEE SCHEDULE

PRE-SCHOOL PROGRAM					(1:8 Ratio)
Scheduling Option	Participation Level	Monthly Fee Schedule			Inclusions
		5-day	3-day	2-day	
School Day (9am-4pm)	Non-active	\$1067	\$699	\$549	<ul style="list-style-type: none"> ● Morning snack ● Lunch ● Afternoon snack
	Active (\$110 discount)	\$957	\$589	\$439	
Half Day (Mornings: 9:00am-12pm) (Afternoons: 1:00am-4pm)	Non-active	\$543	\$377	\$309	<ul style="list-style-type: none"> ● Snack
	Active (\$110 discount)	\$433	\$267	\$199	

ADD ON PROGRAMS				
Program	Monthly Fee Schedule			Inclusions
	5-day	3-day	2-day	
Before School (7am-9am)	\$62.00	\$38.00	\$28.00	<ul style="list-style-type: none"> ● Breakfast
After School (4pm-6pm)	\$62.00	\$38.00	\$28.00	<ul style="list-style-type: none"> ● Healthy Snack
Half-Day Lunch (12pm-1pm) \$8.00/lunch	\$154.00	\$88.00	\$66.00	Is your child enrolled in a half-day program? They're welcome to stay for lunch with their classmates!

** All snacks and meals are balanced and healthy, adhering to Canada's Food Guide. Our current caterer, Yummy Catering, incorporates organic food into much of their menu.*

KINDERGARTEN PROGRAM AND FEE SCHEDULE

KINDERGARTEN PROGRAM (1:13 Ratio)					
Scheduling Option	Participation Level	Monthly Fee Schedule			Inclusions
		5-day	3-day	2-day	
School Day (9am-4pm)	Non-active	\$1067	\$699	\$549	<ul style="list-style-type: none"> Morning snack Lunch Afternoon snack
	Active (\$110 discount)	\$957	\$589	\$439	
Half Day (Mornings: 9:00am-12pm) (Afternoons: 1:00am-4pm)	Non-active	\$543	\$377	\$309	<ul style="list-style-type: none"> Snack
	Active (\$110 discount)	\$433	\$267	\$199	

ADD ON PROGRAMS				
Program	Monthly Fee Schedule			Inclusions
	5-day	3-day	2-day	
Before School (7am-9am)	\$62.00	\$38.00	\$28.00	<ul style="list-style-type: none"> Breakfast
After School (4pm-6pm)	\$62.00	\$38.00	\$28.00	<ul style="list-style-type: none"> Healthy Snack
Half-Day Lunch (12pm-1pm) \$8.00/lunch	\$154.00	\$88.00	\$66.00	Is your child enrolled in a half-day program? They're welcome to stay for lunch with their classmates!

** All snacks and meals are balanced and healthy, adhering to Canada's Food Guide. Our current caterer, Yummy Catering, incorporates organic food into much of their menu.*

Before and After School Programs

If you have an early meeting scheduled or you're running late, fear not! Your child is welcome to come in early or stay late on an as-needed basis. Our cost-effective *Before and After School Program* runs every morning from 7:00 am to 9:00 am, and every afternoon from 4:00 pm to 6:00 pm. Please see our pricing below.

Hours	Cost	Inclusions
7:00 am – 9:00 am	\$15.00 per day	Breakfast
4:00 pm – 6:00 pm	\$15.00 per day	Healthy Snack

PARENT INVOLVEMENT

In our co-operative setting, we believe that a child benefits most when parents and teachers share common goals for the individual child. It is essential that there be a warm climate for free communication between parents and teachers.

Our teachers are eager to support, encourage and share ideas with each parent and welcome any suggestions for ways to improve service to our children and families.

The following are some areas of parent involvement:

1. Active co-operative parents attend and participate in four General Meetings scheduled for September, November, February and May.
2. Active co-operative parents contribute to the smooth day-to-day functioning of the school by volunteering to be on at least one school support team or committee per child.
3. Parents are invited to attend parent education workshops that may be offered during the year.
4. Parents and alumni are encouraged to attend any and all fundraising events, including the annual gala, which includes dinner, dancing, and silent auctions.
5. Parents are invited to participate in our annual fall festival, Mother's Day Tea, June picnic, and graduation.
6. All parents are welcome to sign up for a visit day during regular program hours. Please contact the Lead Teacher in your child's classroom to make arrangements.

Parent Concerns

Should a parent have any concerns or questions regarding their child in the toddler, preschool, or kindergarten program, please address these concerns with the Supervisor or lead teacher in that classroom, after program hours, **not during program time**. Feel free to call the office to leave a message for the teacher, to have them give you a call at their first available opportunity. If it is of an urgent nature, please call the School Supervisor.

If there are queries regarding other matters related to the school please speak to the Parent Liaison, School Supervisor, the Board President or other members of the Board of Directors.

REGISTRATION AND ORIENTATION PROCEDURES

Prior to registration, we encourage new parents to call the school's Administrator to arrange for a half hour visit to our toddler, preschool, or kindergarten program with their child. This allows the parent and child to meet our staff, become familiar with the school and the program and to answer any questions they may have.

Tender Years is an inclusive setting (see page 11), which has well-established relationships with community agencies, i.e. PIRS (Peel Inclusion Resource Services). 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 Supervisor, prior to registration.

In accordance with the Accessibility for Ontarians with Disabilities Act, Tender Years is committed to excellence in serving all customers including children with disabilities. All customers with disabilities will be treated with independence, dignity, integrity, and provided equal opportunities.

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. **Non-Active members** are encouraged to attend General Meetings, and they are not required to participate on a team. All parents are asked to participate in fundraising activities and special events at the school.

If a parent/guardian, after a program visit with their child, is interested in enrolling their child at Tender Years, the parent is required to fill out a registration package, provide required immunization information, and accompany the registration package with the required fee payments, in order to be assured a program space for their child (see Payment Policies).

Waiting List Policy

On August 2, 2016, new requirements regarding child care wait list fees were introduced under the authority of the *Child Care and Early Years Act, 2014 (CCEYA)*. Effective September 1st, 2016, licensed child care centres are no longer permitted to charge fees in order to place a child on a waitlist for care (*Ontario Regulation 137/15 section 75.1*).

Tender Years supports the interests of parents while ensuring that there is flexibility over the management of the wait list.

Should a family wish to enrol their child at Tender Years Co-operative School Inc. but the school is at capacity in the program of their choice, we will do our best to accommodate their child in another program. Should we not be able to accommodate, then we will be more than happy to place the child on a waiting list for the program of their choice.

Names are placed on a waiting list in the order of interest. We operate on a first come, first serve basis. When a spot becomes available, the family first on the list will be contacted and offered a placement. That family then has 24 hours to accept the placement, or Tender Years will move to the next family on the list.

Should a family wish to place their child's name on our wait list prior to their child being of age (i.e. A newborn wanting space in the Toddler program), we will accept names on our waitlist in these circumstances *up to 3 months prior to the start date and after a successful school tour*. We encourage families to contact us closer to the start date to ensure that space is available.

Parents are welcome to contact us about their child's status on the waiting list at any time, in a manner that protects the personal information of other families.

This waiting list policy is reviewed by all supervisors, board members and staff and is provided to parents in the parent handbook.

FEE PAYMENT POLICIES

At the time a child is registered the following fees are due:

Monthly Fees for All Programs

- Registration Fee - \$ 80.00 (non-refundable)
- General Meeting Cheque - \$100.00 (refundable only with 30 day notice; active families ONLY)
- 1st Month's Fee – dated August 31st (or dated day of registration if registering after August 31st)
- Last Month's Fees - dated at the time of registration
- Special Events Fee - \$160.00 (post-dated to November 1, 2017)
- Post-dated cheques (monthly cheques post dated to the last day of each month starting September 30, 2017 - April 30, 2018)

- 5% discount is applicable to second child registered
- Please note: Fees are **not** refunded due to illness, vacation, facility, or weather related issues.

Withdrawal

In the unlikely and unfortunate event that you need to withdraw your child from Tender Years, a minimum of **30 days written notice** is required in order to avoid payment for the following month. Monthly fees are refundable up to and including **August 1st, 2016**, with the exception of the non-refundable \$75 registration fee. The Special Events Fee is refundable up to and including February 1st, 2017, provided no formal fundraising event occurred prior to this date. The General Meeting deposit is refundable in full or in part dependent on the time of withdrawal and the number of general meetings attended. *Please note that fees are not refunded due to illness, vacation, facility or weather-related issues.*

In the case of prolonged illness or absenteeism (i.e. vacations), a place will be held in the school as long as fees are paid and the parents fulfill their co-operative agreement.

N.S.F. Cheques - Should a cheque be returned to the school due to insufficient funds, the amount of the cheque plus a \$10.00 bank fee must be paid in cash. Payment is due within one week of being notified. Failure to comply will result in the suspension of your child from school for one week during which time you must pay the full amount of the fine in cash. Upon receipt of the full payment, your child may return to school. Continued failure to pay the fine will result in the termination of services and withdrawal of the child from the school.

ARRIVALS AND DEPARTURES OF CHILDREN FROM PROGRAMS

Full Day_(7:00 am to 6:00 pm) – Toddler, Preschool or Kindergarten – Please park your car in the lot adjacent to the school and bring your child into the designated classroom for before school programs. On pick-up, please arrive no later than 6:00 pm to pick up your children from the full-day programs.**(Late fees after 6:00 pm are \$5.00/minute.) Doors open at 7:00 AM.**

School Day (9:00 am to 4:00 pm) Toddler, Preschool or Kindergarten – Please park your car in the lot adjacent to the school and bring your child into their classroom at 9:00 am. On pick-up, please park your car and pick up your child by 4:00 pm. **Doors open at 8:55 AM.**

Half-Day Toddler, Preschool or Kindergarten – Morning (9:00 am to 12:00 pm)

Please park your car in the lot adjacent to the school and bring your child into their classroom at 9:00 am and park your car to pick up from the same classroom by 12:00 noon. **Doors open at 8:55 AM.**

Half-Day Toddler, Preschool or Kindergarten – Afternoon (1:00 pm to 4:00 pm)

Please park your car in the lot adjacent to the school and bring your child into their classroom at 1:00 pm. On pick-up please park your car and pick up from the same classroom by 4:00 pm. **Doors open at 12:55 PM.**

****Please check your child's cubby for communication updates regarding any special events, fundraisers or field trips.**

Please be advised that the staff will give a verbal warning if pickup is too late and the time will be recorded on a late arrival form. Should arrivals continue to be beyond the aforementioned time frame, at the discretion of the Board of Directors, you may be levied a fine. In the case of unforeseen circumstances, please notify the school at 905-949-1949, that you will be late picking up your child and state the reason.

Parent (guardian, or caregiver) must accompany child(ren) to the classroom and wait for them to be greeted by a teacher. All car pools must register with the teacher or school supervisor. If someone other than those authorized, will be picking up your child, you must notify the school ahead of time. The school must be kept up to date on the names and phone numbers of emergency people and people authorized to pick up your child. The staff will request photo identification of authorized drivers on pick-up, if they have never seen this person before.

Please note, we cannot and will not release any child without appropriate authorization from the parent or guardian.

PROGRAM INFORMATION AND POLICIES

The team teachers in each classroom are responsible for the delivery of a quality early childhood program in each classroom. All teachers are involved in curriculum planning, preparing needed materials, evaluating children, attending conferences, and carrying out every aspect of the program.

1. **Daily program plans**, art schedules, snack, and menu plans are posted on the hallway bulletin boards and the school website. Please check boards and/or the school website regularly for any current notices.
2. **Nutritious snacks** will be provided during the morning and afternoon programs. An alternate choice will be given to those with special dietary needs, allergies or food restrictions. Snacks are carefully monitored and prepared on the premises.

There will be absolutely NO distribution of food brought from home, by the parents/guardians/caregivers. This policy is set by the Peel Health Unit.

3. A **hot, nutritious catered lunch** will be provided to all the children enrolled in school-day and full-day program. The lunch is provided by Yummy Catering (www.yummycatering.ca) This lunch is supervised by Tender Years' staff members in their respective classes.
4. **Birthdays** - a child's birthday is celebrated in-class on the **first program day on or after the actual birthday**. Summer birthdays are celebrated in May or June. Due to allergies, **no birthday snacks are permitted from home**.
5. **Field Trips** - In accordance with the Ministry of Education recommendations, children in Preschool and Kindergarten programs will take part in field trips located off school property. Toddler-aged children will take part in specially planned activities on site. Parents will be notified of upcoming field trips through flyers in their child's cubbies. Buses will be booked for most field trips. Parents and/or caregivers are welcome to join us on our field trips but it is not required. ***All field trip participants must first have a valid Vulnerable Sector Police Check on file with the school.*** Children's participation in field trips are not affected if parents are unable to accompany their children. A safe adult to children ratio will be maintained on all school trips. An extra fee will be charged for field trips. **Field trip deadline dates** will be adhered to, so please return notices on time. If a parent does not wish their child to attend a trip, the school supervisor must be advised. If your child is unable to attend the trip, the school will remain open.
6. **Written Progress Updates** – Progress Updates will be handed out to parents in early January and June, during the school year. Should any questions arise from these updates, parents are welcome to call and speak to the School Supervisor/Lead Teacher or to arrange an interview with the teachers. As well, the centre Supervisor/Lead Teacher in a classroom may contact the parents should they have any concerns about their child.

7. Children's Belongings

Children are encouraged to come to school with a large backpack, which contains a change of clothing, *appropriate in-class shoes*, etc. We also recommend splash pants for Fall and Spring. For children who are not yet toilet-trained, please bring pull-ups, diapers, etc., so teachers can easily access them. Each child will be assigned a labeled cubby near their child's classroom on which they can put their backpack, coats, etc. Boots can be stored beneath their cubby shelf. Please label all backpacks, outerwear, etc, with the child's name so items can be easily identified.

Children are discouraged from bringing their personal toys to school. If they do so, the items will be placed in their backpack so not to lose them while they are at school.

8. Rest Period (as per *Child Care and Early Years Act* requirements)

There is a rest period in the afternoon for children in the **full-day/school-day** toddler and preschool classrooms. We encourage parents to bring a child's favourite blanket or sleep toy to assure complete security for the child while he/she rests. Each child will have the opportunity for a rest period not exceeding two hours in length following lunchtime. Children who attend Kindergarten may have a short rest period or a quiet time after lunch. It is recognized that the need for rest and sleep varies greatly at different ages and even among children of the same age. For those children who remain awake, there will be provisions made for quiet activities, under supervision at all times once those who need to rest have settled.

9. Outdoor Play

It is a licensed requirement that all children play outside, weather permitting. **Please dress your children in clothing appropriate for the weather that day** (i.e. jackets, hats, scarves, mittens, rain-boots, boots, splash pants, snow pants, etc.). If your child has been ill, your child should return to the centre well enough to participate in outdoor activities. Children are not permitted to stay inside, as staffing does not allow for this.

Children require sunscreen from May to September. Parents must supply their own sunscreen for their children, which is clearly labelled with the child's name.

10. School Closure/Event Cancellation Notice

During the winter months, we may need to close the school or cancel programs because of inclement weather. Information giving details of the closure or cancellation will be posted on SeeSaw, Facebook (www.facebook.com/Tenderyearscoop), and Twitter (@tycschool). The membership will also be notified by email.

CHILDREN'S HEALTH AND ILLNESS POLICIES

1. All children must have current immunizations and a complete health statement **before** entering school. If a parent chooses not to immunize their child, a Statement of Medical Exemption from the Region of Peel, or a Statement of Conscience or Religious Belief Affidavit must accompany the registration package, prior to the child being enrolled in the program.
2. **Please inform the school or administrator if your child will be absent from class.** Communicable diseases or prolonged illnesses must be reported at once to the Supervisor or Administrator (i.e. whooping cough, measles, chicken pox, pink eye, lice, etc.). The school is obligated to notify **Peel Health** of any reportable communicable diseases and any outbreaks of disease (905.799.7700).

3. Parents are asked to keep home any child showing signs of ill health, i.e. a child has a fever, undiagnosed rashes, diarrhea, vomiting, discharge from eyes or ears, yellow/green runny nose and coughing, etc. **The child must be symptom free of their illness for a minimum of 24 hours.** If a child is recovering from a cold or other illness and no longer has a fever or is no longer contagious, the child may return to school. In some cases of illness, we may request a written doctor's authorization before the child returns to school.
4. The parent or guardian shall be notified by telephone, if their child, who was sent to school, subsequently shows signs of illness or injury. A child who becomes ill while in school will be given a quiet place to rest, away from the other children. The parent(s), guardian(s) or emergency contact(s) will be called to pick up the child within the hour. The child will be attended to by a teacher or other adult while waiting for the parent, guardian, or emergency contact to arrive.
5. Parents will be notified should their child be exposed to a contagious disease. Notices will be emailed to families notifying them of their child's possible exposure to a communicable illness. Notices may also be posted on bulletin boards or by written advisories.
6. On the child's arrival, staff will observe and record any signs of illness, bruises, small injuries, on the Daily Health Record and may question parents on how the injuries were sustained. They will record the children's absence on both the attendance and on the Daily Log.
7. In the case of prolonged illness or absenteeism, a place will be held in the school as long as fees are paid.
8. **Suspected Child Abuse:** It is the legal responsibility of every person, including teachers, parents, volunteers, students, or support staff that has contact with a Childcare Centre, to report the suspicion of child abuse (physical, sexual, emotional or neglect), directly by telephone to the Peel Children's Aid Society. Persons failing to report the suspicion of child abuse are subject to legal action. All staff shall be familiar with definitions, procedures and responsibility in this matter. (Child and Family Services Act. 1984, section 68 (2)(3)(4) and section 81 (1) (b).
9. Teachers shall record any **accidents or injuries** incurred during program, on an Accident/Injury form and in the Daily Log, which are to be analyzed once a month to prevent recurring accidents.

ADMINISTRATION OF MEDICATIONS

Tender Years' staff will administer prescribed medication in response to incidents or illnesses that are life-threatening, i.e.; difficulty in breathing, allergic reactions,

exposure to allergens, asthma, seizures, diabetes, etc. As well, in full-day programs, Tender Years staff will administer prescribed medication, ie; antibiotics, provided the medication is a clearly labeled bottle with child's name, Doctor's name, and the appropriate dosage. A parent must fill out an Administration of Medication form to have staff administer this medication. Staff will fill out the Administration of Medication Record to record times that the medication was given to the child. Parents are to indicate to the staff member if the medication is to be refrigerated. The teacher is to put the medication in a locked box in the kitchen refrigerator. Parents are responsible for taking home the medication at the end of the day. Non-refrigerated medication is to be kept in a locked box on a high shelf, in each classroom out of reach of the children. The supervisor is responsible for administering the medication to the child.

Anaphylaxis Policy

Every effort is made to ensure that nut products do not enter the centre as we have children in attendance who are severely allergic to nuts. Parents of children, who have been diagnosed with an anaphylaxis illness, diabetes, or other life-threatening illnesses, must attend a parent/staff anaphylactic training meeting to review Anaphylactic and Special Medical Condition policies, fill out an “**Individual Action Plan for Child with Special Medical Condition**” and an “**Administration of Medication**” form. The prescribed medication must have a pharmacy label, with child's name, Doctor's name, amount to be given, and with clear expiry dates. If the child is to be given Benadryl, etc. an unopened bottle must be provided. This medication is to be kept in the locked medication box in each classroom. Epi-pens are to be kept on the teacher in the classroom and will travel to and from the playground during outdoor play. It is the parent's responsibility to replenish medications that may expire during the course of the school year, for example Epi-pens.

Should an emergency arise, all steps will be followed as indicated on the “Individual Action Plan” and on the “Administration of Medication” forms. **Emergency medication will only be administered by the Lead Teacher or Supervisor, or designated teacher, should the supervisor be absent.** Parents will be notified immediately after the emergency steps have been followed.

EMERGENCY CARE AND PROCEDURES

1. A parent's consent form, which is in the registration package, must be filled out to authorize emergency care. If a parent, guardian, or child's own Doctor cannot be reach in an emergency, 911 will be called, the child will be taken to Credit Valley Hospital, accompanied by a designated staff member and parent consent form. **If**

the emergency is extremely urgent 911 will be called first and then immediately thereafter the parents/guardian will be called.

2. All staff persons are trained in the administration of first aid and C.P.R. and will administer first-aid as necessary. Staff members are re-certified every two years. Staff will review all emergency policies on an annual basis.
3. If a power failure occurs, resulting in prolonged loss of electricity, parents, and guardians will be called by the administrator/staff/board member to come for their children.
4. Should a teacher become ill during class, a substitute from the approved supply teacher list will be called. The Administrator/School Supervisor can step into the role of classroom teacher for a short time if required.
5. Teachers and children shall be familiar with fire evacuation procedures through monthly fire drills (sounded by a designated person). Teachers shall be familiar with and follow the evacuation plan posted in the room they are occupying.
6. Attendance will be taken upon the child's arrival at school each day and the teachers will **always** know who and how many students are present and absent.
7. In case of emergency requiring evacuation of the Centre, the teachers will walk the children to Tender Years' Emergency Evacuation Site which is:

Heritage Orthodontics

[1556 Dundas St W, Mississauga ON L5C 1E4](https://www.google.com/maps/place/1556+Dundas+St+W,+Mississauga,+ON/L5C+1E4)

In such situations, parents and guardians will be notified by telephone to pick up their children at Heritage Orthodontics.

Our backup emergency plan for before and after school programs (7:00 AM – 9:00 AM & 4:30 PM – 6:00 PM) will be the Region of Peel Police Station, Division 11 located at 330 Erin Mills Parkway, Mississauga, L5L 1A1, 905.453.4111. Teachers and children will travel by taxi to this site and parents and guardians will be notified to pick up at this location.

OPERATION POLICIES

As a co-operative school, Tender Years is **owned and operated by the parents of the children attending the school**. Each family is a member of the school. For that reason, attendance at General Meetings is important, as it is your chance to help decide the direction of the school. A **Board of Directors** is made up of parents, who oversee the operation of the school.

Tender Years has chosen to employ a supervisor and full-time teachers to maintain consistent interaction with the children and a full-time Administrator/School Supervisor to assist in the day to day operations of the school.

GENERAL MEETINGS

General Meetings are held in September, November, February and May. Attendance is **mandatory for active members** and **strongly encouraged for non-active members**. During the final meeting of the year, the Board of Directors for the following year will be elected.

If you must be absent from a General Meeting, please notify the school in writing prior to your absence. Alternative arrangements will be made to deliver to you any missed information from the meeting.

A fine will be levied for absence at General Meetings and is at the discretion of the Board of Directors. At the General Meeting in May of 1993, the membership voted to impose such a fine system. The fine will be \$25 per missed meeting.

SCHOOL SUPPORT TEAMS AND COMMITTEES

From each active family, **one parent or guardian must participate on at least one school team or committee per child enrolled**. Each team will operate as a committee with special responsibilities. Failure to participate on your chosen team will result in immediate action on the part of the school or board of directors, which could include a monetary fine.

When deemed necessary to fine a member of the school for an unfulfilled commitment to a committee or sub-committee, the following steps will be taken:

1. The committee chair will work to directly rectify the situation with the member in question and seek to understand the reason for non-participation. Depending on the circumstances, the chair may then proceed with the school's fining policy.
2. The committee chair will approach the Parent Liaison regarding the problem. The Parent Liaison will consult with the President of the Board of Directors and school supervisor, to determine if there are any extenuating circumstances related to the member's non-participation. If none are found, the member will be fined \$110.00, which is due within one week of the Board's determination.
3. If a member's non-participation continues, the Parent Liaison in conjunction with the committee chair, will draft a letter of notice to the member. The letter of notice

will be issued, after review and approval by the President of the Board of Directors and school supervisor. The member will be given the option of non-active membership if available, or could be expelled from the school.

PRIVACY AND CONFIDENTIAL POLICY

In compliance with Privacy Legislation, all information regarding the children, families, and staff in our school is **PRIVATE AND CONFIDENTIAL**. A parent or guardian is only entitled to information on the actions, social behaviour, emotional status, or cognitive abilities of their own child.

All reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized perusal, or other abuse will be exercised. Only Tender Years' staff and the Ministry of Education Program Advisor, during their mandatory annual inspection, will have access to the children's records. All client information, which comes to our knowledge, will be considered confidential and will not be released to any agency or third party without signed authorization by the parent(s) or guardian(s). The school's membership list may not be used for personal/business solicitation by any member or staff person. The school may release information regarding a child or his/her family, without parental consent, to officials of: (a) the Courts (following a warrant or a court order); (b) the office of the Ombudsman; (c) the Ministry of Education; and, (d) the Children's Aid Society.

EXCLUSION - WITHDRAWAL POLICY

At the discretion of the Board of Directors, parents or guardians may be asked to withdraw their child:

a) Due to child's failure to participate (i.e. child's inability to settle into the program and/or the child remains constantly distressed). With parents' or guardians' consent, the child would be given follow-up staff support, staff home visits and an opportunity to return to a program in the following semester or school year.

b) Due to a child's continuous aggressive behaviour toward their peers or teachers (i.e. excessive biting, hitting, etc), where injuries occur and the safety of the other children and the staff is compromised.

c) Due to the parent's or guardian's failure to participate or fulfill their duties as an active member, or the parent's failure to pay fines resulting in not fulfilling their active duties.

d) If the parents' or guardians' attitudes and philosophies are at odds with those of the majority such that co-operation is not feasible.

e) Due to harassment or verbal abuse towards Staff, Board of Directors, or General Members.

The Co-operative may, upon resolution of the Board of Directors, expel any member thereof for cause, provided such member has been given notice of the intended expulsion, and an opportunity to appear before a hearing of the Board of Directors.

CLASSROOM ROUTINES, GUIDING CHILDREN'S BEHAVIOUR, AND PROHIBITED PRACTICES

As teachers who genuinely love children and are concerned for their well-being, we believe that a varied and interesting program, offered in a non-competitive atmosphere is basic to a good classroom environment and prevents many potential discipline problems.

Classroom expectations are explained to children in a group at the beginning of each school year. With the introduction of each new activity, new play centre, or new piece of equipment, instructions are given on how to use the equipment.

Behaviour Management Policy

Tender Years Co-operative School Inc.'s behaviour management policy is in compliance with the Child Care and Early Years Act. As such the school adheres to the following:

1. The school does not permit the corporal punishment of any child, by our employees, volunteers, or students, or any other person in our school location or on program field trips.
2. There will be no deliberate, harsh, or degrading measures used on a child that could humiliate or undermine a child's self-respect, nor any deprivation of a child's basic needs including but not limited to food, shelter, or clothing.
3. The exits of our school are not locked for the purpose of confining a child unless a child's safety is in jeopardy, with the approval of the school supervisor.
4. There is to be no use of locked or lockable rooms or structure(s) to confine a child who has been removed from other children.
5. Should a problem situation occur in the classroom, the teacher will manage the situation by speaking to the children involved, discuss problem-solving

techniques, and then redirect the child to another area of play, if necessary. If safety of the other children is an issue, the teacher will remove the child to a clear area in the classroom.

6. Only Tender Years' staff will have direct unsupervised access to the children enrolled in the school. At no time is a student or volunteer to have direct unsupervised access to a child in the school. Students and volunteers are not counted in the teacher to student ratios.

HEALTH AND SAFETY POLICIES

1. Children must not cross the parking lot without an adult.
2. Parent(s) (or carpool driver, or guardian) must accompany the child(ren) into the classroom and wait for them to be greeted by a teacher.
3. Should a bus break down while on a field trip, everyone shall remain in the vehicle until assistance arrives. Should there be a prolonged delay, the school office will be contacted. Parents, guardians, and emergency contacts will be notified accordingly.
4. All staff must know the location of the main fuse box and how to turn off electricity. Every staff person should be prepared to quickly turn off the electricity in the event that a child or adult has received an electric shock and needs to be separated from the contact point, or when any other electrical emergency arises.
5. A designated staff person shall inspect each classroom on a **daily basis** for any hazards or safety concerns. Any repairs will be handled promptly.
6. Rooms, hallways, and exits shall be kept orderly and free from obstacles and debris. They must be adequately illuminated, and exit signs will remain lit at all times.
7. The school supervisor/Board of Directors will ensure monthly "**Health & Safety Inspections**" are completed in the Toddler, Preschool and Kindergarten classrooms, staff room, and storage area.
8. Prior to the children playing in the area, a designated teacher will check the outdoor playground and equipment on a daily basis to ensure that it is safe and free of debris.
9. In accordance with the **Safe Drinking Water Act, 2002, O.Reg. 173/03 and the Child Care and Early Years Act**, the water at Tender Years is tested annually by

a licensed laboratory for lead content. As required by law, the water taps are flushed for five minutes every morning, prior to the children's arrival at school.

10. A Region of Peel Health Inspector will inspect the school annually to ensure the school is in compliance with health guidelines regarding food preparation, sanitary policies, and procedures, immunizations for children and staff, and emergency contingency plans. They will provide a "Green Inspection Summary" if all items are in compliance with the regulations.
11. **Smoking Policy** – Smoking on school grounds, including the in the school is strictly prohibited. Smoking is not permitted within nine (9) metres from any entrance or exit of buildings owned by Erindale United Church.

TENDER YEARS CO-OPERATIVE SCHOOL INC. CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be Tender Years Co-operative School Inc. hereinafter referred to as “the school.” The school is a parent co-operative, non-sectarian, and non-profit. The school serves toddler-, preschool- and kindergarten-aged children.

ARTICLE II - REGULATIONS

The school will be regulated by the Ministry of Community and Social Services, province of Ontario, under the Child Care and Early Years Act, and by the constitution of the school.

ARTICLE III - MEMBERSHIP

1. Membership shall consist of active members, non-active members, and associate members.
2. Active and non-active members shall be the parents or guardians of each enrolled child.
3. No more than 25% of the total available enrollment can be comprised of non-active parents.
4. Associate members shall be any individual interested in the school. They shall have a vote in the affairs of the school.
5. No more than 49% of the total membership may be comprised of associate members.
6. Eighty percent of our membership must reside within Mississauga. Due to our proximity to Oakville, our remaining members may reside in bordering communities.

ARTICLE IV - BOARD OF DIRECTORS

1. The Board of Directors shall be active and associate members and shall comprise of the following: President, Vice-President, Secretary, Treasurer, Past President and up to seven more Board Members who will hold various positions from time to time. (For example: Parent Liaison, Special Event Chair, Fundraising Chair). The Board of Directors will not exceed twelve people.

2. The offices of President and Treasurer (those with signing authority) must be held by active members.
3. The office of Treasurer shall not be held for more than two years.
4. The term of office shall be from July 1st to the following June 30th.
5. A quorum of the Board of Directors shall be half of the Directors plus one.
6. Attendance is required at all executive meetings. More than three consecutive absences will terminate the executive position. An executive member may apply for a leave of absence for a maximum of one month. One application in writing only.
7. At executive meetings, each Board member shall have one vote. Voting shall be by a show of hands and in the case of a tie, the chairperson shall cast the deciding vote. A second ballot can be held on demand.
8. Board members must be Canadian citizens and may not be currently involved in a personal bankruptcy.
9. Executive meetings may be attended by all members on a non-voting basis.
10. The Board of Directors will make available in a timely fashion, a copy of the minutes of Executive Board meetings to any member that requests them. Care must be taken to remove any confidential material from them.
11. Upon dissolution and after the payment of all debts and liabilities, the co-operative's remaining property shall be distributed or disposed of to charitable organizations carrying on their activities solely within Canada.

ARTICLE V - NOMINATIONS AND ELECTIONS

1. The executive for the coming year shall be elected at the last General Meeting of the school year.
2. Nominations for the Board of Directors shall be accepted prior to the election.
3. The Board may appoint a member to fill a vacancy until the next opportunity to hold an election.

ARTICLE VI - GENERAL MEETINGS

1. Attendance is mandatory for all active members.

2. Four general meetings will be held during the school year at which time all members will be eligible to vote. During the last general meeting of the school year, an executive for the coming year will be elected.
3. General meetings may be called by five members. Notification of such meetings must be made in writing to the Board of Directors at least one week prior to the meeting.

ARTICLE VII - STAFF

Staff shall be hired by the Board of Directors who shall determine salaries, policies and other benefits.

ARTICLE VIII - VOTING PROCEDURES

1. Amendments to the constitution. Any amendments which would supersede any part of the constitution must be passed by a majority vote of the membership present at the General Meeting. Proposed changes shall be outlined in an agenda and notice distributed to the membership at least seven (7) days prior to a vote.
2. At any General or Parent Meeting of the school, a majority vote is the membership present, providing that there has been adequate notice of the meeting. Each family has one vote.
3. The voting shall be first of all, by a show of hands. A ballot can be held, if demanded, by two (2) members present, or at the discretion of the chairperson. In the case of a tie, the chairperson shall cast the deciding vote.
4. A quorum of the membership shall be half of all the membership plus one.

ARTICLE IX - FINANCES

1. The fiscal year of the school shall be the twelve months from July 1st to June 30th.
2. There shall be an audit by an independent qualified individual (someone other than the Board of Directors) or firm appointed by the Board of Directors. The audited financial statements shall be reported at the Annual General Meeting in November.
3. Cheques on the school's bank accounts and drafts drawn or accepted by the school shall be signed or drawn up by at least two signing officers on the Board of Directors.
4. The budget must be approved by the Board of Directors.

ARTICLE X - CONTRACTS

All contracts entered into in the name of the school must be approved by the Board of Directors and signed in duplicate by the President and/or Secretary or Treasurer or by any other person authorized especially or generally by resolution of the Board of Directors and the person under contract.

ARTICLE XI - TERMINATION OF MEMBERSHIP

1. At the discretion of the Board of Directors, parents may be asked to withdraw their child(ren):
 - a. due to the child's failure to participate;
 - b. due to the parent's failure to participate;
 - c. if the parent's attitudes and philosophies are at odds with majority of the co-operative and if co-operation is impossible;
 - d. due to medical reasons.
2. The co-operative may, upon resolution of the Board of Directors, expel any member thereof for cause, provided such member shall have been given notice of the intended expulsion and an opportunity of appearing before a hearing of the Board of Directors.
3. Where a parent desires to withdraw a child, written intent must be submitted giving thirty days notice. Withdrawal on or after February 1st will result in the June fee being non-refundable.
4. An unrelenting member in bad standing will be asked to withdraw their child from the school.

ARTICLE XII - FEES

1. The fees for the child will be based on a per session basis as determined by the Board of Directors.
2. The fee set for non-active parents will be considerably higher than of an active parent as determined by the Board of Directors.
3. Should a cheque be returned to the school due to insufficient funds, the amount of the cheque plus a bank fee must be paid in cash. Payment is due within one week of being notified. Failure to comply will result in the suspension of the child from school for one week during which time; you must pay the full amount of the fine in cash. Upon receipt of the full payment, your child may return to school. Continued failure to pay the fine will result in the expulsion of the child from the school.

ARTICLE XIII - FINES

Fines may be levied from time to time at the discretion of the Board of Directors to discourage misdemeanors, missed BINGOs, late pick-ups, and lack of team commitment. A member who continually fails to pay such fines will be considered a member in bad standing resulting in possible dismissal.

ARTICLE XIV - DUTIES OF MEMBERS

1. Active parents or guardians must participate on teams and committees as determined by the Board of Directors to fulfill the co-operative commitment.
2. Non-active members will not be required to participate on a team or committee.
3. All active members must attend Orientation and General Meetings.
4. Information on children of the families in our school is private and confidential. At no point is a parent entitled to information on the actions, behaviour, social, emotional status or cognitive abilities of a child other than their own.

ARTICLE XV - DIRECTORS' LIABILITY

Every Director and Officer of the Co-operative, and his or her heir, executors and administrators, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the corporation only from and against:

- all costs, charges and expenses whatsoever such director or officer sustains or incurs in or about any action suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever, made done or permitted by him/her, in or about the execution of the duties of his/her office;
- all other costs, charges and expenses he/she sustains or incurs in or about or in relation to the affairs of the co-operative, except such costs, charges and expenses as are occasioned by his or her own negligence or default, or failure to act honestly, and in good faith with a view to the best interests of the co-operative.

MINISTRY OF EDUCATION POLICIES

In order to provide more transparency to parents, with children in childcare centres, in 2011 the Ministry of Education has asked schools to implement and communicate the following **policies** to parents in our school:

Licensing Summaries

A program advisor from the Ministry of Education comes into our centre annually to license the school for the next year of operation. The program advisor observes the staff and child interactions, watches the children in action, reviews that all appropriate procedures are followed, and check children and staff files to insure that all required information and immunizations are up-to-date. At the time of licensing they will issue a report and also advise if there are any items which have to be corrected or dealt with, prior to the issuance of a new license. A license summary must be posted, along with the new license on the hallway bulletin board. Parents and guardians are welcome to inquire about any recommendations that are made at the time of licensing.

Serious Occurrence Notification

Should any type of serious occurrence event occur, which is deemed to be serious as set out under the Ministry of Education Serious Occurrence Reporting Procedures; the school supervisor will notify the Ministry by submitting a “Serious Occurrence Initial Notification Report” immediately. Within 24 hours of the occurrence, the supervisor must also post a “**Serious Occurrence Notification Form**” to communicate information of the serious occurrence to the parents and guardians. The Notification Form will be posted on the hallway bulletin board, near the licensing information for a minimum of 10 business days. If the form is updated with additional information, such as additional actions taken by the school, the form remains posted for 10 days from the date of the update.

Supervision Policy for Volunteers & Students

A new policy was developed and implemented by all child care centres in Sept., 2011, to overview the supervision of volunteers and placement students in child care programs. The new policy primarily insures that to help support the safety and well-being of children in our school, our parents should be assured that **only** Tender Years’ employees are permitted to have direct unsupervised access with the children in our school. Placement students and volunteer parents are not counted in staffing ratios, as it is Tender Years’ policy to bring in a supply teacher, when a Tender Years’ teacher is absent. Behaviour management policies and guidelines are reviewed with all placement students and volunteers prior to starting their placements and volunteer time at Tender Years. All placement students and parent volunteers

are required to complete a Criminal Reference Check prior to starting at Tender Years.

If you would like any further information regarding the above policies, please speak to the school supervisor.

ABOUT THE STAFF

Natalie Akrofi, RECE, OCT

Kindergarten Teacher

Qualifications: Bachelors in Applied Sciences Child, Youth and Family Studies, University of Guelph (2015)

Bachelors of Education, Nipissing University (2017)

Diploma in Early Childhood Education

Experience: Natalie joined the TYC family in May of 2017 as a Toddler teacher. She is registered with the College of ECE and the Ontario College of Teachers. Natalie has taught at Goldcrest Public School and Clark Boulevard Public School in Brampton. Natalie has worked for other organizations such as the YMCA North Bay, The University of Guelph Child Care and Learning Centre, and Guelph Montessori School. Natalie will be teaching Kindergarten come September 2017.

Outside of work, Natalie enjoys sports, cooking, and spending time with her loved ones. She is a huge fan of all the Toronto teams. She also spends her time watching Game of Thrones.

**Kiran Ashraf
Teacher**

Toddler

Qualifications: Diploma in Early Childhood Education, Sheridan College (2016)

Experience: Kiran originally joined the Tender Years Co-op team in 2016 as an ECE student when she completed her third field placement in the toddler classroom with Miss Navodaya. After that semester, Kiran then joined the Tender Years Co-op supply staff for the 2016 summer and fall programs. In January 2017, Kiran worked as a half day toddler teacher and in school support person. Kiran is currently a full-time toddler teacher as well as an after-school teacher.

In 2014, Kiran took an opportunity through a co-op program where she worked in a kindergarten classroom to gain more experience as she was preparing herself to join the field and follow her dreams of becoming an early childhood educator. Kiran also obtained experience working in a high scope classroom as her first field placement. Her variety of work experiences in different schools/centers has enabled her to work with children aged 2 to 6.

Kiran enjoys spending quality time with her family and friends. In her spare time, she takes pleasure in nature walks and taking her nephew to the movie or out for dinner.

Debbie Beebe, RECE

Preschool 1 Teacher

Qualifications: Diploma in Early Childhood Education, Sheridan College (2001); B.A. Geography, Trent University

Experience: Debbie is entering her third year with the Tender Years team. She brings a wealth of teaching experience to our preschool program. Debbie most recently was a preschool and kindergarten teacher at St. Thomas a Beckett Church Nursery School in Mississauga.

In her spare time Debbie enjoys spending family time with her husband, Brian and daughters, Melanie who is 27 years old, and Andrea who is 25 years old. She also enjoys running, photography, scrapbooking, and taking care of her mother.

**Anneli Charron, RECE
Floater**

ISSP Teacher &

Qualifications: Diploma in Early Childhood Education, Sheridan College, Brampton (1991)

Experience: Anneli is entering her second year with the Tender Years team. Anneli worked for 22 years in the Kindergarten at Froebel Education Centre. Before Froebel, she worked in a daycare centre for three years. Anneli has been married to Pierre for 17 years and they have a daughter, Lina who is 11 years old. Anneli loves to spend time with her family and travelling.

This summer, Anneli and her family drove down to Myrtle Beach, she loves the Ocean! Anneli also enjoys camping, biking, and baking.

Janet Hotchkiss, RECE

Supervisor

Qualifications: Diploma in Early Childhood Education, Sheridan College, 2002

Experience: Janet was most recently the Toddler teacher her at TYC. She has also worked at a daycare centre as a floater and supply teacher, as well as a supervising teacher at a co-operative nursery school in Brampton. She also spent 17 years volunteering in weekly children's programs, March Break and Summer Camps for children from infants through to school age.

Janet has four children ages 18, 16, 14, 11, and homeschooled them all up until recently. When she does manage to find some free time, she loves to read, and to roller blade.

Kelly Kwiecien, RECE

Preschool 3 & Kindergarten Boost Teacher

Qualifications: Diploma in Early Childhood Education (Honours), Humber College (2012)

Experience: Kelly joined Tender Years Co-op School in January 2017 as the Temporary School Supervisor. This year Kelly is excited to get back in the classroom as the half-day Preschool 3 and half-day Kindergarten Boost teacher. Kelly comes to us with over 10 years experience working with children ages 0-8 years.

She has run before and after school care programs, summer camps and has been a one-on-one. Kelly is a strong believer that each child is different and has unique needs. She also believes that It is her responsibility as a Professional to meet those needs, and help the child develop by supporting them and allowing them the time and space they need to accomplish any task.

Kelly is quite fond of music, food and scrapbooking when she isn't spending time with her munchkin Rina.

**Avril Lawrencepillai, RECE
Teacher**

Lead Preschool 2

Qualifications: Diploma in Early Childhood Education, Seneca College (2015); Honours B.A. Sociology, York University (2012)

Experience: Avril joined the Tender Years family in November 2015 as a preschool teacher. Avril brings with her both 11 years worth of volunteer experiences with children and updated knowledge from her recent program of study in ECE. After spending years working for corporate companies, Avril finally decided her heart's desire was to work with children and has since followed her passion to teach.

In her spare time, Avril enjoys being a "Foodie," adult colouring books, spending time with her family and church, and has recently caught the travel bug!

**Isabel Melendez, RECE
Teacher**

Lead Preschool 1

Qualifications: Honours B.A. Early Childhood Leadership, Sheridan College (2016); Diploma in Early Childhood Education, Sheridan College (2014)

Experience: Isabel joined the Tender Years team in January 2016 as the Before and After School teacher, and this year is the half-day Preschool teacher and floater. Isabel has acquired experience working with a variety of ages of children and diverse families from her school placements in schools, at the Ontario Early Years Centre, and other child care centres.

In her free time, Isabel enjoys learning new things, reading, watching various shows on Netflix, and spending time with her three year old son, Valentino and her family.

Kyoko Warner

Kitchen Support Person

Qualifications: Toyoko Gakuen Women's College(Tokyo ,Japan) in Home Economics

Experience: Kyoko found work in Japan's fashion industry importing high-end, designer clothing. Eventually, Kyoko came to Canada in 1995 and met and married her husband. Together, they have three children, and she stayed home to raise them when they were young.

When her youngest child was in grade two, Kyoko decided to return to the workforce and found at position at St Thomas A Becket Church Nursery School She worked there until it closed two years ago due to low enrolment. Thankfully, she took Mrs. Beebe's advice, joined the Tender Years team and has been here ever since. She is an essential part of Team Tender Years, helping the children, staff, and families each day, and always ensuring to take care of the snack and meal needs of the children in the school.

BOARD OF DIRECTORS 2017 – 2018

Krissy Nicolucci

President

This is Krissy's second year on the Board of Directors, having served as Vice President last year. Her son, Jack will be joining the Kindergarten program at Tender Years in the Fall, along with his younger sister Claire, who will be entering the Toddler classroom!

Krissy is originally from the Maritimes, and now she and her husband, Mark have settled in Mississauga.

Krissy graduated from the University of Western Ontario with a Masters in Cell Biology, and then went on to graduate from Boston University's School of Dental Medicine. She currently practices Dentistry in Binbrook. If you have dental questions regarding your child, she would be happy to answer them!

In her sparingly spare time, she enjoys trying new recipes and spending quality time with her family.

Crystal Diab

Treasurer

This is Crystal's second year serving on the Board of Directors, having previously held positions as Fundraising Chair and Treasurer. Crystal and her husband, Tony, have three children: Alex (6), Ben (4) and Ruby (2). Alex and Ben have both attended Tender Years in the Preschool Program, and Ruby is currently enrolled in the Toddler Program.

Crystal graduated Summa Cum Laude from Youngstown State University in Ohio with a Bachelor's of Science in Business Administration in 2003. She subsequently went on to earn both her Certified Public Accountant designation in the state of Ohio and her Certified Professional Accountant designation in the province of Ontario. Crystal started her professional career with KPMG working in audit for five years, and then moved on to working for Trillium Health Centre in finance and decision support before deciding to stay home with her children on a full time basis.

In her spare time, Crystal enjoys cooking, baking, working out at the gym, travel, reading and watching a number of different TV shows. Game of Thrones is currently at the top of the list!

Celina Melo

Member at Large

This is Celina's first year as on the Board of Directors. Celina and her husband Jason have two children, Madeline (5 years old) and Ava (2 ½ years old), both of whom

have attended Tender Years. Ava is now moving onto the Preschool Program after a short but successful time in the Toddler program.

Celina grew up in Thornhill and graduated from York University with an Honours Bachelor of Fine Arts in Visual Arts and a Bachelor of Education. Celina moved to Mississauga after securing a position teaching visual arts and media arts at John Cabot Catholic Secondary School (DPCDSB), where she enjoyed teaching for the past decade. Celina is currently on a leave from the school board so that she may stay home with her children for another year.

In her spare time, Celina enjoys spending time with her husband and children, especially at the cottage. Celina tries to fulfill her artistic passions, photography and painting, as often as possible, and participates in the Dufferin-Peel teacher art show, *Practice What You Teach* each year. She has enjoyed photographing for Tender Years at special events, especially taking the student graduation photos.

Vacant

Secretary

Kayla Caragianakos

Parent Liaison

This is Kayla's first year as Parent Liaison on the Board of Directors. Kayla and her husband John have two children, Gia (2.5 years old) and Peter (9 months old). Gia will continue in the Preschool Program here at Tender Years.

Kayla grew up in Owen Sound and graduated from the University of Toronto with an Honours Bachelor in Arts in French and Sociology. She then went on to complete her Bachelor of Education at the University of Ontario Institute of Technology. Kayla is currently employed as a French Immersion teacher with the Peel District School Board.

In her spare time, Kayla enjoys spending time with her family and friends, scrapbooking and catching up on her favourite TV shows!

Jessica Li Ying

Special Events Chair

This is Jessica's first year as Special Events Chair. She and her husband Jason have three children, the youngest of whom is at Tender Years. Sebastian has been in Preschool 1 since last school year, and he was super excited to come back to school in September so he could share his summer experience of visiting a museum to see a T-Rex!

Jessica earned her bachelor's degree in English and Women's Studies from Western Michigan University, after which she supply taught in her hometown of North Branch, Michigan. She went back to Western and earned her master's degree in Counsellor Education shortly before she met Jason at a Harry Potter convention in Chicago. Jessica moved to Mississauga when they married in 2009 and has been living in the area ever since. She was head of guidance at a small private school in Mississauga, and just last year she accepted a position as a career advisor at Sheridan College.

If Jessica gets any spare time, she enjoys crocheting, sewing, crafting, cooking, baking, reading, and spending time with her family. She is also an avid social activist and loves to talk about all the good things the Harry Potter Alliance is working on!

Dave Goode

BINGO Chair

This is Dave's fourth year as Bingo Chair on the Board of Directors. Three years ago, his son, Matthew graduated from the Kindergarten program from Tender Years. Working in a small environment allowed Matthew to explore topics and receive the differentiated instruction necessary to enrich his learning experiences. Lydia, who is currently 4 ½ years old, will be returning to the full day Kindergarten class in September.

Dave grew up in Fonthill and graduated from Carleton University with a B.A. in Sociology and Anthropology. He then went on to earn a Master of Science in Elementary Education from D'Youville College in Buffalo, New York. Dave currently works for the Peel District School Board teaching Grade 2 and also as a Health and Physical Education teacher.

In his spare time, Dave enjoys working out at the gym, cooking, participating in sports, and spending time with Sue, Matthew, Lydia, and Baby Ellie.

Position	Name	E-Mail
President	Krissy Nicolucci	kkbouche@gmail.com
Vice President	<i>position not filled</i>	
Treasurer	Crystal Diab	dimplescads@hotmail.com
Secretary	position not filled	

Parent Liaison	Kayla Caragianakos	kayla.caragianakos@outlook.com
Fundraising Chair	<i>position not filled</i>	
Special Events Chair	Jessica Li-Ying	li.ying.jessica@gmail.com
Bingo Chair	Dave Goode	davidgoode13@hotmail.com
Member At Large	Celina Melo	celina.m.melo@gmail.com