

# LANSDOWNE PRESCHOOL POLICIES

*Revised Spring 2009*

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## 1) TERMS and DEFINITIONS

- **Alumni:** Families who have completed at least one year at the preschool.
- **CCFLB:** Community Care Facilities Licensing Board (preschool licensing body)
- **CRC:** Criminal Record Check
- **Directors:** President, vp 1 personnel, vp 1 liaison, vp 2 jobs, secretary, treasurer
- **Duty Person:** The parent(s) who assist the ECE in the classroom.
- **ECE:** Early childhood educator
- **Membership:**
  - General: All parents with children currently enrolled at the preschool
  - Executive: president, vp 1 personnel, vp 1 liaison, vp 2, secretary, treasurer, equipment chair, parent education coordinator, one enrollment officer for each class (one of whom shall be enrollment chair), ECEs.
- **Parent:** Parent or parent substitute of child(ren) enrolled at the preschool.
- **School Year:** September to June
- **Society:** Lansdowne Cooperative Preschool
- **VICPA:** Vancouver Island Cooperative Preschool Association

## 2) ENROLLMENT ELIGIBILITY

- a) The following is a list of classes offered and age requirements of the children. Class size and eligibility are set at the discretion of the ECEs and within the license.
  - i) Three year-old group (AM3) ~ Fifteen (15) openings  
Twelve (12) children in the group must be three years old by September 30<sup>th</sup> of the school year and the rest must be three (3) years old by December 31<sup>st</sup>.
  - ii) Four year-old group (AM4) ~ Eighteen (18) openings  
The children must be four (4) years old by December 31<sup>st</sup> of the school year.
  - iii) Three/four year-old group (MWF) ~ Sixteen (16) openings  
The children must be three (3) years old by June 1<sup>st</sup> before the start of the school year.
  - iv) Three/four year-old group (TF) ~ Fifteen (15) openings  
The children must be three (3) years old by December 31<sup>st</sup> of the school year.
- b) The age and number of children enrolled in the preschool shall be determined by the executive with the approval of the ECEs and within the license.
- c) A child shall only be enrolled in one class at a time.

## 3) ENROLLMENT PROCEDURE

- a) For each child enrolled in the preschool, at least one parent must fulfill the responsibilities of the parents as outlined in policies 5 (Orientation) and 12 (Resp's of Parents.)
- b) To initiate enrollment- submit application form to the enrollment officer (via website) and pay registration fee.
- c) To complete enrollment- pay: monthly tuition\*, parent info binder fee, and CRC fee; submit: CRC application form\*, standard enrollment form, physician's letter and a copy of child's birth certificate; complete: emergency contact card\*, release authorization form\*, VICPA parent agreement form\*, and VICPA membership. (\*See further policies for more detail.)
- d) The family is then subject to the policies of the preschool.

## 4) ENROLLMENT PRIORITY

- a) Priority in enrollment is: 1<sup>st</sup> present members, 2<sup>nd</sup> alumni, and 3<sup>rd</sup> prospective members.
  - i) Present members and alumni must register or re-register by January 31<sup>st</sup> for the fall school year. Registration fees must be paid by February 28<sup>th</sup>, or priority status is void.
  - ii) Prospective members can add their names to a waitlist for the following school year as of September 15<sup>th</sup>. Available spots will be filled from the waitlist on a first come/first serve basis. A new waitlist is compiled every year. Once a family accepts a spot, they are removed from any other class waitlist.

- b) An interview with the ECE is required by all families wishing to enroll siblings in the same class. The ECE will make the final decision.
- c) Openings in the AM3 class will be offered to families in the following order, provided members and alumni re-register by Jan 31st and pay registration fees by Feb 28th:
  - i) First priority is given to members.
  - ii) Second priority is given to alumni.
  - iii) Any remaining spots can be filled from the waitlist on a first come/first serve basis.
- d) Openings in the AM4 class will be offered to families in the following order, provided members and alumni re-register by Jan 31st and pay registration fees by Feb 28th:
  - i) First priority is given to any returning AM4 children.
  - ii) Second priority is given to children already attending the AM3 class.
  - iii) Third priority is given to children attending the MWF or TF classes who are returning for a third year.
  - iv) Fourth priority is given to children attending the MWF or TF classes who wish to switch classes
  - v) Fifth priority is given to alumni, accepted on a first come/first serve basis.
  - vi) Any remaining spots can be filled from the waitlist on a first come/first serve basis.
- e) Openings in the TF class will be offered to families in the following order, provided members and alumni re-register by Jan 31<sup>st</sup> and pay registration fees by Feb 28<sup>th</sup>:
  - i) First priority is given to children already attending the TF class.
  - ii) Second priority is given to children attending any other class in the preschool.
  - iii) Third priority is given to alumni, accepted on a first come/first serve basis.
  - iv) Any remaining spots can be filled from the waitlist on a first come/first serve basis.
- f) Openings in the MWF class will be offered to families in the following order, provided members and alumni re-register by Jan 31st and pay registration fees by Feb 28th:
  - i) First priority is given to children already attending the MWF class.
  - ii) Second priority is given to children already attending the TF class.
  - iii) Third priority is given to children attending any other classes in the preschool.
  - iv) Fourth priority is given to alumni, accepted on a first come/first serve basis.
  - v) Any remaining spots can be filled from the waitlist on a first come/first serve basis.
- g) Openings that become available while preschool is in session can be filled from the current school year's waitlist on a first come/first serve basis until February 28th .

## 5) ORIENTATION

- a) As per licensing regulations, all duty persons **must complete orientation requirements** prior to assuming duty day responsibilities. The orientation requirements for new duty persons are as follows:
 

- Class observation	3 hours
- May Philosophy night	2 hours
- June general meeting	3 hours
- September Orientation	2 hours
- September General Meeting	3 hours
- b) Returning duty persons (with the same child) are not required to repeat orientation, and are encouraged to re-attend the Philosophy night.
- c) The orientation requirement for late registrants is to complete a minimum of ten (10) hours of orientation: two (2) shadow duty days, watch the philosophy night video (2 hours), and attend a general meeting (3 hours).
- d) The orientation requirements for alumni who have had more than a one (1) year absence from preschool are the same as new duty persons.

## 6) CHANGING CLASS DURING THE SCHOOL YEAR

At the discretion of the ECE and enrollment chair, a family may change class during the school year, with the exception of late registrants.

## 7) FEES

- a) Fees for the following preschool year shall be presented in the budget at the April General Meeting and voted on at the May General Meeting. Fees are as follows:
  - i) Registration fee ( includes insurance, equipment maintenance, & membership in VICPA);
  - ii) Monthly tuition;
  - iii) Parent Information Binder (black book) fee (refundable);
- b) The registration fee for prospective members shall be paid when the application for a child's enrollment has been accepted. The registration fee for returning members and alumni is due February 28th. The registration fee is not refundable.
- c) The monthly tuition shall be paid as a series of ten post-dated cheques, dated for the first of each month, from August to May inclusive. No refunds will be made for tuition cheques deposited.
- d) If a family withdraws before August 1st, their tuition cheques will be returned.
- e) Members enrolling after the school year has started (after September 1) shall pay the registration fee and first and last month's tuition when the application for enrollment has been accepted. (The first month's tuition may be pro-rated.) The remaining tuition shall be paid by a series of post-dated cheques, dated for the first of each month to May inclusive.
- f) Fees covered by a government subsidy are subject to preschool policies. (see policy 9)

## 8) RETURNED PAYMENT POLICY

- a) In the event of a returned payment, a member of the executive will contact the parent. A replacement certified cheque or cash must be received by the treasurer within seven (7) days of contact. A receipt will be issued, signed by the treasurer and initialed by the parent.
  - i) If the payment is not received within seven days, a \$10 charge will be applied and one more week will be allowed to pay the whole amount.
  - ii) If, after this second week, the whole amount has not been paid, then the treasurer, bookkeeper, vp 1 personnel and president will meet to review the situation. They will take into account family circumstances and participation in the preschool. They may make a recommendation to the personnel committee.
- b) On the second occasion of a returned payment, there will be an automatic \$10 service charge.
- c) On the third occasion of a returned payment there will be an automatic \$10 service charge and a review by the treasurer, bookkeeper, vp 1 personnel and president. A recommendation may be made to the personnel committee.

## 9) CHILD CARE SUBSIDY

Members planning to subsidize fees through the appropriate government ministry must ensure that:

- a) The non-refundable registration fees shall be paid when the application for the child's enrollment has been accepted.
- b) Day care authorization is arranged and approved through the ministry prior to start of school year, or prior to school attendance if school year has already begun.
- c) A series of post-dated cheques for the difference between the childcare subsidy and the monthly tuition shall be submitted at the start of school attendance.
- d) Any outstanding fees are the responsibility of the parent (including registration, parent info binder and CRC fees) The parent shall renew the childcare subsidy as needed.

## 10) WITHDRAWALS

- a) Written notification of intention to withdraw a child from the preschool shall be made to the appropriate enrollment person, one month in advance.
- b) There is no penalty for withdrawing on or before July 31<sup>st</sup>.

- c) After July 31st, no tuition cheques that have been cashed will be refunded. (cheques are deposited on the first of the month).
- d) The personnel committee and two (2) directors, on the recommendation of the ECE, may require the withdrawal of a child whose behavior constitutes a serious management problem.
- e) The personnel committee and two (2) directors may require withdrawal of members who fail to comply with the requirements of the society's constitution, by-laws or policies. The executive maintains the right to weigh the good of a member with the good of the preschool as a whole.
- f) A member may appeal the decision of the personnel committee and two (2) directors within thirty (30) days of written notice from the executive. Appeals are made to VICPA, and a committee chosen by VICPA, if deemed necessary by either party.

## **11) ATTENDANCE**

- a) Public school vacations and holidays shall be observed.
- b) The preschool may be closed for orientation, seasonal cleaning, or such other reasons as may be agreed upon in the ECEs' contracts.
- c) Closing the preschool for an extraordinary reason shall be at the discretion of the president and the ECEs.
- d) If a child has an illness or communicable disease, parents must refer to the "control" section of "A Quick Guide to Common Childhood Diseases" in order to determine if it is appropriate for the child to attend preschool. See the Parent Information Binder (Black Book).

## **12) RESPONSIBILITIES OF THE PARENTS**

- a) All members are responsible for the general administration of the Society. The ECEs shall act in an advisory capacity in all respects.
- b) At least one parent from each family shall:
  - i) Fully participate in orientation. (see policy 5);
  - ii) Be a duty person: participate in the supervision of the children in the classroom on a regularly scheduled basis under the direction of the ECE, with the exception of a three month classroom absence granted for parental leave (see policy 12 f);
  - iii) Participate in parent education projects designed to increase understanding of the preschool children, and skill in assisting the ECE;
  - iv) Assist in the general administration of the preschool by performing an assigned job, serving on the preschool executive, committees or serving on the VICPA executive;
  - v) Attend and participate in all class meetings, parent education sessions, General Meetings, seasonal clean-ups and fund-raising activities;
  - vi) Be responsible for the care and transportation of the child to and from preschool.
- c) Duty persons are required to undergo a criminal record check as per licensing requirements. (see addenda for procedure) Any conviction arising from domestic violence or child abuse/neglect will preclude participation as a duty parent.
- d) Duty persons are expected to uphold the VICPA Standard Parent Agreement Form. (part of the enrollment package)
- e) Should extraordinary circumstance arise preventing a parent from fulfilling his/her obligations to the preschool, the parent must contact the class personnel representative, or the vp 1 personnel, to see if an alternate situation can be arranged or a special leave be granted. Failure to fulfill responsibilities can lead to involuntary withdrawal from the preschool.
- f) Parental Leave: A three-month parental leave from duty days is available, as of (or preceding) the date of birth or adoption of the baby. The duty person is still required to attend the 'parent education' portion of the monthly General Meeting and the family is still required to fulfill their assigned job responsibilities while on parental leave.

## **13) FOOD and DRINK**

- a) Parents and ECEs shall endeavour to accommodate the allergies and sensitivities of members in recognition of the importance of social eating and inclusion.

- b) Parents are responsible for informing ECEs and enrollment officers of allergies and sensitivities at the time of registration.

#### **14) TWO (OR MORE) CHILDREN PER FAMILY**

- a) The parent shall do duty days for each child enrolled.
- b) The parent will hold one job for the preschool.
- c) The parent will do one seasonal clean up.
- d) The parent will pay tuition for each child.
- e) The parent will pay the registration fees in the following breakdown:
  - i) Equipment fee: per child
  - ii) Insurance fee: per family
  - iii) VICPA membership fee: per family.

#### **15) EARLY CHILDHOOD EDUCATORS (ECEs)**

- a) The society shall provide properly qualified ECEs hired by the executive.
- b) The ECEs shall act in an advisory capacity in all respects: i.e. there is a joint responsibility between the parents and ECEs in parent education, enrollment and equipment.
- c) The ECEs and executive shall ensure licensing standards are maintained.
- d) The ECEs are responsible for the program, overall discipline during class hours and shall endeavor to involve parents to the best of their talents and abilities.
- e) Employment contracts between the ECEs and the society shall be revised annually at an executive meeting in March, be voted on by the General Membership at the Annual Planning Meeting in April and signed by the end of May.
- f) The ECE(s) may be discharged by the executive on a resolution passed by a two-thirds (2/3) majority of the General Membership (as per the bylaws).
- g) Because of licensing regulations that do not allow the ECEs or duty parents to change the diapers of children at preschool, it is expected that any child attending the preschool will be toilet trained (or in 'pull-ups.) Exceptional circumstances (e.g. special needs) will be assessed at the discretion of the executive and the ECE.
- h) ECEs are trained in first aid and the administration of the Epi-pen. As such they are expected to act in emergency situations to the best of their ability. When a member requests that an ECE administer medication to a child, it must be pre-arranged and meet licensing standards.
- i) Duty persons are not permitted to administer medications or the Epi-pen.

#### **16) SUBSTITUTE ECE POLICY**

- a) In the event of an ECE illness or emergency, the ECE shall call the president, if the president is unavailable they shall go through the executive list as needed, in order that a substitute can be arranged.
- b) If the situation requires that the ECE will be absent for any length of time, the executive may hire a substitute ECE. The substitute ECE could be a parent with ECE credentials within the preschool.

#### **17) MEETINGS**

- a) General meetings shall be held on the second Tuesday of each month (as possible) September through June.
- b) All duty parents must attend the parent education portion of monthly general meetings: at least one parent must attend the business portion.
- c) If a member is unable to attend a general meeting, they must contact the vp 1 personnel within three days of the missed meeting, or they are automatically unexcused. (see addendum 3: Guidelines for Missed Meeting )
- d) Examples of excused absences are: extreme emergency situations or very unusual circumstances within the family, etc. An excused absence will not be recorded.
- e) Examples of unexcused absences are: minor illness, work, courses, baby-sitting problems, etc. An unexcused absence will be recorded.

- f) A family may be asked to withdraw from the preschool if more than two (2) meetings are missed and considered unexcused.
- g) After a second unexcused absence from a general meeting, the vp 1 personnel shall call the family and in a friendly way remind them of licensing regulations and preschool policies. The parent may be asked to do a "shadow" duty day. The family may receive a letter from the personnel committee. After the third unexcused absence, the family may be asked to withdraw from the school.
- h) As per licensing requirements, prior to the next general meeting, a make-up activity must be completed for missed meetings. Make-up forms are available in the vp 1 personnel cubby. (see addendum – 'What to do if you miss a meeting')

## **18) EXECUTIVE POWERS**

- a) The executive is responsible to the membership for the general management of the preschool.
- b) In decisions affecting the educational program the executive shall be guided by the ECEs.
- c) Between monthly meetings, the business affairs of the society shall be settled by the executive.

## **19) EXECUTIVE DUTIES (job portfolios contain fuller detail)**

- a) President shall: chair all general and executive meetings and have no vote, except in the nomination and election of officers, or in the case of a tie when s/he may cast the deciding vote; be an ex-officio member of all committees; be involved in the preparation of the ECE contract(s); and act as a board representative for VICPA.
- b) Vice presidents shall assist the president, and in the absence of a president shall assume his/her duties.
  - i) Vp 1 personnel shall - act as coordinator between the executive and the personnel committee; chair the personnel committee and the ECE hiring committee; maintain attendance records for general meetings and follow up on missed meetings; organize preschool evaluations by parents and report back to the general membership; and receive and review criminal record checks (CRCs).
  - ii) Vp 1 liaison shall - chair the negotiating committee for ECE contracts; oversee administration of ECE substitute contracts; be available for VICPA Standards visit; liaise between the preschool and Church Board, organize the outgoing executive Social; purchase and present gifts and acknowledgements to the ECEs at winter break and in June; and complete and file insurance forms following recommendations set out by VICPA.
  - iii) Vp 2 jobs shall - assign jobs; act as coordinator between the executive and the General Membership regarding job related issues; compile and update the orientation/ reference Parent Handbook; oversee the general upkeep and safety of the preschool; and chair the constitution committee.
- c) Secretary shall - keep all records (except financial) of the Society including, but not limited to: minutes of general and executive meetings, the membership list, attendance at executive meetings; also maintain correspondence, inform members of upcoming meetings and events, and maintain a yearly calendar.
- d) Treasurer and bookkeeper shall - keep all financial records of the Society; pay all ordinary accounts; pay all extraordinary accounts on approval of the executive; and have an annual audit in accordance with the Societies Act. (bookkeeper is not required to attend executive meetings).
- e) Parent education officer shall - organize and ensure that the parent education program relates to the care and guidance of children in a preschool setting, as per licensing requirements to attend. (not required to attend executive meetings)
- f) ECEs shall – advise the executive on preschool programs; the parent education program; enrollment; licensing requirements; and report on progress and changes.
- g) Enrollment chair shall – coordinate the class enrollment officers, maintain the overall records of enrollment and orientation, and collect all fees.
- h) Fundraising chair shall – oversee the fundraising committee, present fundraising information to the membership at General Meetings.
- i) Equipment officer shall - chair the equipment committee; maintain and replace equipment as needed in consultation with ECEs; and maintain appropriate records/ inventory.

## **20) EXTRAORDINARY ITEMS OF EXPENSE**

- a) The executive shall have the power to spend up to \$250 on any extraordinary item of expenditure without the prior consent of the membership.

## **21) COMMITTEES – personnel, budget, constitution, nominating, ECE hiring, ECE salary**

### **1. PERSONNEL COMMITTEE**

- a) Membership:
  - i) Vp 1 personnel shall chair the committee and act as coordinator between the executive, membership and committee;
  - ii) An alumni or non-member chosen by the ECEs (referred to as the ECEs' representative);
  - iii) One representative from each class appointed by the ECE by the October General Meeting (referred to as personnel representatives.)
- b) Functions:
  - i) The committee shall - liaise between the ECEs, executive, and members; promote an understanding of the Cooperative Preschool philosophy; and assist the group to function smoothly and efficiently.
  - ii) Each member of the committee shall be available to hear concerns and help a situation move towards resolution. If necessary, the committee as a whole shall assess a situation and may call a special executive meeting to resolve an issue. The personnel committee may decide to call a special General Meeting (as per bylaw 2).
  - iii) If there are grievances against the executive as a whole, and it is deemed necessary to hold a personnel committee meeting or portion thereof without the executive, the executive shall be advised of the purpose and date of the meeting, and shall be given an opportunity to present their views at a designated time before the matter is resolved.
- c) Members may bring concerns to the attention of the personnel committee through their class personnel representative, or if necessary, to the 1st VP of VICPA.

### **2. BUDGET COMMITTEE**

- a) The committee shall consist of the treasurer (chair), president and one representative from each class (preferably returning members).
- b) Functions:
  - i) confer with vp 1 liaison in the negotiation of the ECEs' salaries;
  - ii) prepare the budget to be presented at the April Executive Meeting;
  - iii) present proposed budget at the Annual Planning Meeting in April for vote by the General Membership.

### **3. CONSTITUTION COMMITTEE**

- a) The committee is ad hoc and shall be activated as necessary. The committee shall consist of the president, vp 2 (chair), enrollment chair, and one representative from each class.
- b) Functions:
  - i) to review the bylaws and policies and propose changes where necessary.
  - ii) to post proposed amendments at least fourteen (14) days before the March General Meeting for vote by the membership at the May General Meeting.

### **4. NOMINATING COMMITTEE**

- a) At the discretion of the executive, the composition of the committee shall be the president (chair); vp 2 and ECEs.
- b) Functions:
  - i) The committee shall become active at least sixty (60) days before the May General Meeting.
  - ii) The committee shall submit a slate of nominees for election at the Annual General Meeting, and as required during the year to fill a vacant position.
  - iii) Any vacant executive positions shall be appointed by the vp 2 before the start of the school year.

## **5. ECE HIRING COMMITTEE**

- a) The ECE hiring committee is ad hoc and shall be activated as necessary. The committee shall consist of the president (no vote), vp 1 personnel (chair), one representative from each class, and a member who is continuing into the next year. As resources, the committee shall also include the VICPA 1<sup>st</sup> vp, the VICPA consultant, and reference VICPA's Hiring Committee Handbook..
- b) Function: as outlined in "ECE Hiring Committee" (president's portfolio)

## **6. ECE SALARY NEGOTIATING COMMITTEE**

- a) The ECE salary negotiating committee is ad hoc and therefore shall be activated as necessary. The committee shall consist of the president (no vote), the vp 1 liaison (chair), the treasurer and the ECE representatives.
- b) Function: to negotiate the ECE salaries for the following school year.

## **22) PERSONAL INFORMATION**

- a) Personal information collected by the preschool shall only be used and disclosed for the purposes and operation of the preschool.
- b) Personal information shall be kept confidential and only authorized personnel shall have access to it. The information may be accessed by higher legal authorities i.e. CCFLB, Vancouver Island Health Authority, police, etc.
- c) Where personal information is to be collected for another purpose, the preschool shall obtain prior consent of the individual before collecting, using or disclosing the information.
- d) Government legislation permits the preschool to collect, use or disclose personal information without a member's prior consent in some circumstances: for example, where:
  - i) The collection, use or disclosure of information is clearly in the interests of the member and consent cannot be obtained in a timely way;
  - ii) The collection, use or disclosure of information is required or authorized by law.
- e) All personal information collected will be kept by the preschool for two (2) years after the child's enrollment stop date, as per licensing.

## **23) WHEN MEMBER IS NO LONGER IN GOOD STANDING**

- a) A member will no longer be considered in good standing if one of the following arises:
  - i) Failure to pay registration fees or tuition;
  - ii) Three unexcused absences from General Meetings;
  - iii) Failure to participate in duty days;
  - iv) Failure to perform an assigned job.
- b) In the event that a member is no longer in good standing, as outlined above, the matter will be referred to the personnel committee for resolution.
  - i) The personnel committee will take into consideration family circumstances and make a decision whether or not the member(s) will be asked to withdraw;
  - ii) If the personnel committee decides a member(s) should be asked to withdraw, the VICPA 1st VP or VICPA Consultant will be consulted to review the decision.
  - iii) The decision to ask a member(s) to leave will be ratified as per the Withdrawal policy.

## **24) RELEASE OF CHILDREN**

- a) Members must give written consent --the release authorization form-- authorizing who may pick-up their child from preschool and their contact information. Additional names may be added to the form by email or fax. The ECE will only release the child to an authorized person. The person may be required to show identification to the ECE.
- b) Parents or guardians with a court order in effect regarding the custody of the child must provide a copy to the ECE, which shall be on file at the preschool. The ECE may release a child to a non-custodial parent if they are listed on the release authorization form.

## **25) LATE PARENT PICK-UP**

If a parent is late in picking up a child from preschool, the ECE and one member will remain with the child. The following procedure will be followed:

- a) Immediate attempts will be made to contact the parents.
- b) Attempts will be made to reach alternate contacts provided on the release authorization form and emergency contact card.
- c) After an hour, a third person will be sent to the parent's home to attempt contact.
- d) If, after an hour and a half, the parent or other designate has not been reached, the ECE will contact the appropriate government ministry to report the situation, and may contact the police.
- e) Once the ministry becomes involved, the ECE will determine her/his role in remaining involved in the situation. A member is required to remain with the ECE and the child until the ministry takes over.
- f) A fee of \$40 per hour will be charged to the late parent to compensate the ECE.

## **26) ALLEGED IMPAIRED PICK UP**

- a) If the ECE believes that an authorized pick up person is unable to adequately care for a child, s/he will offer to call someone from the emergency card to pick up the person and child.
- b) If a presumed impaired person gets in a car to drive it, with or without the child, the ECE will immediately call the police (and provide a description of the car and driver).
- c) If the ECE believes a child is in need of protection, s/he will call the appropriate government ministry. The ECE shall not be held liable for discerning the fitness of an adult.

## **27) ALLEGED CHILD ABUSE OR NEGLECT**

- a) According to the insurer, if the preschool hires as an employee or volunteer, someone who has been alleged to have committed child abuse, the Society will not be covered by insurance. Therefore, any member who is alleged to have committed child abuse shall not be permitted to be a duty person.
- b) If the ECE or any parent has reason to believe a child has been, or is likely to be abused, neglected, or in need of protection, they must report the matter immediately to a child protection social worker. If a child is in immediate danger the police may be called. The duty to report is set out in the "Child, Family and Community Service Act." (available on-line)

## **28) PRESCHOOL SECURITY**

- a) During school hours, only members, ECEs and guests are welcome in the preschool. Others must prearrange a visit through the executive or ECEs.
- b) Duty persons who have cell phones are encouraged to carry them while on duty.

## **29) FIELD TRIPS**

- a) Field trips occur in place of the regular program; therefore families who do not participate must make alternate care arrangements for their children.
- b) Due to liability issues, parents are responsible for driving their children to and from a field trip, or for pre-arranging their child's transportation. The ECE is not responsible for transportation, and so shall not drive any children to or from a field trip.
- c) The ECE and the duty parents will supervise, and be responsible for the children for the duration of a field trip, excluding transportation.
- d) The ECE will take attendance at the beginning and end of a field trip.
- e) The ECE will be responsible for the following:
  - i) First aid kit,
  - ii) Emergency contact cards,
  - iii) Emergency medication (such as Epi-pen)

## ADDENDUM

# How to apply for a Criminal Record Check (CRC)

The criminal record check is one step in a comprehensive plan to promote the safety and well being of children attending the preschool. The society undertakes this procedure as part of its legal and social responsibility to demonstrate that it is proactive on these matters. Any conviction arising from domestic violence or child abuse/neglect will preclude participation as a duty parent

For more information about the applicant's responsibilities please go to  
[www.pssg.gov.bc.ca/criminal-records-review/](http://www.pssg.gov.bc.ca/criminal-records-review/)

### ***During the school year: Application Procedure (Sept 1-June 1)***

#### **Step 1**

Fill in the application form provided by the Preschool:

- Applicant information at the TOP of the form.
- At the very bottom provide your signature and today's date below the "Consent for the release of information and acknowledgements".

#### **Step 2**

Please include a \$20 check payable to **Lansdowne Preschool (dated today)** with your application.

### ***During the summer: Application Procedure (June 2-Aug 31)***

#### **Step 1**

Fill in the application form provided by the Preschool:

- Applicant information at the TOP of the form.
- At the very bottom provide your signature and today's date below the "Consent for the release of information and acknowledgements"

#### **Step 2**

Please include a **certified check or money order payable to the Minister of Finance (dated today)** with your application.

Lansdowne Preschool will keep the original CRC application and send a copy along with the payment to the appropriate government ministry. The applicant's CRC clearance letter will be sent directly to the preschool.

## What To Do If You Miss a Meeting

1. If you know you are going to miss a meeting, notify the vp 1 Personnel by phone or e-mail. **If you do not contact the vp 1 within 3 days of missing a meeting, it will automatically be considered an unexcused absence.**
2. To make-up the Parent Education portion of the meeting, complete the following steps A through D:
  - A. Attend another preschool's General Meeting. (A list of preschools and the night that they meet is provided in the Missed Meeting Package, available in the vp 1 Personnel cubby.) Have an executive member of the host preschool sign the attached Missed Meeting Form.

### OR

- A. Spend 90 minutes reading a Parent Ed book, tape or video which can be signed out from the Parent Ed library in the preschool, or the public library. (licensing requires 90 minutes of Parent Education per month.)

### AND

- B. Read and initial the minutes from the General Meeting. They are posted on the Parent Education Board.
- C. Check with your ECE and class coordinator for any important information from the class meeting.
- D. Complete the Missed Meeting Form and return the signed copy to the vp 1 Personnel box **before** the next General Meeting.