

South Burnaby Parent Participation Preschool Parent Manual

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1. Welcome

Welcome to South Burnaby Parent Participation Preschool (SBPPP). We look forward to working with you to provide a rich and full preschool experience for your child.

When you enroll in our Preschool, you and your child enter into a special partnership with our teacher and other families. To ensure that your child has a strong sense of security and well-being, it is essential that we work together to establish open communication and trusting relationships. Your questions, concerns, and suggestions are important to us. Please free to approach us to discuss issues as they arise, or to ask for clarification or assistance.

We hope this manual will provide you with an overview of SBPPP and outline key information. Please review it during the beginning of the school year and keep it on hand for reference purposes.

2. Program Orientation

2.1 General Information

South Burnaby Preschool is a Parent Participation Preschool (PPP) and is a member of the Council of Parent Participation Preschools of BC (CPPPBC of the 'Council'). As a member of the Council, our preschool must observe both provincial licensing regulations and the CPPPBC regulations.

What makes your experience at PPP different from other preschools?

The primary difference between a PPP and other preschools is your level of involvement with the preschool. Parents are responsible for the administration and staffing of the preschool under the guidance of a qualified preschool teacher. An Executive Board, comprised of parents holding Executive positions, and the teacher runs a PPP. Teachers are non-voting members of the Executive Board. Many of the issues discussed on the Executive are also brought to the monthly General Meetings for discussion and decision by the membership.

Each preschool family is a member of the preschool and must take on a job, act as a duty parent and attend a monthly General Meeting/parent education. The high quality of our preschool essentially depends on the enthusiasm of our parent members. Our abilities as parents to work together, learn from one another, share responsibilities and laugh together are what make the preschool experience enjoyable and rewarding. Please share your ideas as we all play a vital role in keeping the preschool alive, interesting and relevant for our children.

The functioning of the Preschool requires that we show consideration for one another by sharing duties, switching duty days as the needs arises and so on. Occasionally childcare for a parent's younger child on their duty day or assistance with transportation may be needed. Showing understanding, providing support, and sharing experiences creates an atmosphere where we can express our feelings and concerns, hear each other's differences and grow as parents. This is one of the most meaningful aspects of parent participation.

2.2 Enrolment

Before you enroll your child in our preschool, both you and your child may wish to attend a class so you both have the opportunity to experience a typical preschool morning. If you decide to enroll your child in our preschool you will speak to our teacher who can answer any questions you may have and tell you about the responsibilities associated with joining our preschool.

If your child is joining the class in September, the teacher will have a formalized 'gradual entry' program set out for all students. Please speak to the teacher if you would like to customize the gradual entry program to meet your child's needs. If you are joining the class after September, the teacher will speak to you about how your child will be introduced into our preschool.

2.3 Before School Starts

At the beginning of each year, the preschool teacher, children and parents often feel overwhelmed. With all the anticipation and preparation for the new preschool year, there is the stress of having to cope with the novelty of everything.

Here are some tips to ensuring a smooth transition into school:

- In mid August, adjust to an earlier bedtime, so your child is well rested; encourage healthy eating; promote proper hand washing to create healthy habits for September, when many people get health challenges.
- How shall parents talk to their child about this new experience? Don't oversell it. Remember your child's sense of time. Don't talk about it often until closer to the time he/she is going to start preschool. Speak positively about the upcoming event. Your child will be receiving a "Welcome" postcard from the teacher that week. Be excited yourself about making new friends and playing in new ways.
- Each child will react in his/her own way. Adjusting to the new situation depends on many variables, such as: his or her place in the family, usual style of approaching an unfamiliar situation, previous experiences and particular stage of development. A preschooler's

- reactions are often unpredictable so don't be alarmed if your child clings, withdraws, or becomes unusually demanding.
- When the teacher asks for information from your child's home background, parents can be assured that this is important for her to help the child to have the best experience possible.

As the year progresses, you will begin to feel like a functioning part of the preschool. You will become comfortable with duty days and get a better sense of your job. More importantly you will get to know the teacher, the other parents and the children. Initial feelings of anxiety will change into feelings of comfort and a sense of being more settled in this new environment of preschool — allowing the fun to flow freely!

2.4 After School Begins

It is not unusual for a child to experience some behavior regression while he/she adjusts to preschool. The new experiences and expectations can be a lot for your child to deal with. Please feel free to discuss any concerns you have regarding your child's behaviour with the teacher as she is always available to give suggestions, address concerns, and help each child adjust to the group.

Tips for a successful preschool experience:

- Be interested, but don't press your child too hard to tell you what he or she did during the morning. They will often say "nothing".
- Don't expect your child to bring something home every day. Take time to appreciate the crafts he or she does bring home. Don't say "that's funny, what is it?" Say rather "tell me about it", or "aren't the colours lovely!"
- Don't be surprised or disturbed in the first few weeks of school if your child (a) "acts out" at home after a morning of school, (b) needs more rest, (c) asks to stay at home – it doesn't always mean they don't want to go, (d) goes back to some infant or toddler habits, or (e) is disturbed in his or her sleep. It is very common for a child to take on new independence (new behaviour at home) after they feel comfortable in school.

You may also feel overwhelmed with the responsibilities associated with performing a preschool job and doing a duty day at preschool. You are not alone. Our Executive and teacher are here to help you. Please feel free to speak to any of them regarding questions you may have.

3. Channels of Communication

Open, clear, and respectful communication is a vital part of the successful operation of the preschool. We encourage you to use the established channels of communication. If you have any questions or concerns regarding:

- Your child, please speak to the teacher
- The preschool's operation, please speak to the President
- Your preschool fees, please speak to the Treasurer

Please be sure to read our newsletters and other distributed information and to regularly check your mailbox and information board. It is your responsibility to stay informed.

4. Program Information

4.1 Attendance

Preschool is in session on Tuesdays, Wednesdays and Thursdays from 9:15 a.m. to 11:45 a.m. (times subject to change for field trips). Duty parents attend at 8:30 a.m. to help setup for preschool and are expected to stay for approximately 30 minutes after class to tidy up and put equipment away.

4.2 Arrival & Departure

Please be on time, as children arriving early can become restless while waiting, and children arriving late can feel unsure joining class and may need extra time to settle. If you cannot arrive within 20 minutes of class, please do not come to preschool, as it disrupts class and is confusing for the late child. Please notify the preschool by 9:30 a.m. if your child will be away that day.

When you bring your child to class, please sign him/her in on the attendance sheet, indicating where you will be during class and who will be picking your child up after class. Please notify the teacher if there are any events or circumstances that may affect your child during preschool (e.g. a late night the evening before, one parent away, etc.). Also, please inform the teacher in person and on the sign-in sheet if anyone other than the usual family member is to pick up your child. If the teacher has never met the person who will be picking up your child, he or she must bring photo identification. We will not release your child to anyone not listed on your Enrolment forms and who does not have ID.

Stay with your child before class. While at preschool, say hello to other children and families with your child. When leaving the preschool, always say goodbye to your child. Close the gate securely behind you.

Please pick your child up from preschool on time. At the end of class, a child waiting for a late parent can feel concern or sadness. Also it is difficult for the teacher and duty parent(s) to take apart the classroom while making sure your child is safe. If you think you may be late, please phone the teacher. Being punctual is a good habit for us to model for the children. If you are over 10 minutes late picking up your child, or continually arrive after class ends, you may be assigned an extra duty day, or asked for a late fee. If, after 90 minutes, the teacher has been unable to reach a child's parent/guardian or the designated emergency contact, we are required by law to contact Burnaby Emergency Services to arrange for the care of your child.

When you pick up your child, please remember to sign him/her out. This is an important safety issue and officially transfers the care of your child from the Preschool to you.

If the teacher or any substitute caregivers feels the person picking up your child appears incapable of providing safe care, they will arrange for an alternate person to pick up your child. If no alternate person is available, or if the person who is picking up the child refuses to have an alternate person pick up the child, the teacher is required by law to report the incident to the BC Ministry for Children and Families.

4.3 Closure

The preschool will be closed on statutory holidays, Christmas break, spring break, and summer break, according to public school closures. Please check the duty day calendar for exact dates.

If weather conditions are extreme, and the Executive Committee feels it is in the best interests of our families and staff, the preschool reserves the right to close in the morning hours. Prior to making such a decision, news reports and road closures across the Lower Mainland will be taken into consideration. In the event such a decision is made, you will be contacted.

If you feel the weather may be questionable, please call the preschool, teacher, or President.

In the event of a fire or earthquake, the teacher will follow the policies outlined in this manual and will take all reasonable precautions to ensure your child's safety. Fire and earthquake drills are held regularly. In the event of a fire or earthquake, please pick up your child as soon as possible. If we are unable to use the Preschool, it is likely we will be at the South Burnaby United Church.

4.4 A Typical Preschool Morning

Time	Activity	Duty Parent Responsibilities	Teacher Responsibilities
8:30	Arrival & preparation of classroom Families stay with children until 9:15	<ul style="list-style-type: none"> • Sweep and mop floor • Set up furniture • Arrange prepared snack on serving plates (store in upstairs fridge, if necessary) • Clean bathroom and sweep stairs, if necessary • Prepare classroom as directed by teacher • Greet families as children arrive 	<ul style="list-style-type: none"> • Prepare sign-in table • Prepare classroom, including arts & crafts • Greet families as children arrive • Remind arriving families of important info
9:15	Opening circle Teacher welcomes the children into the classroom	<ul style="list-style-type: none"> • Sit at circle with children 	<ul style="list-style-type: none"> • Close gate • Ensure all children are accounted for on sign-in sheet • Welcome children and explain the day's activities • Lead circle time
9:30	Hand-washing Free play (children choose among the areas set up: climbing apparatus, art, sand table, water table, puzzles & games, sensory play, floor toys, dress-up, role playing, etc.)	<ul style="list-style-type: none"> • Leave the circle with the first child to assist in hand-washing • Scan the room and alert teacher of any conflicts • Escort children to bathroom (let teacher know) • Tend to visitors • Interact with children • Sort art into children's files 	<ul style="list-style-type: none"> • Supervision of classroom • Keep track of time • Interact with children
10:00	10 minute warning before clean-up	<ul style="list-style-type: none"> • Assist children to complete art or set aside for next class • Put away craft supplies; paint brushes soak in water 	<ul style="list-style-type: none"> • Give clean-up warning
10:10	Clean-up: everybody helps!	<ul style="list-style-type: none"> • Assist children in cleaning up and transitioning to circle • Sanitize snack tables 	<ul style="list-style-type: none"> • Assist children in cleaning up and transitioning to circle
10:20	Circle before snack	<ul style="list-style-type: none"> • Retrieve snacks and water jug from fridge • Set plates & cups on tables 	<ul style="list-style-type: none"> • Lead circle time
10:35	Hand-washing Snack (When children are finished snack they are encouraged to read quietly in the book corner until the next activity)	<ul style="list-style-type: none"> • Assist children with hand-washing • Offer snacks to children • Take food away when ½ of children have left the tables • After snack, plates and cups go into children's bags; the green bin goes to the sign-out table 	<ul style="list-style-type: none"> • Assist children in finding their place at a table • Supervise children while eating snack and reading in book corner

11:15	Active play outside or in upstairs gym	<ul style="list-style-type: none"> • Take gym equipment upstairs or prepare parking lot outside, as directed by teacher • Assist movement to play area (leave remaining clean-up until after class) • Interact with children 	<ul style="list-style-type: none"> • Lead children to play area • Interact with children
11:30	Closing circle	<ul style="list-style-type: none"> • Participate in circle • This is the duty parent's child (special helper) time for show & tell; help your child choose an item that they will want to talk about 	<ul style="list-style-type: none"> • Lead circle time
11:45	Hand-washing Class is over, goodbye!	<ul style="list-style-type: none"> • Assist children with hand-washing • Interact with children while they wait for pick-up 	<ul style="list-style-type: none"> • Ensure each child safely leaves preschool
Until finished	Clean-up	<ul style="list-style-type: none"> • Garbage to metal can • Preschool plates and utensils to be washed and covered with cloth to air dry • Art supplies washed • Hang wet cloths over laundry bin • Bathroom lights off & stools away • Furniture put away & net up • Debrief with teacher 	<ul style="list-style-type: none"> • Debrief with duty parent • All cabinets and storage rooms to be locked • Lights off, close room

4.5 Field Trips

Our teacher is responsible for organizing all the field trips for the preschool year. Parents are responsible for transporting their children to and from the field trip location as well as remaining with their child for the field trip. You will be notified well in advance about upcoming field trips. We try to help you arrange a ride, if needed. If you need someone to supervise your child because you aren't able to go, you will have to make these arrangements yourself.

There are a number of procedures in place to ensure the safety of your child during a field trip. The teacher carries a backpack with the children's emergency cards, first aid kit, cell phone, etc. The children are counted to ensure all are present at various points in the field trip, especially during transitions. The group stays together at the field trip site. The teacher discusses the field trip ahead of time with the children, including what they can expect and what is expected of them. All parents are responsible for their own children during field trips.

4.6 Fees

The Executive Committee sets the fees. As stated in the Parent Agreement form, fees are due on the first school day of the month. In the event that it becomes necessary to withdraw your child from preschool, we require one month's written notice. Without appropriate written notice, the last month's fees will not be refunded.

4.7 Provincial Daycare Subsidy

The Provincial Daycare Subsidy is available for eligible working families. For more information regarding these programs, please contact the Treasurer.

5. Health & Safety

5.1 Toileting

Attending children must be toilet trained or in the process. Accidents may occur. Parents will be contacted and asked to return to preschool to change bowel movements.

5.2 Immunization

Prior to starting Preschool, we must have copies of your child's immunization records. If your child has not been immunized, please indicate this on the immunization form in the registration package.

5.3 Daily Health at Preschool

Please do not bring your child to preschool if he or she is sick. You will need to keep your child at home, or arrange for child care, if your child is not well enough to participate in all of the activities in our program, including outdoor play; or if your child has:

- Acute cold – may include fever, runny nose or eyes, coughs, sore throat
- Fever over 100°F or 38°C
- Sore throat or difficulty swallowing
- Difficulty breathing, wheezing, persistent cough
- Unexplained diarrhea or loose stool combined with nausea or abdominal cramps (child can return after first normal bowel movement)
- Vomiting (child can return after 24 hours without vomiting)
- Headache and stiff neck; unexplained pain
- Severe itching of body or scalp; infected skin; undiagnosed rash
- Infected eyes, including pink eye

- A suspected or known communicable disease or contagious infection (if your child has been diagnosed with a communicable disease, please tell the teacher so that we can notify other families and the Community Health Department.)

For the health of all, the teacher is unable to care for a child who is unwell. If your child becomes sick during class, you will be contacted so that you can make arrangements to pick him/her up. Keeping an ill child at home gives comfort and safety to the ill child, and protects other children from communicable disease. Please notify the preschool by 9:30 a.m. if your child will be away that day.

Children with some symptoms may attend if they:

- Have minor upper respiratory infection but no fever
- Are on antibiotics, but have no fever and are otherwise well
- have a chronic symptom such as cough or fever diagnosed as non-infectious

Please tell the teacher if your child:

- develops a potential health problem,
- is experiencing unusual stress,
- is given any medication at home, or
- has any condition that may adversely affect his/her health.

The teacher will keep you informed of disease present in the preschool, to the best of her ability.

Children Requiring Medication or Medical Care at Preschool

Whenever possible, please arrange with your doctor for a medication schedule that permits your child to have his/her medication at home. When medication is given at home, it is important to let the teacher know so that this information may be passed on in a medical emergency.

Any medication to be given by the teacher, including non-prescription meds, must have a written consent form with instructions from the child's physician. Medication must be in the original container and must be clearly marked with the child's name, the physician's name, the name of the medication, dosage and time of administration. Any special instructions or possible side effects should be indicated on your child's Personal Care Plan.

5.4 Discipline Policy

The teachers at South Burnaby Preschool have specialized in Early Childhood Education and are trained to support the guidance and discipline of children in the classroom. It is our desire to help make your and your child's preschool experience a positive one. Opportunities to practice problem

solving and to resolve conflicts are a normal and desired part of the preschool classroom experience. Occasionally a child may exhibit a behaviour that prevents them from safely interacting with people and things in their environment. Should a child exhibit a behaviour that is identified as challenging, appropriate steps will be taken. The desired outcome is to diminish the challenging behaviour via the following gentle strategies.

Objectives of discipline at South Burnaby Preschool are to assist children in problem solving and in developing self-control, self-confidence and self-discipline (while maintaining a safe classroom environment) by:

- Maintaining clear, simple, consistent limits. Limits are statements of what behaviour will be acceptable — these limits relate to the safety and protection of self and others.
- Proximity and touch. Coming down to a child's level (eye-to-eye) and a gentle hand on their shoulder or arm will help a child focus on directions or instruction that he/she is being given.
- Encouraging children to talk out their problems (especially with the children who may be involved).
- Modeling problem solving skills if a child can't resolve the problem on his/her own.
- Time away to another activity (usually by asking, but by physically assisting, if necessary). When a child is disruptive she/he may need a time away from an activity or group of friends. A child may be asked to sit on a chair away from the play, circle, etc. for a short period of time. A quiet activity can help a child regain control and then enter back into the activity or play group better able to resolve the problem.
- Prevention. Be available to guide children, especially those that are "stuck" (tend to repeat negative behaviours in the same types of situations). The predictable behaviours are the ones that can most easily be prevented.
- If behaviour cannot be managed by the above means, the parent will be telephoned and will be required to remove their child from preschool for the remainder of the day.
- Parent – teacher conference. Parents are key. Open communication early on can help create a better picture of the child and what might be triggering a challenging behaviour. Goals will be set and consistency between behaviour management at home and school is important.
- Documentation of behaviour and frequency. What precipitates negative behaviour (i.e. a social interaction, time during the program it occurs, a place it happens, etc.)
- Community resources. The teacher may seek out community resources for help (with confidentiality), e.g. public health nurse, supported childcare, CPPPBC, etc.
- Meeting of the Personnel Committee to discuss ways to resolve the issue

For the protection and safety of children in our program, if all efforts to reduce the challenging behaviour fail, a family's membership at the preschool may be terminated as a very last resort (this is a Community Care License requirement if health and safety are compromised).

5.5 Missing Child Policy

The safety of children is of utmost importance in our program. Preventive strategies are addressed in many of the policies and procedures throughout this manual. South Burnaby Preschool believes that it is important to have policies and procedures to eliminate or reduce the possibility of a child going missing. To ensure the search for a child will be as efficient and expedient as possible, the following procedures outline the steps to follow when a child goes missing.

1. The accompanying adult or supervisor will determine which child is missing.
2. The supervisor will notify all duty parents, and any other relevant adults (if you are visiting a museum, notify the staff of the museum).
3. The supervisor will, depending on the number of adults, designate a team to search and a team to supervise the other children.
4. The supervisor will designate a meeting place, preferable close to the nearest telephone, and a time frame for initial search.
5. The supervisor will designate areas to search in order of priority, starting with the areas that present the most danger.
6. The supervisor will access the emergency card of the missing child and the first aid kit. The time will be documented.
7. The supervisor will contact the police by dialing 911 if a search of the immediate area is unsuccessful.
8. The supervisor will then notify the parent/guardian of the missing child.
9. The supervisor will then gather and document as much information as possible - a description of the child, when and where the child was last seen, what the child is wearing, what areas have been searched, who has been notified and any other relevant information.
10. When police arrive, the supervisor will clarify the role of duty parents with the police officer in charge.
11. The supervisor will stay at the search venue until the child is found and returned to the parent/guardian or to the preschool.
12. The supervisor will record and report all relevant times, names, titles and details of the search, including preparing an incident report.

13. If the venue is a field trip site, the adults will return with all the other children to the preschool.
14. The supervisor will designate a duty parent to maintain telephone coverage at the preschool until otherwise notified.
15. The supervisor or duty parents will not issue any information to the media without the written consent of the parent/guardian. The supervisor will debrief as soon as possible with the children, families, and police/emergency personnel involved in the incident.
16. Resources will be offered the supervisor, children, parents/guardians who have difficulty dealing with the incident.

Prevention policies and procedures will be reviewed to identify ways to eliminate or reduce the possibility of a repeat of the incident. A "Serious Incident Report" will be completed and forwarded to the Community Care Facilities Licensing Office.

5.6 Fire Drills

In case of fire the following actions will be taken.

1. Everyone remains calm.
2. The teacher will call "fire" or sound the fire bell.
3. All children line up at the gate near the primary fire exit. (If the primary exit becomes blocked, the exit beside the boiler room will be the alternate exit.)
4. The duty parent(s) leads the children up the stairs and to the church door across the lane.
5. The teacher will check the washroom & playroom, then meet the children at the church door where attendance will be taken.

5.7 Earthquake Procedure

First indication of earthquake might be:

- A low or loud rumbling noise
- A sudden, violent jolt, or
- A shaking and moving of objects

In case of an earthquake the following actions will be taken.

1. Take cover under tables or in a doorway, away from shelves or heavy items,
2. Face away from windows
3. Assume "crash position" on knees, head down, hands clasped on back of neck or head covered with book or jacket
4. Count aloud to 60 (earthquakes seldom last longer than 60 seconds and counting is calming), and

5. Follow fire evacuation procedures

5.8 Child Abuse Policy

Teachers are required by law to report any suspected abuse or neglect of a child. The duty to report applies to everyone, service providers, family members, and the general public. If a child discloses abuse, it must be reported as soon as possible and any suspicions or disclosures are not be discussed prior to reporting.

If we suspect abuse occurred inside or outside our facility, involving staff, children, volunteers or any household members we will report it to a Child Welfare Worker. Should you ever need help on this issue, please contact the following agencies:

How to Contact a Child Welfare Worker

Monday to Friday - During working hours (8:30 a.m. to 4:30 p.m.), call:

- the local Ministry of Children and Family Development office listed in the blue pages of the phone book or online at www.mcf.gov.bc.ca/regions/regional_offices.htm
- the local Delegated Aboriginal Child and Family Services Agency listed in the white pages of the phone book or online at www.mcf.gov.bc.ca/about_us/aboriginal/delegated/pdf/agency_list.pdf
- Enquiry BC - Metro Vancouver at 604-660-2421; Greater Victoria at 250-387-6121; Elsewhere in BC at 1-800-663-7867. Ask for your local MCFD office or Delegated Aboriginal Child and Family Services Agency nearest you.

After hours - After hours (Monday to Friday 4:30 p.m. to 8:30 a.m., and all day Saturday, Sunday and statutory holidays) for both MCFD and Delegated Aboriginal Child and Family Services Agencies, call:

- in Vancouver, North Shore, Richmond – 604 660-4927
- in the Lower Mainland, Burnaby, Delta, Maple Ridge, Langley 604 660-8180
- in any community in B.C. – 1 800-663-9122

Child Help Line (anyone can call): (no area code) 310-1234

5.9 Criminal Records Check

All staff must obtain a criminal records check prior to their employment at the preschool. All volunteers, except parents and guardians, must also obtain a criminal records check prior to volunteering at the preschool. Forms are available at preschool.

6. Family Responsibilities

6.1 Forms

Please ensure that you have completed all forms in the registration package prior to the first day of school.

6.2 What Your Child Will Need for Preschool

- 1 cup and plate with his/her name on it, in a labeled bag, to be taken home daily to be washed
- A full change of clothes, and indoor shoes or non-slide slippers
- A hat and sunscreen for walks or play outside

6.3 Duty Days

Families are required to do at least one duty day per month, depending on Enrolment. Please sign up for your duty days as soon as possible. If you do not choose a day, one will be assigned to you. If any situation arises that causes conflict, we can be flexible, but our Executive and teacher will need to know about it as soon as possible.

Parents who arrive late for their duty day will have little time to prepare the room for class, and less time to discuss the morning events with the teacher. You may also be assigned an extra duty day if tardiness continues.

A list of duty parent responsibilities is included in the table in Section 4.4 of this manual and is posted on the bulletin board above the sink. It is helpful when you are first becoming familiar with the preschool to check this list often. Please speak English at the Preschool – this makes it easy for everyone to learn and contribute.

Please make yourself available to the children. The classroom is a large and busy place, be aware of areas in the room where children may require extra assistance, i.e. the climbing structure, loft, science or craft tables. The success of the preschool is a group effort; please feel free to ask for guidance from the teacher or other parents. We are all here for each other, and sometimes we need help in a situation or with a task. Let's all try to model great communication and co-operation for our children.

Duty parents are required by provincial regulation to have a minimum of 10 hours of orientation before their first duty day. The Enrolment Chair is responsible for your orientation.

In the event that a Duty Parent does not show up and the required ratio of adult to children will not be met, the teacher will delay the start of class and do the following:

1. Call parents on the emergency duty list to attend
2. Notify the Preschool Executive
3. Contact teachers on the substitution list
4. Close the Preschool and inform parents of the reason for closing

Snack

We like to serve a simple and nutritious communal snack to the children. Portions should be small and easy to serve and eat. Your food should be prepared and ready to serve before you arrive at preschool at 8:30 a.m. on your duty day. Each parent is responsible for bringing the snack on their assigned duty day. Listed below are some suggestions of snack items to bring. Use lemon juice on fruit to keep it from turning brown.

Apple slices	Hard boiled eggs	Pears
Bagels	Dried fruit	Pepper slices
Banana slices/chips	Finger Jell-O	Pickles
Broccoli	Fresh berries	Pineapple chunks
Carrot sticks	Frozen peas	Plums
Cauliflower	Fruit leather	Prunes
Canned peaches	Granola/granola bars	Raisins
Celery sticks	Grapes (cut in half)	Rice cakes
Cheese cubes/slices	Kiwi	Slices of bread
Cherries (pitted)	Melon slices	Yoghurt
Cherry tomatoes	Muffins	Zucchini slices
Crackers	Mushrooms	
Cucumber slices	Oranges	

Two foods we do not serve because of the danger of allergies and choking are nuts and popcorn. **Children's allergies/sensitivities will be posted near the sink.** Please read all snack ingredients carefully to ensure that all children can share the snack. Water will be provided daily, as it is the healthiest and most refreshing liquid available. Please bring enough snacks to feed the number of children in the class (check the phone list) and bring a variety of foods. Be sure to wash your hands before you handle any food items getting snack ready — it is the best way to prevent the spread of germs! Snacks and water are to be covered and kept in the fridge in the upstairs kitchen until just before serving.

Please remember that this list is just a guideline and you are more than welcome to go beyond our suggestions for healthy snack choices. We also welcome you to bring in a snack item that is popular in your family's culture.

It would be fun from time to time if we had a snack that the children could help prepare (e.g. pizza). Please check with the teacher a few days in advance to see if it might be suitable. We often have baking day on

Thursdays. Birthday snacks can include cupcakes, birthday cake, cookies, etc.

6.4 General Meetings & Parent Education

General meetings are usually held **every second Wednesday each month** in order to conduct the business of the preschool and the required on-going parent education program (the latter totaling 1.5 hours per month). Attendance of the duty parent from each family is required. This requirement stems not from the preschool, P.P.P. Council, or the preschool Executive, but is in fact a legal requirement that must be fulfilled by every person undertaking any duty days.

However, due to extenuating circumstances, a parent may not be able to fulfill these requirements and it is necessary for that parent to spend 1.5 hours pursuing parent education in another form which must be approved by the preschool Executive. Please see the "Parent Education Make-Up Form" (available in the hanging file folder on the sign-in table) for a list of suggested alternatives. As a part of this make-up form, parents must write a brief report describing their choice and have completed this before the next scheduled duty day. The Parent Education Chair can arrange for this report to be written in your language of choice, if necessary. Where both parents or another care giver (i.e. nannies, babysitters, grandparents) wish to do duty days, they will be oriented and one person will attend the meetings each month while the other(s) does alternative forms of parent education each month. The Executive will view it seriously if a family fails to fulfill this requirement on a monthly basis.

6.5 Jobs

In addition to fulfilling duty days, each family is required to volunteer for a position within the preschool. These range from newsletter editor to scholastic book club to president. Every effort is made to ensure you receive a role that is suitable with respect to your skills, preferences and available time. Descriptions of the jobs are found below.

President (Executive)

- Convene and preside at all general and executive meetings
- Guide policy of group in partnership with the teacher
- Advocate for the teacher
- Responsible for the administration of the school
- Attend Burnaby PPP Branch meetings, as scheduled and when possible
- Work with secretary and treasurer to maintain society status
- Signatory for bank accounts
- Act as liaison between group and landlord; schedule all use of Church rooms; address issues with other users of the preschool space
- Liaise with the CPPPBC
- Prepare agenda for meetings
- Phone/e-mail group with reminders of events/meetings

- Ensure participation of all families; help new families identify a job within the school
- With Personnel Committee, negotiate teacher contract

Treasurer (Executive)

- Maintain books
- Collect monthly fees and registration fees from families
- Deposit all monies in bank accounts
- Receive cheques requisitions
- Pay all authorized bills
- Liaise with accountant, as needed
- Maintain record of employment and associated paperwork for teacher
- Present a financial report at each general meeting
- Signatory on bank accounts
- Prepare tax deductible forms for applicable members
- With Personnel Committee, negotiate teacher contract

Vice-President (Executive)

- Assist President
- Assume President's responsibilities in event of absence
- Act as liaison between group and executive
- Chair of Special Committees
- Produce monthly duty day schedule
- Arrange class photos in the fall (and possibly spring)
- Plan a social event in the fall and for year-end
- Coordinate special events throughout the year (i.e. Christmas party, picnic, etc.)
- Coordinate snacks for General Meetings (if desired by parents)

Secretary (Executive)

- Take minutes at general and executive meetings
- Keep record of attendance at meetings and advise Parent Education Chair of absentees
- Custodian of preschool correspondence and official documents (kept at preschool)
- Deal with correspondence as directed by the President
- Send out cards to families as required (get well, new baby, thank you, etc.)

Parent Education Chair (Executive)

- Plan overall parent education program
- Book speakers, tapes, etc. for monthly parent education
- Ensure that missed parent education is made up by members
- Maintain and update parent education library
- Post and distribute information on relevant seminars in the community
- Seek evaluation monthly from group regarding parent education
- Issue attendance certificates to teacher for ECE license renewal

Enrolment Chair (Executive)

- Make up parent manuals for new members, as required
- Collect parent manuals from parents departing
- Receive applications for membership
- Advertise for Enrolment when necessary
- Coordinate observations with prospective families
- Coordinate orientation with newly-enrolled families
- Field calls from general public regarding preschool
- Update and publish information brochure
- Update and distribute contact list to families and CPPPBC
- Ensure all paperwork has been completed for each family upon Enrolment

- With teacher, ensure new families have a coat hook and artwork box (with child's name) and folder
- With President, help new families identify a job within the school

Fundraising Chair (Executive)

- Responsible for coordinating fundraising for the school (usually one fundraising initiative during a regular school month)
- Work closely with Treasurer for fundraising goal and status

Equipment Chair (Executive)

- Plan equipment purchases
- Responsible for equipment maintenance
- Ensure routine cleaning of equipment and space
- Keep record for insurance purposes of all large and small equipment
- Do spring inventory to be submitted to the CPPPBC in May
- Discard broken, unsafe or unused equipment as necessary
- Plan year-end or other big cleanup days
- Maintain First Aid Kit; assure that it is stored in a safe but obvious place (stored in teacher's room)
- Maintain Earthquake Kit (stored in outside shed)
- In consultation with teacher, rotate toys and equipment

Field Trip Chair

- Make arrangements for field trips in consultation and agreement with teacher
- Communicate field trip details to group (maps, special instructions, etc.)
- Coordinate rides with parents to ensure transportation to the field trip location
- Be present at the field trip
- Collect any admission fees required
- Seek evaluation of trip from group
- Keep records of field trip details for future reference
- Assist Secretary with thank-you notes when required

Public Relations/Advertising Chair

- Organize advertising signs, etc. for school and fundraising events
- Maintain signage in preschool window and on bulletin board, as necessary
- Maintain sandwich board at Church corner
- Assist with special events

Personnel Chair

- Chair Personnel Committee to deal with all related issues including hiring and human resources issues
- Maintain substitute teacher list
- With Personnel Committee, negotiate teacher contract

Laundry

- Take home laundry to wash as needed
- Maintain order and quantity in towel cupboard
- Launder dress-up clothes and other washables, as required

Teacher's Helper

- Regularly prepare materials (e.g. cutting shapes for crafts, etc.) under direction of the teacher
- Photocopy materials at the Church as needed
- Make playdough, paint, etc. as required

Shopper

- Purchase supplies for the preschool (e.g. baking, craft, cleaning, etc.) under direction of the teacher

Librarian

- Coordinate Scholastic book orders
- Obtain suitable books from the library in consultation with the teacher (especially for themes, special topics, etc.); return books on time
- Consult with teacher on book purchases
- Assist Parent Education Chair with parent education library
- Maintain and inventory the preschool's library of children's books
- Repair books as needed

Photographer/Historian

- Keep history and pictures of the group
- Compile an annotated photo album for the year
- Assign a photograph is presence at an event is not possible

Newsletter Editor

- With direction from the teacher and President, compile and distribute newsletter

Possible Additional Roles if needed:

Assistant Treasurer

Assistant Secretary

Month-end Cleanup Duty

Class Rep

Social Chair

6.6 Executive Board

The Executive Board reserves the right to make changes at any time to the terms and conditions of the preschool's policies and guidelines. Executive meetings are held as required, often just prior to the General Meeting.

6.7 Teacher Conferences

Unless specifically requested by a parent, parent/teacher conferences and home visits will be scheduled by the teacher at her discretion.

7. Guiding Young Children

The most important thing to remember about the guidance of young children is that although all children in our group may be three or four years old, they will not all be at the same stage of development, and each child will respond to you in a different way.

Our teacher will get to know each child's developmental levels as they are with the children each day, so it would be advisable to discuss any concerns with them and allow yourself to be guided by her comments and suggestions.

The following do's and don'ts may help you to establish a good relationship with the children and guide them in a respectful and appropriate manner.

DO

- Be consistent when setting limits and following through with them.
- Let children lead in play.
- Encourage each child while respecting their developmental abilities.
- Use positive language, e.g. "use walking feet inside" not "don't run" or "stop running"
- Try to spend quality time with each child.
- Speak to children at their level — get down on the floor, kneel, sit on a chair — make eye contact!
- Show attention, consideration, and respect for each child.
- Give children choices when appropriate, e.g. "you can choose the red smock or the green smock, which would you like?" This is usually helpful when a child is challenging a limit or guideline that is part of the program.
- Help the children be responsible members of the group by having them help you with jobs. Encourage children to be self-reliant.
- Give your whole attention to your supervising duties. Watch all the children to see that behaviour is safe. Listen for possible conflicts. Know who is in class from moment to moment.
- Focus on a behaviour being inappropriate not the child being "bad", e.g. "when you say that to John it hurts his feelings" not "that isn't very nice" or "please sit quietly so we can all hear" not "stop being noisy and sit nice".
- Allow your sense of humour to flow when interacting with the children.

DON'T

- Ridicule a child.
- Compare one child to another and promote competition.
- Use negative words or phrases, e.g. "don't do that" or "stop being mean".
- Give a choice when one isn't necessary, e.g. "would you like to wash your hands before snack?" the child can then say "no" or "would you like to clean up these blocks?" instead say "it is time for you to clean up the blocks".
- Threaten a child as a means of discipline. Self-direction is brought about by learning and guidance, not imposition.
- Encourage telling "secrets". We need to ensure the safety of all children in any situation they may be faced with.
- Make the child afraid to use his or her body, e.g. instead of saying "be careful" all of the time say "do you know how to hold on tight?" or "keep both feet on the pedals".
- Talk at or down to a child.

- Set a limit for a child and then give in when they start to cry or yell loudly, making you uncomfortable.

8. The Council of PPP in British Columbia

8.1 Description

The Council of PPP in British Columbia (CPPPBC) is an organization comprised of over 2500 participation preschool families throughout the province (excluding Vancouver Island). The purpose of the Council is to assist and unite our preschools. It is our goal to provide a high standard of preschool education through the co-operative efforts of parents and teachers. The preschools of our Council are grouped into four Metro Branches and the provincial preschools.

An office is maintained by the Council in Burnaby, central to the four Metro Branches. Three paid staff members are employed: an Executive Director, an office clerk and a bookkeeper. Fees received from the council members are for the office rental and for staff salaries. Council fees also pay for other services, for example: portfolios, monthly newsletters, workshops, conferences, paper and stamps. Approximately half of Metro member's fees are returned to the Branches. Part of this money is for operating expenses, allowing the Branch Executive to assist their preschools. Another part is for Branch development, paying the salary of the Branch Advisor where applicable.

Three levels of administration exist within our council. Each family member comes together with others on at least one of these levels. Family members group together in preschools. Each preschool operates as a small business. It's executive co-ordinates the efforts of parents and teachers to provide the best possible education for preschool children and their parents.

Preschools in the Metro area have further grouped together to form branches. The current four branches were established to enable preschools to share concerns and ideas. Each branch has it's own volunteers who co-ordinates activities, including workshops, within it's own area and according to it's own needs. Branches are responsible for assisting their member preschools and also for some public education.

The Board or administration has representatives from each branch who meet regularly, formulate policies and set standards base on recommendations from member preschools and branch executives. The Board Executive assists the Branch Executives and Provincial preschools. It also administers the office and staff; publishes the newsletter, portfolios and other publications. The Board represents our member families with PPP Teachers' Association and with the other groups interested in young children. Briefs are presented

by the Board to the Government when legislation affects preschool children or their preschools.

PPP teachers work closely with council through their Association, which meets monthly for administrative meetings and workshops. Branches and the Board send representatives to these meetings and reciprocally, the PPP Teachers' Association sends representatives to the executive and general meetings of Branch and Board.

At every level of our Council, the member families and the teachers work co-operatively to provide the best preschool environment for our children and to stress "whole family education".

What exactly is the Council of P.P.P. in B.C.? It's you and me, your family and ours.

8.2 Standards

The following standards are set by the CPPPBC. Please see the CPPPBC policy manual for more detail.

1. Introduction

Groups who are members of the Council of Parent Participation Preschools in British Columbia are expected to maintain the standards for operation accepted by the Council, and the regulations for licensing specified by the Community Care Facilities Licensing Board.

2. Statement of Purpose

The purpose of the group is to provide a high standard of education for children, as well as a planned adult education program, through the co-operative efforts of parents and supervisors.

3. Supervisor

a) Qualifications:

- Meet the standards required by the Community Care Facilities Licensing Board.
- Has taken part in an orientation dealing with the philosophy and organization of the Council of Parent Participation Preschools in B.C.

b) Practice:

- Maintains the standards of operation as outlined in the Recommended Common Practices.

4. Paid Assistants

a) Qualifications:

- Meet the standards required by the Community Care Facilities Licensing Board.

- Has taken part in an orientation dealing with the philosophy and organization of the Council of Parent Participation Preschools in B.C.
- b) Practice:
- Maintains the standards of operation as outlined in the Recommended Common Practices.

5. Volunteer Assistants — Parents

a) Orientation:

Adequate preparation for parents is required before they participate in the classroom, and should include the following:

- Observation of a full children's session before becoming a member of the group.
- Attendance at a practical workshop on group procedures under the teacher's leadership.
- Attendance at a workshop on the philosophy of the parent participation preschool.
- Meet the standards required by the Community Care Facilities Licensing Board for volunteer assistants.
- For parents entering the group after the beginning of the preschool year, a planned program of orientation will be provided.

b) Participation:

- Education — regular parent indoctrination through participation is necessary on the following basis:
 - Assistance and observation in the children's program by parent assistant(s) at each session.
 - Regular attendance at parents' meetings, which will provide an education program for the parents.
- Administration:
 - The parents are responsible for the entire business operation of the group, including financing, housing, purchase and maintenance of equipment, insurance, and employment of the teacher.
 - The parents operate under and enforce the clauses of a constitution and its bylaws.
- Program Assistance: Parents will accept the guidance of the teacher in the children's program; however, parents will have freedom to discuss the program and make suggestions to the supervisor.

6. Children

Where the predominant age of the children in the group is four years, the ratio of adults to children must not be less than 1:6. Where the predominant age of the children in the group is three years, the ratio of adults to children must not be less than 1:5. The number of 32 to 36 months old children should not exceed 20% of the children registered in one class. If more than

20% are registered , the ratio of adults to children is 1:4. When the number of 32 to 36 months old children returns to or is less than 20% of the children registered in the class, then the ratio of adults to children may be returned to 1:5 at the discretion of the teacher, and then the general membership involved. A 32 months old child is defined as one who is 32 months old by August 31 of the current preschool year.

It is usually desirable to have separate groups for three and four year old children. However, each situation should be assessed to it's own merit, the deciding factor being what is best for the children involved and the number of enrolled families.

SOCIETY ACT CONSTITUTION

(Incorporated December 14, 2009 and including special resolution March 21, 2002)

1. The name of the Society is South Burnaby Preschool Society.
2. The purposes of the Society are:
 - (a) to promote the principles of parent participation in preschool education;
 - (b) to provide a high standard of preschool education in which children through play develop socially, physically, emotionally and intellectually;
 - (c) to encourage and facilitate opportunities for parents to observe and learn about the development, needs and behaviour of children;
 - (d) to do everything incidental and necessary to promote and attain the foregoing objects.
3. In the event of winding-up or dissolution of the Society, funds and assets of the Society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to the Council of Parent Participation Preschools in B.C. or another such organization or organizations concerned with the social problems or organizations promoting the same purposes as this Society, as may be determined by the members of the Society at the time of winding-up or dissolution, and if effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organizations, provided however that such organization referred to in this paragraph shall be a registered charity recognized by Revenue Canada Taxation as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.
4. The purposes of the Society shall be carried out without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes.
5. Paragraph 3, 4, and 5 of the Constitution are unalterable in accordance with the Society Act.

SOCIETY ACT
BYLAWS OF
South Burnaby Preschool Society

PART 1 — Interpretation

1. (a) In these bylaws, unless the context otherwise requires:
 - (i) "Executive and "executive members" means the persons elected or appointed for the time being;
 - (ii) "Society Act" means the Society Act of the Province of British Columbia, from time to time in force and all amendments to it;
 - (iii) "registered address" of a member means his address as recorded in the register of members.
 - (iv) "The preschool" means a non-profit preschool licensed under the Community Care Facilities Act, employing a supervisor approved by the Community Care Licensing Board and owned and operated by the parents of the children in the preschool and whose program requires the orientation, regular participation and on-going education of the parents;
 - (v) "Parent" means parent or legal guardian.
- (b) The definitions in the Society Act on the date these bylaws became effective apply to these bylaws.
2. Words importing the singular including the plural and vice versa; and words importing a male person include a female person and a corporation.

PART 2 — Membership

3. The members of the society are the applicants for incorporation of the society, and those persons who subsequently have become members and are in accordance with these bylaws and, in either case, have not ceased to be members.
4. A person may apply to the Executive for membership in the society and on acceptance by the Executive shall be a member.
5. The Executive shall determine the membership fees.
6. Every member shall uphold the constitution and comply with these bylaws.
7. Voting membership is confined to parents who have children enrolled in the preschool and it terminates at the end of the preschool year or upon the withdrawal of the child. Each family is entitled to one vote. ~ members are in good standing throughout the preschool year except a member whose child withdraws from the preschool or a member who is expelled during the preschool year.
9. Non-Voting membership is available to interested adults through the application to the Executive and payment of a prescribed annual fee; it terminates at the end of the preschool year.
10. A person shall cease to be a member of the Society:
 - (a) by delivering his resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society, or
 - (b) on his death or in the case of a corporation on dissolution, or
 - (c) on being expelled.
11. The membership of any family which has, in any respect, failed to conform to the preschool constitution and bylaws or any part thereof, may be subject to review by the personnel committee. The personnel committee may request the Executive to consider the expulsion of said family. Written notice of expulsion must be delivered to the family at least 48 hours prior to the next General meeting of the preschool.
 - (a) A member may be expelled by a special resolution of the members passed at a general meeting.
 - (b) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - (c) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

PART 3 — Meetings of Members

12. General meetings of the Society shall be held at such time and place, in accordance with the Society Act, as the directors decide.
13. Every general meeting, other than an annual general meeting, is an extraordinary meeting.
14. The first annual general meeting of the Society shall be held not more than fifteen (15) months after the date of incorporation and shall be scheduled in June, 1995. Thereafter an annual general meeting shall be held at least once every calendar year and not more than 15 months after holding the last preceding annual general meeting.
15. Written notice of a general meeting specifying the place, the day and the hour of the meeting, shall be mailed or given to each member of the Society not less than fourteen (14) days prior to the annual general meeting.
16. An extraordinary meeting shall be called by the Board of Directors upon the written requisition of at least ten (10%) per cent of the members. No business except that stated in the notice of requisition shall be transacted at an extraordinary meeting.
17. If the Board of Directors fail to convene an extraordinary meeting within twenty-one (21) days of the filing of the requisition with the Society then the requisitionists or any of them representing more than 50% of the total voting rights of all of them, may themselves convene a meeting. A meeting so convened shall not be valid unless held within four (4) months from the date of such filing.
18. Any meeting convened by requisitionists shall be convened in the same manner as nearly possible as that in which meetings are to be convened by the Executive.
19. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
20. The Annual General Meeting shall be held in the month of September. It shall be open to both active current members and immediate past members, but voting shall be confined to current members. The Annual General Meeting shall receive the annual reports of the outgoing executive officers and committee chairpersons. The current president shall preside.
21. The General Planning Meeting shall be held in the month of March. During the months of January and February, the membership shall review such matters as staff, accommodation, tuition fees, ages of children, Enrolment procedures, supervisor's contract, parents' agreement, and the preschool's constitution and in general make plans for the operation of the preschool for the following year.
22. Business meetings shall be held monthly for the purpose of conducting preschool business and the parent education program.
23. An Executive meeting shall be held prior to each business meeting to plan the agenda for the business meeting and to carry out Executive responsibilities. The President or at least three members of the Executive may call an Executive meeting at any time provided 24 hour's notice is given.

PART 4 — Proceedings at General Meetings

24.
 - (a) At any annual or extraordinary meeting of the Society quorum for the transactions of any and all business shall be 50% of the voting members of the Society. but never less than three (3) persons.
 - (b) At any Executive meeting the quorum shall be two-thirds of the executive members who are entitled to vote.
 - (c) If a quorum is not present at the appointed hour, the presiding officer shall adjourn the meeting and reconvene it within seven (7) days.
25. Special business which requires a 75% majority is:
 - (a) all business that is transacted at an extraordinary meeting except the adoption of rules of order;
 - (b) termination of an employment contract;
 - (c) dissolution of the preschool;
 - (d) termination of the membership of a family or expulsion of a child;
 - (e) removal of an executive member; and

- (f) all business that is transacted at an annual general meeting, except:
 - (i) the adoption of rules of order,
 - (ii) the consideration of the financial statements;
 - (iii) the report of the officer;
 - (iv) the report of the auditor, if any;
 - (v) the election of the Executive;
 - (vi) the appointment of the auditor, if required; and
 - (vii) such other business as, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the officers issued with notice convening the meeting.
- 26. Subject to bylaw 27 the president of the Society, the vice-president, or in the absence of both, one of the other executive members shall preside as chairman of a general meeting.
- 27. If at a general meeting:
 - (a) there is no president, vice-president, or other executive officers present within 15 minutes after the time appointed for holding the meeting; or
 - (b) the president and all other executive officers present are unwilling to act as chairman; the members present shall choose one of their number to be chairman;
- 28. (a) A General meeting may be adjourned from time to time and from place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - (b) Where a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - (c) Except as provided in this by-law, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
- 29. (a) All resolutions proposed at a meeting must be seconded and the chairman of a meeting may move or propose a resolution.
 - (b) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
- 30. (a) A member in good standing present at a meeting of members is entitled to one vote.
 - (b) Voting is by show of hands.
 - (c) Voting by proxy is not permitted.
- 31. Supervisor Participation
 - (a) The supervisor shall have a voice, but no vote, in all general, business and Executive meetings.
 - (b) If it is deemed necessary to hold a general, business or Executive meeting without the supervisor, the supervisor shall be advised of the purpose of the meeting and given an opportunity to present his/her views at a designated time.
- 32. (a) The Executive may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not required by these by-laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to the provisions of:
 - (i) all laws affecting the Society;
 - (ii) these bylaws; and
 - (iii) rules, not being inconsistent with these bylaws, which are made from time to time by the Society in a general meeting.
 - (b) No rule, made by the Society in a general meeting, invalidates a prior act of the Executive that would have been valid if that rule had not been made.

33. An election may be by acclamation, otherwise it shall be by ballot (subject to paragraph 34).
34. If no successor is elected the person previously elected or appointed continues to hold office.
35.
 - (a) The Executive may at any time and from time to time appoint a member as an officer to fill a vacancy in the Executive. A vacancy shall be deemed to exist:
 - (i) Upon the death, retirement, resignation, withdrawal or expulsion of an executive member;
 - (ii) Whenever any executive member shall be absent for more than two consecutive regular meetings of the Board without being excused from attendance by the President.
 - (b) An executive member so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting subject to paragraph 41(b).
 - (c) No act or proceeding of the Executive is invalid only by reason of there being less than the prescribed number of executive officers in office.
 - (d) The members may by special resolution remove an executive member before the expiration of his term of office, and may elect a successor to complete the term of office.
36. No executive member shall be remunerated for being or acting as a member but an executive member shall be reimbursed for all authorized expenses necessarily and reasonably incurred by him while engaged in the affairs of the Society.

PART 5 — Proceedings of the Executive

37.
 - (a) The Executive may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
 - (b) The president shall be chairman of all meetings of the Executive, unless the Executive otherwise decide.
 - (c) An executive member may at any time, and the secretary, on the request of an executive member, shall, convene a meeting of the Executive.
38. Special meetings of the Executive may be called at any time by the President or by a majority of the Executive.
39. The first meeting of each newly elected Executive shall be held immediately following the annual meeting of members.
40. No meeting of the Executive can authorize any expenditure in excess of the current budget of the Society as established by the Executive. either generally or in respect of a specific event or program, unless first approved by a 75% majority of those members present.
41.
 - (a) The quorum for the transaction of business shall be a majority of the executive members then in office.
 - (b) At any meeting of the Executive, if there is an equality of votes, the Chairman shall not have a casting or second vote.
42. Executive Powers
 - (a) The Executive shall be responsible for the general management of the preschool and shall ensure that the preschool adhere to government regulations and Council policies.
 - (b) Term of office - members of the Executive shall hold office during the fiscal year of July 1 to June 30. The outgoing Executive shall remain available in an advisory capacity until the commencement of the preschool year. No executive member shall hold the same office for more than two consecutive years unless there is no other candidate for that position.
 - (c) Within the framework of the constitution and of policy decisions made by the general membership, the Executive shall have power to deal with day-to-day administration of the preschool. Any complaints or queries about preschool policies are to be referred to the Personnel Committee.

- (d) In regard to business affairs of the preschool. disbursements of an extraordinary nature exceeding \$50.00 shall first be approved at a general-meeting. No debenture shall be issued without sanction of a special resolution.
 - (e) The Executive shall be guided by the supervisor in decisions affecting the education program of the preschool.
 - (f) The signing officers shall be the president and the treasurer of the preschool. Two signatures shall be required on all financial documents and cheques.
 - (g) Each member of the Executive shall keep a procedural portfolio for that position which shall be passed to the successor. Each shall also give a written Annual Report by the June meeting.
 - (h) It shall be the responsibility of the Executive to inform the appropriate member of the Branch Executive of serious preschool concerns.
43. Election of Executive Officers
- (a) Nominating Committee
 - (i) shall distribute nomination forms to the membership at the January general meeting;
 - (ii) shall present a slate of candidates at the February general meeting. At this time, nominations may also be made from the floor.
 - (iii) shall handle the voting procedure in accordance with the Council's guidelines.
 - (b) Each family is entitled to one (1) vote.
 - (c) The following executive officers shall be elected from the active current members or incoming members at the general meeting in September, or so soon thereafter as is reasonably possible:
 - President or 2 co-Presidents
 - Treasurer
 - Secretary
 - (d) The following executive officers shall also be elected at the general meeting in September. If any of the executive positions are not filled, the positions shall be open for election.
 - Vice-President, 3's
 - Vice-President, 4's
 - Enrolment Chairperson 3's
 - Enrolment Chairperson 4's
 - Equipment Chairperson
 - Parent Education Chairperson
 - Fundraising Chairperson
44. Duties of Executive Officers
- (a) President — shall convene and preside at all general and executive meetings of the preschool and see that all decisions are carried into effect; shall see that duties of the other officers and the supervisor are properly performed; in partnership with the supervisor shall guide the policy of the group.
 - (b) Vice-Presidents (one from each group) — shall assist the president and assume the president's responsibilities as required by illness or absence; shall act as phoning and liaison officer for her/his group.
 - (c) Secretary — shall keep an accurate record of all executive and general meetings, including a record of attendance; shall deal with necessary correspondence; shall be custodian of the preschool's correspondence and official documents.
 - (d) Treasurer — shall receive all monies, issue all receipts and notices of overdue fees, and pay all authorized bills; shall maintain proper books and arrange for an audit at the end of the preschool year; shall present a proposed budget at the General Planning Meeting in March; shall present a financial report at each regular general meeting.
 - (e) Parent Education Chairperson — shall plan the parent education section of each business meeting and assist in maintaining the parent library.

- (f) Enrolment Chairperson — shall chair the membership and Enrolment committee; shall receive and process all applications for membership; shall, with the parent education chairperson, plan and execute orientation programs for new members.
- (g) Fundraising Chairperson — shall be responsible for raising additional funds as necessary.
- (h) Equipment Chairperson — shall be responsible for the planning, purchase and maintenance of equipment.

PART 6 — Duties of Other Officers, Committees and Their Appointment

45. Appointment

- (a) The Enrolment Committee, in consultation with the Executive, shall assign members to jobs and committee positions according to the preferences shown by the members and the availability of jobs. Skills and experience may also be taken into consideration.

46. Special Committees

- (a) Personnel Committee — shall be appointed early in the school year and shall consist of an Executive representative chose by the president, one representative from each class group, chosen by the Executive and a supervisor's representative chosen by the supervisor. The chairperson is elected within the committee at its formation and is responsible for calling meetings. The purpose of this committee is to promote growth, understanding and unity within the group. The committee deals with matters in confidence and makes its recommendations to the Executive. Areas of responsibility include negotiating the supervisor's contract, assisting in communicating philosophy and group policy and reviewing grievances, complaints and problems within the group.
- (b) Nominating Committee — shall be at least three members in good standing who will not have incoming membership; shall be appointed by the Executive before the January General meeting. The committee is responsible for providing a slate of candidates for Executive positions and for carrying out the elections..
- (c) Other committees such as Budget, Christmas Party, Dance, Sports Day, etc. shall be formed as necessary during the year. They shall consist of parents with related jobs and interested volunteers.

PART 7 — Enrolment

- 47. For a child to be eligible for enrolment in the preschool, he/she must be at least 30 months of age on the date of entrance to the preschool and must be 36 months by the age of December 31st of the calendar year of entrance to the preschool.
- 48. A child who turns three (3) years of age during January 1 to June 30 period may enter an existing class of 3 year olds or a 3-4 split class on January 1st.
- 49. A handicapped or exceptional child may be accepted on a trial basis provided that:
 - (a) the membership is in agreement;
 - (b) his/her parents are willing to give whatever assistance is necessary to integrate him into the group;
 - (c) that arrangements are made for a parent-teacher conference prior to admission and upon the supervisor's request thereafter;
 - (d) the supervisor has first and final say.
- 50. Where the predominant age of the children in the group is four years, the ratio of adults to children must not be less than 1 to 6. Where the predominant age of the children in the group is three years, the ratio of adults to children must not be less than 1 to 5.
- 51. If more than 20% of the children registered in one class are between 30—36 months old, the ratio of adults to children is to be 1 to 4.
- 52. Applications for enrolment shall be made in writing to the enrolment officer well in advance of the school opening. Priority will be given to returning members until the March Planning Meeting of the year their child is to begin preschool. Applications will be

accepted in the order in which registration forms and registration fees are received by the enrolment officer.

53. Class size shall be in accordance with the Community Care Facilities Licensing Act and the policies of the Council.

PART 8 — Withdrawal of Family From Preschool

54. Notification of withdrawal must be made in writing to the enrolment officer one month in advance of withdrawal. One month tuition shall be paid in lieu of notice.
55. At the discretion of the Executive, if any child is withdrawn during the school year, June tuition fees may be forfeited.

PART 9 — Fees

56. All fees for the following year shall be set at the March Planning Meeting. These include:
- (a) a registration fee adequate to cover Council membership, insurance and orientation costs;
 - (b) monthly tuition fees;
 - (c) annual fee for non-voting members.
57. The registration fee is payable before or by the June General meeting. This fee is not refundable after acceptance of membership. Fee adjustment for later registration should be done only if a child is enrolled later than January 1st.
58. Tuition fees for September and June shall be collected at the September General Meeting. Fees for October through to May are due on the first day of these months. They are to be paid by postdated cheques which must be given to the Treasurer at the September meeting.
59. Non-payment of fees by parents will result in a written notice advising that if fees are still not paid within 10 days, the child will be withdrawn from the group.
60. The fee for non-voting members is payable annually, at the Annual General Meeting.
61. Emergency Fund - An emergency fund shall be set up to cover a maximum of 2 months fees to prevent withdrawal of a child from school because of financial and personal difficulties in the family. The fund is to be used at the discretion of the Executive and the family.

PART 10 — Preschool Year Administration

62. The members of the preschool collectively shall:
- (a) arrange for legally approved accommodation;
 - (b) conduct regular meetings and elect necessary officers;
 - (c) hire a qualified supervisor and, under her/his guidance, secure and maintain adequate equipment and materials;
 - (d) draw up an annual budget and assess fees to cover the costs of operating the preschool;
 - (e) make arrangements for parents to participate in the operation of the preschool and as assistants to the supervisor;
 - (f) arrange for a monthly parent education program;
 - (g) receive applications for membership for the successive year.
63. ARTICLE V: LICENSING
- (a) the preschool shall apply for and maintain a licence under the Community Care Facilities Licensing Act of B.C.;
 - (b) in accordance with the Community Care Facilities Licensing Act of B.C., a qualified First Aid person shall be on the premises and accompany the group on a field trip during all times of operation.
64. ARTICLE VI: INSURANCE
- The preschool shall carry insurance to cover:
- (a) general liability;
 - (b) replacement of inventory.
65. ARTICLE VII: AFFILIATIONS
- The members of this preschool shall be active members in good standing in the Council of Parent Participation Preschools in B.C., herein called the Council. South Burnaby Preschool shall adhere to the Council's Statement of Standards and Common Practices.

66. The fiscal year of the preschool shall be from July 1st to June 30th.
67. The beginning and end of the preschool year, the number of sessions and hours, shall be in accordance with the preschool supervisor's contracts (as negotiated for the current year by the Council and the Parent Participation Preschool Teachers' Association).
68. The preschool will be closed:
 - (a) during the days stipulated in the supervisor's contract;
 - (b) on the last Friday of the month, or as is required, to permit the supervisor to attend professional workshops and similar in-service training, unless a qualified substitute is obtained;
 - (c) as stipulated in the supervisor's contract, to allow the supervisor to observe at other preschools, unless a qualified substitute is obtained;
 - (d) when the teacher is ill, or has been granted a leave of absence, unless a qualified substitute is obtained;
 - (e) if not enough qualified parents are on duty (to meet our ratio requirements);
 - (f) if the preschool building, or the conditions of the environment are unsafe or unhealthy for the children (i.e., lack of heat, blizzard, etc.) as determined by the preschool supervisor and president and/or public health official;
 - (g) during organized field trips arranged in advance.

PART 11 — Responsibilities of Parents

69. Since this is a co-operative preschool, its success depends upon the cheerful participation of all members, and upon close co-operation between teacher and parents to provide the best possible program for the children. Detailed responsibilities of parents are set forth in the Parents' Agreement. Any member who, in the opinion of the Executive, fails to carry out his/her responsibilities in these areas shall have his/her membership reviewed and possibly suspended or revoked by the Executive. In general, each individual member is required:
 - (a) to be responsible for the care and transportation of his/her child to and from the preschool;
 - (b) to assist in the supervision of the children in the classroom on a regular basis under the direction of the supervisor
 - (c) to participate in orientation and on-going parent education as required by Council policy, government regulations and this preschool;
 - (d) to assist in the general administration of the preschool by:
 - (i) serving on the Executive or on a standing committee,
 - (ii) attending all general meetings and committee meetings as appropriate,
 - (e) to abide by the terms of the Parents' Agreement
70. Health
 - (a) If required by the Burnaby Health Department, adults assisting in the classroom must first provide the enrolment officer with proof of a valid negative T.B. test (renewable every two years). If required, the proof must be provided before the first duty day in September.
 - (b) Parents will be required to prove that their child has been immunized against rubella; this must be provided by the September meeting.
 - (c) A member shall not be required to do a duty day during the sixteen weeks following the birth of a baby. The member will not be required to make up these duty days, but will be encouraged to do so if possible.
71. Partial Participation

In the event that a member in good standing (or previous member in good standing) shall be unable to do duty days for an unavoidable reason such as hours of employment, they may choose the following option in lieu of withdrawing from the preschool:

 - (a) the parent of the child enrolled in the school shall be a voting member and shall hold a job in the school.
 - (b) the parent shall designate another person to do their duty days; that other person shall be a non-voting member of the preschool.
 - (c) the non-voting member shall be required to meet and maintain the government standards of orientation and on-going parent education.

- (d) the voting member shall agree to pay the membership fee and any other costs incurred for the non-voting member.
72. Opting Out Policy
- (a) in case of emergency when a member through circumstances is unable to continue to do their duty, they may arrange for another member to take over their duty days.
 - (b) at any given time there may only be 1 per 8 in the 3's and 1 per 10 in the 4's using this policy.
 - (c) mandatory attendance at monthly meetings, job within the school and month end clean-up will be done by the non-duty parent.
 - (d) monthly fee adjustments should be made between duty and non-duty parents. Adjustments will not exceed 50% of regular monthly fees.
 - (e) after a 3 (three) month probationary period this policy will be reviewed by the school, duty and non-duty parents.

PART 12 — Review and/or Termination of Membership

73. Members missing monthly preschool meetings (business and parent education) may have their eligibility reviewed by the personnel committee.

PART 13 — Responsibilities of the Supervisor

74. The supervisor shall:
- (a) be a properly qualified person registered with the Community Care Facilities Licensing Board and hired under contract by the preschool Executive as the paid supervisor of the preschool.
 - (b) be a member in good standing of the Parent Participation preschool Teachers' Association.
 - (c) attend a Council's New Supervisor's Orientation within one year of his/her initial contract with parent participation preschools.
 - (d) annually sign and abide by a contract currently negotiated and accepted by the Council and the Teachers' Association.
 - (e) act as an advisor to the Executive in the administration of the preschool, attending all general and Executive meetings, and committee meetings as requested.
 - (f) be given a regular time at all general meetings to present information regarding her program and philosophy of preschool education; to report on the needs, activities and progress of the children; and to report on the program presented at the monthly Supervisors' Workshops.
 - (g) have overall responsibility for the program, teaching methods, discipline, health and safety measures during all the preschool sessions and shall involve adult assistants to the best of their abilities.
 - (h) encourage and welcome questions regarding the program when delivered at appropriate times. When suggestions, questions or timing is inappropriate, the supervisor may take the necessary explanations or may refer to the matter to the personnel committee. The supervisor must refer matters regarding the operation of the preschool to the Executive.
 - (i) work with the enrolment and parent education committees, preparing for the orientation of families new to preschool.
 - (j) arrange for a pre-admission interview with each family and shall conduct a parent-teacher interview in January.
 - (k) observe professional standards of confidentiality in contact with members.
75. There shall be a procedure when unacceptable behaviour is observed in any child and the child is found to be causing a disturbance in the class.
- (a) The supervisor will advise the parent(s) about the problem and together they will attempt to resolve the problem.
 - (b) The supervisor may, at her discretion, notify the class personnel representative regarding the problem and its proposed resolution. The parent(s) must have full knowledge of this notification

- (c) Outside professional help will be obtained if desired by the parents and recommended by the supervisor. Any expenses incurred will be accepted by the parents.
 - (d) If matters are not resolved by the above procedures, the Executive shall be notified and arrangements shall be made by the class personnel representative for a meeting of the supervisor, parent(s), class personnel representative and other personnel from preschool, Council, Board of Public Health Department, as necessary or as requested by parent(s), supervisor, and/or personnel representative.
76. The Executive, at the recommendation of the supervisor and/or the personnel committee, may require the withdrawal of a child who constitutes a serious management problem during preschool sessions. Written notice of the Executive decisions must be delivered to the parents within 24 hours. The parents may appeal the decision at a regular or special executive meeting, provided they give the preschool president 48 hour written notice of intent.

PART 14 — Proxies

77. No proxy shall be permitted at any meeting of the Executive or committee of the Society.

PART 15 — Borrowing Powers

78. Borrowing powers of the Society shall not be exercised without a seventy-five (75%) per cent majority vote of those members present at a properly constituted meeting of the individual members of the Society.

PART 16 — Notices

79. Notices may be given by the Society to any member or officer either personally or by mailing it prepaid to his registered address and such notice shall be deemed to have been received on the third day following that on which the notice is posted and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle in, British Columbia.

PART 17 — Bylaws

80. On being admitted to membership, each member is entitled to and the society shall give him a copy of the constitution and bylaws of the Society, free of charge or, if so resolved by the Executive, on payment of a sum not exceeding One (\$1.00) Dollar.
81. These bylaws shall not be altered or added to except by special resolution. If proposed amendments to the bylaws are to be made, notice shall be given to the members fourteen (14) days prior to any general meeting.

PART 18 — Inspection of Books

82. The books and records of the Society may be inspected by a member at any reasonable time following arrangements with the secretary.