

**MANOTICK CO-OPERATIVE NURSERY SCHOOL, INC.  
&  
RIVERSIDE SOUTH CO-OPERATIVE NURSERY SCHOOL, INC.**



**PARENT INFORMATION MANUAL**

**Amended February 1, 2010**

**5572 Doctor Leach Drive  
Manotick, Ontario K4M 1A6  
(613) 692-2188 (Phone)  
[www.manoticknurseryschool.ca](http://www.manoticknurseryschool.ca)**

## GUIDING HAND

I dreamt I stood in a studio  
and watched two sculptors there.  
The clay they used was a  
young child's mind  
and they fashioned it with care.  
One was a teacher – the tools she used  
were books, music and art.  
The other, a parent, worked with  
a guiding hand,  
and a gentle loving heart.  
Day after day, the teacher toiled with touch  
that was deft and sure.  
While the parent laboured by her side  
and polished and smoothed it o'er.  
And when at last their task was done  
they were proud of what they had wrought.  
And each agreed they would have failed  
if each had worked alone.  
For behind the parent, stood the school  
and behind the teacher, the home.

Author Unknown

We would like to extend a warm welcome to your child and your family. This is a new exciting time for both of you. By working together, we can make it a happy, memorable experience!

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Riverside South Co-operative Nursery School**

## **What the Co-operative is All About**

Manotick Co-operative Nursery School (MCNS) & Riverside South Co-operative Nursery School (RSCNS) are not-for-profit, charitable, cooperative corporations that are governed by the Day Nursery's Act, Articles of Incorporation and the by-laws of the nursery school. Currently there is seven staff employed at the nursery school, including a Director. The staff reports to a volunteer Board of Directors that is composed of 9 MCNS & RSCNS members. A member is anyone who has a child enrolled in the nursery school. In a cooperative, all members participate in some aspect of the daily operations of the nursery school. Board or committee work and involvement in classroom duty days are two ways members share their talents. Being a member of a cooperative provides parents with a unique opportunity to participate in and influence their child's school experience very directly. The cooperative spirit is a great resource and precious asset to the success of MCNS & RSCNS. So please, come in!

### **Presently the Board positions are:**

**Chair:** Coordinates all areas of the school's operations

**Vice Chair:** Assists the Chair and coordinates committees

**Secretary:** Record keeper and miscellaneous business

**Treasurer:** Manages the school's financial affairs

**Registrar:** Responsible for all registration procedures

**Assistant Registrar:** Assists the Registrar, deposits cheques and does tax receipts

**Playground and Maintenance Coordinator:** Coordinates playground maintenance and safety

**Long-range planning:** Coordinates long-range planning committee to establish long range goals of MCNS & RSCNS

**Publicity:** Manages all marketing & school publicity

Committees include (but are not limited to): Telephone, Food, Website, Duty Roster Coordinator, Publicity, Computer, and Playground and Maintenance.

### ***Start Times***

Morning pre-school classes begin at 9:00 a.m. and finish at 11:30 a.m.

Afternoon pre-school classes begin at 12:30 p.m. and finish at 3:00 p.m.

Our **Late Policy**, common in nearly all child care facilities, is as follows:

Everyone is given a 7 minute grace period each day for pick up. After that, late pick-ups are recorded. After 3 late pick-ups of 8 minutes or more, the Executive bills families at a rate of \$1.00 per minute.

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The late policy was created for these reasons:

- First and most important is that your child counts on you being there when all the other children are picked up.
- Secondly, teachers have a very short time between classes to clean up from the morning class, set up for the afternoon class and re-charge. Help us be at our best for your child.

### ***Arrival and Departure Procedures***

#### **Manotick Location:**

Parents arriving for the beginning of class may use the front door to the Arena. In good weather, children will be playing outside in the backyard. Parents can park near the Tennis Club, taking care to follow parking restrictions posted on the Arena near the Zamboni garage door.

#### **Riverside South Location:**

Parents can only access the school room from the community room entrance, upstairs at Moncion's. Back packs and coats are usually stored just outside the classroom entrance.

### ***Snack Time***

Children are asked to bring their own snack to school each day. It should be packed in a bag or container with their first name marked clearly on the front. Each teacher will assist a group of up to 10 children at snack time. It is in your child's best interests to use snack containers that open easily. Soft, pliable plastic lids open much more easily than rigid ones.

The Public Health Department would like us to remind parents to send snacks that promote good dental health. We are a **NUT FREE AND EGG FREE** school due to life threatening allergies. Egg baked in foods is acceptable but egg in its' whole form is not (ie. devilled eggs, egg salad sandwiches, etc).

### ***Duty Days***

Several times a year, families will be scheduled for a duty day. One adult member of your child's family is asked to come in and assist the teachers so that we may adhere to the conditions of our license with respect to adult/child ratios. It is a wonderful way for parents to be involved in their preschooler's nursery school experience and see their child interact with others. A valid police check is required to do a duty day. Due to ratio requirements, siblings are not permitted to attend duty days. Parents are required to

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replace themselves should they not be able to attend their scheduled duty day. There are a number of options should this arise:

1. A parent can switch days with another family on the schedule, or
2. A parent can contact the Director (5 days minimum notice) who will hire a supply teacher. The parent pays the supply teacher \$35.00.

### ***Illness***

We follow guidelines set out by the Public Health Department regarding childhood illness. You may not bring your child to school if he/she has a fever, has recently vomited or had diarrhea or has a “croup-like” cough. If your child’s nose is running thick and green, nursery school is probably not the best place to be.

With other illnesses, such as Chicken Pox or Pink Eye, call the nursery school and we will let you know what the Health Departments Exclusion Policy is. Unless otherwise stated, a child must be symptom-free for 24 hours before returning to nursery school.

If your child is going to be away from school, please call in and leave a message on our answering machine. We are required to report to the Public Health department when 15% or more children are off sick with the same illness.

### ***Medication***

If your child requires ongoing medication at school (such as an Epi-pen or an inhaler), a prescription must be left at the school for the entire year, kept in a locked drawer. Please see the Director to fill out the required Medical Authorization form.

### ***Changes in Your Child’s Life***

Please keep the teachers informed of any changes regarding phone numbers, addresses, persons authorized for pick-up, etc. As well, if your child is experiencing an unusual stress (divorce, moving, death of a relative, etc.) it would be beneficial to share that with the staff.

### ***School Calendar***

We follow the same calendar as the Public and Separate School Boards. We do not, however, close for Professional Development days.

### ***Closure Due To Poor Weather/Unforeseen Circumstances:***

When school buses in Manotick are not running, our Nursery School will remain closed. You will receive a telephone call from our Phone Committee to confirm this or you can phone the Nursery School and listen to the message on the answering machine.

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***School Code of Conduct***

We teach our children a simple code of conduct that will work well at home as well as school. It is “**BE KIND, BE SAFE, BE NEAT**”.

***Parent Information Library***

Underneath the Parent Information Bulletin Board there is a small library of parenting books. Feel free to sign them out and return them when you are finished.

***Fire Drills***

The Nursery School practices regular monthly fire drill and emergency evacuation of the building. In an actual emergency, MCNS children will be evacuated to the Independent Grocery Store in the Manotick Mews Shopping Plaza where parents will be contacted. RSCNS children will be evacuated to St-Jerome Catholic School where parents will be contacted.

***Clothing***

Parents are asked to put a complete change of clothing in their child's backpack. Each child will require a pair of shoes or slippers in the winter months, to be kept in his/her backpack. Names in all clothing and on backpacks will help put our “Lost and Found” box out of business.

**Manotick location:**

We will play outdoors in the winter if the weather (including wind chill) is - 20C or warmer. We are well protected by two walls and it tends to be much warmer than the front of the building. Be sure to dress your child with the assumption that they will play outside. A hat and sunglasses are important during the warmer months, as is sunscreen.

***Field Trips***

The teachers like to enhance our classroom learning with field trips in the community. Parents (or other adult relatives/caregivers) are welcome to attend and unless otherwise stated, siblings are welcome as well. A portion of the initial registration fee covers field trip costs so there will be no additional cost to you unless you bring siblings along. Information regarding upcoming field trips will be in the monthly Nursery News, our school newsletter. Parents will be asked to sign a permission form in advance.

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***Birthdays***

Duty days are scheduled so that families have one very close to their child's birthday. Parents are welcome to bring in cupcakes on that day. Inquire in advance with the teachers regarding any food allergies.

***Discharge Policy***

If a parent wishes to withdraw their child from the program, one month's notice, in writing, to the Registrar, is required. Less notice will result in the loss of the last months' tuition, paid in September for June tuition.

The Board of Directors, in consultation with the Director, reserves the right to terminate admission to any family if procedures are not followed or if the program is not suitable for the child. Every effort will be made to assist parents to access alternative services in these instances.