

**HURON CO-OPERATIVE PLAYSCHOOL INC.**

**383 Huron Street**

**Toronto, Ontario**

**M5S 2G5**

**415-977-1109**

**huron@huronplayschool.com**

**Welcome to Huron Co-operative Playschool.**

A co-operative playschool allows children to play and learn in a warm, caring, co-operative atmosphere.

Through being involved in a co-operative playschool, parents develop their own problem-solving skills. They learn to deal with children in a group setting, and to assess their own child's development of social skills.

At Huron, parents participate in family co-operating duties as each family's schedules permits. The parents and teacher work closely together. This facilitates a consistent approach between home and school.

Parents are involved in the running of our school and help out in the daily program on a rotating basis. The co-operative approach demands time and energy from each family. But it is time and energy well spent – a chance to personally oversee your child's first school experience and a chance to contribute ideas of your own to the program. Young children, too, enjoy having one of their parents spend a morning or afternoon at their school and the parent's benefit from the support of others. Everyone benefits from exposure to new and different ideas and approaches.

**The Program**

The morning program begins at 9:00 am and ends at 11:45 am. The afternoon program begins at 1:15 pm and ends at 4:00 pm.

We follow a rhythm at school that flows from play-time, to snack-time, to circle-time to outside play etc. This consistent rhythm helps instil feeling of confidence and security to the child. Tables are set out each day offering a wide range of activities from the children. Daily offerings may include play dough, puzzles, dress ups, construction activities, make believe play materials,

water play, sand, paint, activities promoting fine motor skills as well as special science and nature activities. The children have access to all these activities and we adults facilitate their play.

## **Philosophy**

**PLAY.** Play is extremely important to children. It is how they learn about themselves and others. Play provides time for children to explore their world and to try out the many roles they see there. It is through play that children feel joy and acceptance and it helps build self-confidence and feelings of fulfillment.

We feel that in a child's early years it is especially important to help in the development of positive social skills and positive self-esteem. We work closely with each child to help him or her learn to play in a positive and appropriate way which is appealing and accepting of others. We try to help children to recognize and learn to cope with their emotions and to resolve conflicts. A child who has positive social skills and positive self-esteem will be accepted by others and will grow to be a happy fulfilled person.

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Dear New Member:

You are about to join one of the most rewarding child-care facilities there are. Being part of a co-operative is a unique experience for children as well as for their parents. It goes beyond the standard care arrangements and offers an opportunity to be part of a group of like-minded people who seek high quality, personal care for their children. As children and parents get to know each other by spending time co-operating during the day and contribution to the running of the school with their jobs and at meetings, strong ties form and new friendships arise.

Here is some information about how the school “works”, so you can start your year as an informed member of this corporation called “Huron Playschool Co-operative”.

We are a non-profit organization governed by our own Article and By-laws. Our By-laws comply with the Co-operative Corporations Act; which is the piece of legislation written for co-operative institutions. By-laws define issues such as members’ rights and obligations, rules about running the school and conducting meetings. You will have a chance to familiarize yourself with these documents when you obtain the By-laws and Policies folder in September.

While the By-laws are concerned with the legal issues of a co-operative, our policies define the everyday and practicality issues regarding the operation of the playschool. These range from hand washing Policies to behaviour Management Policies and are listed in the handbook that you receive as part of the registration package.

Of course, the people of the co-operative are the ones who really make it work. Firstly, there are all the members, who contribute to the everyday operation of the school through their jobs. They make sure that there are supplies, clean toys and surroundings, laundry, trips planned, co-op shifts assigned, money matters dealt with, funds raised, publicity projects running, opportunities for parent education, and most importantly, that our children are safe inside and outside the school.

Secondly, our teacher Tracey is central to the school and the only person overseeing both the morning and the afternoon program. As than Early Childhood Educator, Tracey plans and runs the program for the co-op, instructing co-operating parents according to how she needs assistance. In general meetings she reports about the children/program, raises concerns and announces upcoming special projects. Tracey's involvement as a key administrator contributes to the smooth running of the playschool.

Thirdly, there is a Board of Directors, commonly called the "Executive", currently consisting of 7 members who occupy key administrative positions for the playschool. In addition to the monthly General Meeting all parents are required to attend, the Executive also meets once a month on administrative issues. For a more detailed description of executive positions, please refer to the last page of the handbook.

The Executive is responsible to the members of the co-op and refers issues of finance, policy, or other important matters for a vote to the general membership. The members then make final decisions regarding these items during monthly meetings. These meetings are important, as the co-op depends on its members to participate in all matters and make it work.

Hopefully these points will help you understand the co-op better when you first join, and you don't have to spend your first month wondering how things work. If you have questions, ask the teacher or call up any member of the Executive for clarification. Similarly, if you have suggestions as to how to improve the playschool, don't hesitate to share them, finally, if you are interested in the truly rewarding experience of "running the school", and would like the experience of being a director of a corporation to be an addition to your own resume, think about becoming a member of the Executive. The extra time invested will be greatly rewarded by new experiences, engagement and overall involvement.

Have a great a year!

A past parent

**HURON PLAYSCHOOL CO-OPERATIVE INC.**

**Confidential Information**

Child's name: \_\_\_\_\_ Date of Birth (yr/m/d): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

**IN CASE OF EMERGENCY**

Adult to contact if parents cannot be reached.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

PHYSICIAN'S NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

FOR OFFICE USE ONLY
Child's start date: _____
Child's withdrawal date: _____

BACKGROUND INFORMATION

Please list the other people in your child's home.

Name	Age	Relationship to Child
1. _____		
2. _____		
3. _____		

Language(s) spoken at home: \_\_\_\_\_

Has your child been in a Nursery school or other childcare arrangement before? If so please describe the experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HEALTH AND DEVELOPMENTAL HISTORY

Describe your child's general health: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your child is taking any medication, what medication and what is it for: \_\_\_\_\_  
\_\_\_\_\_

Which of the following communicable diseases has your child had?

- Chicken pox\_\_\_
- Rubella\_\_\_
- Measles\_\_\_
- Meningitis\_\_\_
- Mumps\_\_\_
- Whooping cough\_\_\_

Any others: \_\_\_\_\_

Describe how your child communicates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you describe your child's emotional, physical and social growth and development to this point. \_\_\_\_\_

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Describe your child's eating habits

Favourite foods: \_\_\_\_\_

Foods not enjoyed: \_\_\_\_\_

Food Allergies: \_\_\_\_\_

Diet restrictions (cultural, religious): \_\_\_\_\_

Describe your child's sleep/nap routine: \_\_\_\_\_

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#### BEHAVIOUR PATTERNS AND HABITS

Describe your child's behaviour and habits (temperament, energy level): \_\_\_\_\_

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Describe your child's particular attachments (toys, blankets) and any particular habits (rocking, thumb sucking): \_\_\_\_\_

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Describe any particular fears your child has shown: \_\_\_\_\_

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How does your child usually react to new situations: \_\_\_\_\_

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We would appreciate your views on guiding your child's behaviour and setting limits: \_\_\_\_\_

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Is there anything else you would like to tell us about your child? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anyone other than yourself to whom you child may be released to?

If yes please provide the following information:

Name of individual:

Relationship to child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**HURON PLAYSCHOOL CO-OPERATIVE INC.**

**Release and Indemnity Agreement Form**

Please read the following very carefully to ensure that you fully understand the legalities before you sign.

I, THE LEGAL PARENT/GUARDIAN OF \_\_\_\_\_ GIVE MY PERMISSION FOR \_\_\_\_\_ TO PARTICIPATES IN ALL SCHOOL ACTIVITES BOTH ON AND OFF THE PREMISES OF HURON PLAYSCHOOL. THE UNDERSIGNED HEREBY WAIVES AND RELEASES HURON PLAYSCHOOL, IT'S DIRECTORS, OFFICES, AGENTS AND EMPLOYEES FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION WHICH MAY ARISE OUT OF ACCIDENT, INJURY OR DAMAGEWHICH MAY OCCUR TO \_\_\_\_\_ WHILD PARTICIPATING IN THE SCHOOLS ACTIVITIES, ON AND OFF SITE EXCURSIONS, FOR THE SCHOOL YEAR OF \_\_\_\_\_. I ALSO ASSUME AND ACCEPT ALL RISK, DNACER AND HAZARDS IN CONNECTION WITH HURON PLAYSCHOOL.

I HAVE READ AND UNDERSTAND THIS RELEASE AND INDEMNITY AGREEMENT PRIOR TO SIGNING IT AND AM AWARE THAT BY SIGNIONG THIS DOCUMENT I AM AFFECTING THE LEGAL RIGHTS AND LIABILITIES OF MYSELF AND MY HEIRS.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_

PRINT NAME OF PARENT/GUARDIAN \_\_\_\_\_

SIGNATURE OF WITNESS \_\_\_\_\_

PRINT NAME OF WITNESS \_\_\_\_\_

This form will be kept on file at Huron Playschool for the school year of 20\_\_-20\_\_

Note: If a child is unable to go on any of these trips and suitable alternate arrangements cannot be made at the school, then the child may have to stay at home.

**HURON PLAYSCHOOL CO-OPERATIVE INC.**

**Medical Consent form**

This form enables a doctor to give necessary treatment in case of an emergency when parents/guardians cannot be contacted. It is understood that every effort will be made to reach the parents. If, at any time, due to such circumstances as accident, sudden illness, or emergency, medical treatment is necessary, this treatment may be given to the following named child.

MEDICAL CONSENT FORM FOR THE SCHOOL YEAR 20\_\_-20\_\_

School Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian:

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Emergency contact name and relationship: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Allergies – Food, Medication etc.: \_\_\_\_\_

\_\_\_\_\_  
Medication/health concerns: \_\_\_\_\_

\_\_\_\_\_  
I/ we give permission for \_\_\_\_\_ to be taken to the hospital in case of an emergency.

Parent/Guardians signature: \_\_\_\_\_

\_\_\_\_\_

**HURON PLAYSCHOOL CO-OPERATIVE INC.**

**Authorization to Share Information**

I, (print full name) \_\_\_\_\_

of (address) \_\_\_\_\_

hereby give permission to the Huron Playschool Co-operative Inc. to share personal information with respect to:(child's name)\_\_\_\_\_so that Huron Playschool Co-operative can provide the best child care possible, meet the legislative requirements of the Day Nurseries Act, communicate with Resource Support Agencies, and contact the appropriate people in the event of an emergency.

This consent remains in effect for a period of 24 months from the date signed.

Authorized Signatory:

\_\_\_\_\_ Please print name: \_\_\_\_\_

Witness: \_\_\_\_\_ Please print name: \_\_\_\_\_

Date : \_\_\_\_\_ ( YY/MM/DD)

# **HURON PLAYSCHOOL CO-OPERATIVE INC.**

## **Co-operating Responsibilities**

### **Co-operating**

A parent from each family will co-operate on average, three times per month in the A.M. program, and in the P.M. program, rotationally one or two times per month. Families with two children in the school will co-operate one and a half times as often as families with one child.

The typical co-operating routine included arriving before the session begins to help set up, staying after the session to help clean up.

If you are unable to co-operate on a day you are scheduled, the onus is on you to find another parent to take your place. With full enrolment the school must have one teacher and two parent assistants in order to operate in compliance with the law.

### **Jobs**

Each family is asked to assume an extra job within the school – whether it is an Executive position (serving as Chair, Secretary, Treasurer or Registrar); a maintenance position; snack, field trip or scheduling coordinator, teacher's assistant etc. Job descriptions are detailed in the Parent Handbook.

### **Clean-ups**

Two major clean-ups are carried out at the school during the year and another at the end of the year. Families pay a \$75.00 cleaning deposit – once they have done one of the cleans the families will have their \$75.00 refunded.

### **Snacks**

Throughout the school year, your family will be scheduled to provide daily snacks for the group for one week periods. You plan the snack, purchase the food and note it on the menu in the Playschool. Snacks must follow the Canada Food Guide and must include protein (not meat), a grain and a fruit or vegetable. It is not necessary to provide juice; we serve water to the children.

### **Meeting Attendance**

Once a month parents meetings are scheduled in order to conduct school business – everything from budget to maintenance is overseen by the group as a whole at these meetings. Our



## **HURON PLAYSCHOOL CO-OPERATIVE INC.**

### **Confidentiality and Non-disclosure Agreement**

The privacy of personal information is an important principle to Huron Playschool Co-operative (HPC). We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the goods and services we provide. We also try to be open and transparent as to how we handle personal information.

Furthermore, proprietary information, internal information, data and materials of HPC are valuable assets. Protection of this information plays a vital role in HPC's continued growth, public image, and confidence in the services it offers. This document describes our confidentially and non-disclosure policies.

**Therefore, the undersigned agrees to the following:**

**1. Acknowledgement of importance of non-disclosure**

The undersigned acknowledges that the information to which they will have access as a result of their position with HPC is confidential, unique, and valuable to HPC and that the unauthorized disclosure of the information to another party would cause HPC and its clients irreparable harm and to be in violation of the Personal Information Protection and Electronic Documents Act (PIPEDA) covering the collection, use or disclosure of personal information in the course of any commercial activity.

**2. Agreement not to disclose confidential information**

The undersigned acknowledges that in order to appropriately safeguard the interests of HPC, its clients, staff and business affairs:

- a) She/he will not directly or indirectly disclose any information relative to the business associations it serves except as may be necessary in the proper discharge of his/her duties.
- b) She/he shall use his or her best efforts to cause all persons or entities to which any information shall be disclosed by him or her to observe the terms and conditions set forth herein or as otherwise set out in HPC's internal policies and procedure.
- c) She/he shall not remove any confidential information from the premises of HPC except in the course of performing his or her duties on behalf of HPC or without the prior authorization of one of the Chairpersons.

d) She/he shall have no obligation to keep confidential any information if and to the extent disclosure of any such information is specifically required by law or if the information has been released to the public by HPC; except as may be necessary in the proper discharge of his or her duties, or after termination of his or her employment for any reason, except with the expressed written authorization of HPC or as may be required by law.

**3. Agreement to abide by privacy policy**

The undersigned acknowledges that he/she has an understanding of the organization's privacy policy and agrees to abide by it.

**4. Return of confidential information**

The undersigned acknowledges that upon the termination or conclusion of his/her position with HPC for whatever reason, he/she shall return all information immediately to HPC along with any confidential information including copies, extracts, computer diskettes, or other reproductions in his or her control.

**5. Survival**

The undersigned acknowledges that the terms of this agreement shall continue to be effective at all material times after the termination or conclusion of his/her position with HPC for whatever reason.

**6. Enforcement of agreement**

HPC shall be entitled to specific performance and injunctive relief for any breach of this agreement.

Employee, Volunteer or Board Member

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Signature

Date

Witness:

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Signature

Date