



## **2018/19 PARENT HANDBOOK**

Located in Brunskill School  
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[www.vvcp.ca](http://www.vvcp.ca)

Building confidence and new friendships while fostering an enthusiasm for learning.

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# A MESSAGE FROM THE VARSITY VIEW CO-OPERATIVE PRESCHOOL (VVCP) BOARD

July, 2018

**Welcome!**

We would like to emphasize that we are a *co-operative*. Every family is responsible for a minimum of 10 parent helper days at the preschool and 1 toy wash session.

Failure to fulfill your required helper days will result in dismissal from the cooperative.

The VVCP board consists of 11 parent volunteers that meet monthly to discuss the business details of the preschool. We are not associated with the Saskatoon Public School Board or any other associations. Our success is a direct result of the time and effort put forth by our families as a whole.

We hope that everyone is having a fun and relaxing summer. The school year will begin shortly, and we have included in this mailing all the information needed to prepare your child (and yourself) for a great year of preschool!

To help the children get adjusted to the preschool environment, we are staggering their start dates. This means that only half of the students will be coming to each session during the first week. With a smaller amount of children, it is a little less overwhelming. We will be forwarding you a list telling you what day and time your child will be coming during the beginning week of September 4-7<sup>th</sup>. **This is the only day and time that your child will attend preschool during the first week.** Regular enrollment will begin the following week, Monday Sept. 10<sup>th</sup>, with your child attending on his/her registered days. Parents who have any questions regarding their child's start date can contact our registrar at [vvcpregistrar@gmail.com](mailto:vvcpregistrar@gmail.com)

This fall marks the eleventh year we welcome Jennifer Trottier back to the classroom. We are so fortunate to have such an enthusiastic and caring individual engage our children throughout the year! Jen's role and focus is on our children; we kindly ask that you direct questions or concerns to a board member. See page 13 for contact information for all the board members and their divided duties and responsibilities. The Teacher Liaison or the President are always willing to listen.

## Fees

**Tuition: All payments must be collected on or before your child's first day of class. Unfortunately, without payment your child will be unable to attend.**

Fees are based on sessions/week:

**Monday – Friday** 5 days  
\$1850 for the year or \$ 185 / month

**Monday, Wednesday, Friday** 3 days  
\$1150 for the year or \$ 115 / month

**Tuesday, Thursday 2 days**  
\$900 for the year or \$ 90 / month

**Options for Payment:**

- 1) **Payment in Full by cash or e-transfer to** [treasurervvcp@gmail.com](mailto:treasurervvcp@gmail.com)
  
- 2) **Monthly Payment by cash or through our preschool online payment system. Sorry, we do not accept monthly e-transfers for tuition. To select this option, you must complete a PAD Agreement (located on our website under VVCP Forms) and attach a void cheque or verified financial account information provided by your bank.**

**School Supplies: \$10.** We will do the work of shopping for school supplies for your child, so you have one less thing to worry about as school approaches. This fee can be paid in cash or by e-transfer to [treasurervvcp@gmail.com](mailto:treasurervvcp@gmail.com).

**Fundraising: \$200 retainer fee postdated for May 1, 2019** (see [Fundraising](#) section for details). If paying for tuition in full, this retainer can be provided by a cheque. If you are planning to get set up on our monthly payment program, you can fill out a PAD Agreement with this date and amount. You do not need to attach another confirmation of banking information as we only need one copy on file.

**Toy Wash: \$100 retainer fee postdated for June 1, 2019** (see [Toy Wash](#) section for details). If paying for tuition in full, this retainer can be provided by a cheque. If you are planning to get set up on our monthly payment program, you can fill out a PAD Agreement with this date and amount. You do not need to attach another confirmation of banking information as we only need one copy on file.

**All of the above payments and retainers, along with the completed registration forms, are to be brought to the parent orientation night at the beginning of the school year (date yet to be determined) in order for your child to attend.**

**NSF POLICY:** A \$25 NSF charge will be applied if a payment does not clear the bank. Failure to pay NSF charges and/or tuition will result in your child not being allowed to attend preschool until fees are collected.

**The retainer cheques for toy wash and fundraising can be used to cover unpaid tuition if the need arises.**

**Criminal Record Checks**

Every person who will be volunteering in the classroom regularly (parent, family member, nanny), and everyone volunteering on field trips will be required to have a **current completed criminal record check in place by Friday, September 28<sup>th</sup>, 2018**. This can be done through Brunskill school if you have an older child attending, or independently online/in person. **Failure to do so will result in your child being unable to attend preschool until the criminal record check is complete.** If doing the application in person you are required to have a letter from our preschool, which will waive the fee. These letters will be available on the orientation night. If you are doing the application online there is a ten dollar processing fee. If you have any questions/concerns about the Criminal Record Checks, please email the president ([vvcpresident@gmail.com](mailto:vvcpresident@gmail.com)).

**Parent Orientation and Annual General Meeting (AGM)**

Parent Orientation night is Tuesday September 4th, at 6:00pm. The Annual General Meeting will be incorporated into this evening as well. It is hosted in our preschool room. Attendance is mandatory for a representative from each family, as this is when all details of the preschool will be explained, including volunteer, fund-raising and toy wash obligations. This orientation is for one or both parents only (and can

include their respective stand-in who will be volunteering in the classroom); we kindly ask that children not attend.

The board will be elected at the AGM; the list of nominees is included on page 13. If there are any open positions, nominations will be taken from the floor. Financial statements for the fiscal year ended June 30, 2018 will be available for your review.

Thank you!  
VVCP Board

### **CHECKLIST FOR THE PARENT ORIENTATION NIGHT**

- Did you read and sign: \_\_\_\_\_ allergy alert waiver  
\_\_\_\_\_ medical care waiver  
\_\_\_\_\_ photo waiver  
\_\_\_\_\_ dismissal release form  
\_\_\_\_\_ parent contact info waiver  
\_\_\_\_\_ co-operative obligations  
\_\_\_\_\_ Prepare tuition, school supplies, fund-raising and toy wash cheques  
\_\_\_\_\_ Prepare criminal check form (**for all adults who will be helping regularly, and every person who will be volunteering for field trips**)  
\_\_\_\_\_ Mark Parent Orientation Night on your calendar

### **PREPARING YOUR CHILD FOR THE FIRST DAY OF PRESCHOOL**

**The first day of preschool is an exciting experience in your child's life; however, this may be the first time some children experience separation from their parents. Here are a few suggestions to assist you:**

1. Tell your child in advance what to expect.
2. Keep a positive attitude. Your enthusiasm will assure your child that school is a fun place
3. Have your child bring something special like a picture or toy to keep in their backpack.
4. Clearly tell your child where you will be and when you will return.
5. Maintain a clear good-bye routine. It may be best to keep it short and positive. Once you tell your child that you are leaving, it is important to follow through. Extending the good-bye sometimes increases anxiety rather than relieves it. Don't sneak out... say good-bye and leave.

## **A MESSAGE FROM OUR TEACHER**

Dear Parents/Guardians,

Welcome to Varsity View Co-operative Preschool, for the 2018-2019 school year! My name is Jennifer Trottier (Mrs. T) and this is my eleventh year as teacher with VVCP. I am looking forward to another fantastic year! The preschool has proven to be a very engaging place with great board members and enthusiastic families who are eager to share in the joys of early childhood education.

I believe that preschool provides children with an opportunity to build confidence and new friendships, while fostering a growing enthusiasm for learning. It is an engaging and energetic place to be, where exciting learning experiences await each day. My job is to help your child to develop a positive outlook on school at the early beginnings of education. I aim to create an enjoyable and comforting environment for children to be among friends while feeling safe under the guidance of an understanding and approachable teacher.

Keeping the lines of communication open is very important to VVCP as it enables members of the board, myself and parents/guardians to share in the positive experiences of the children while feeling comfortable in voicing questions or concerns, should any arise. To aid in communication I will be sending out a monthly newsletter which will outline important preschool information and reminders; including thematic units, special activities, field trips, dates to remember and important notes concerning parent involvement. Every day before class I will also post the day's planned activities on the white board (outside the classroom) so as to create a shared understanding and enthusiasm for each day.

Please feel free to approach me before and after class to talk, if need be. With your co-operation I am confident that we will have a wonderful and successful school year together!

I look forward to meeting you in the fall,

Mrs. T

## GENERAL INFORMATION

**Supplies:** Please label your child's belongings with his/her name.

- Backpack
- Running shoes (Velcro are preferred)
- Change of clothes (to be kept at school in case of bathroom or water table accidents).

Please note that the \$10 school supplies fee will cover items such as duotangs, scrapbooks, crayons, markers, glue sticks, paint and other items your child will use in the classroom.

### Arrival and Dismissal

	Morning	Afternoon
Arrival	9:00	12:50
Dismissal	11:30	3:20

1. The preschool classroom opens at 8:50am and 12:40pm. You will enter the preschool from the doors facing Colony St. The drive-up loop adjacent to the building is the fire lane/ bus lane. These lanes are for emergency use and are not intended for short-term parking to drop your child off. Parking is available on Colony Street. We ask that you accompany your child inside the room each day. We cannot accept responsibility for any children dropped off outside.
2. There are boot racks in the hall outside the preschool room. Please remove wet or muddy shoes at the entrance and carry them to the racks. Inside shoes can be put on after the children enter the room and will be kept in the cubbies below each student's locker. It is preschool policy that all children wear shoes.
3. Parents are asked to wait in the hallway if the children have not been dismissed. Most days the children wait with the teacher on the hallway bench until they are picked up. The children may be found in the playground at dismissal time on warm days.
4. Please let the teacher know if someone other than the usual adult or parent will be picking your child up at dismissal time. Anyone picking up children must have their name on a dismissal release form that the preschool keeps on file. If an individual is not recognized when picking up a student, photo identification will be requested.

### Snacks

1. Please provide a small, healthy snack for your child each day. We suggest no more than two items as it is meant to be a snack and not a full meal. Class time is better valued participating in activities rather than snacking.
2. Healthy beverages and reusable water bottles are encouraged. Water is available from the water fountain in the room.
3. Our classroom and the school are **NUT FREE ZONES!** Please check all product labels carefully.

### Absenteeism

If your child will not be attending class, please phone the teacher at 306-652-0015.

### Illness

1. Please do not send your child to school if he/she is ill.
2. Any communicable disease should be reported to the teacher.
3. Parents will not work in the classroom if they are ill.

### Newsletters and E-mails

1. A monthly newsletter will be sent home with your child. It will include the monthly happenings and any pertinent board information.
2. The preschool board will also communicate information to families via e-mail. Please provide one main e-mail address you wish to use on the parent contact info waiver.
3. A variety of information will be posted on the VVCP website: upcoming events, registration information, all forms etc. The volunteer website (online calendar) will be available by email invitation for signups 2 months at a time. The site will display a calendar for the year's volunteer schedule as well as a parent contact information. Reminders will be sent via e-mail prior to your scheduled helper days and toy wash day. If you are unable to do your scheduled parent helper shift, please use the website to change your shift with another parent. **If you have any issues, such as a long holiday, a new baby etc... please let the coordinator for your shift know, and a solution will be found. Please do not try make arrangements with the teacher.**

### Preschool Parties

During the year there will be preschool party days on Halloween, Christmas, and year-end. Prior to these events our online coordinator will contact you via email with a link to sign up on the volunteer website if you'd like to contribute healthy snacks, baking and drinks for the class. All items are greatly appreciated. Please remember we are nut free!

### Behaviour

We stress the importance of respect, caring, honesty and responsibility. Although problems are never anticipated, there may be special circumstances that require more time than is available during the preschool day. Extreme behaviour that demands all of the teacher's attention, interferes with the learning of the other students, or poses a safety concern will result in the following course of action:

1. If the teacher recognizes a problem, a board member (parent-teacher liaison) will be notified to call the parents in order to facilitate a meeting with the teacher, parents and board member(s). Discussion will take place to address the concerns. At this meeting, goals for behavioural changes will be set and a timeline will be mutually established.
2. On the determined end date a joint decision will be made by the preschool board and the teacher regarding the future of the child's attendance at preschool. This decision will be presented to the parents.
3. If the difficult decision for dismissal is reached, any undeposited cheques and belongings will be returned.

### Withdrawal

If a parent decides for any reason to withdraw their child from the preschool, one month's notice (30 days) is required. The registrar needs adequate time to fill the vacancy. Please give the teacher a completed change/withdrawal form (available in the preschool office).

If 30 days notice is not given, your cheque for the month will be cashed even if your child does not attend during that month.

***If you withdraw your child from preschool at any point after March 31, you will ONLY be reimbursed the remainder of your child's tuition if a replacement student can be found for your child's spot. Otherwise your cheques will be deposited for the final three months.***

### Proper Dress

Please ensure that your child is dressed appropriately for the weather. Children will be going outdoors for playtime even during the winter months. Warm boots, mittens and ski pants should be sent to school with the child. We encourage parents to help their child to learn to dress by him/herself. Trying to get all the students ready can be very difficult without the students doing some of the dressing on their own. However, Mrs. T and the parent helper will always be there for assistance.



# VOLUNTEERING

## Parent Helpers

Regulation states in addition to the teacher, there must be at least one parent (or alternate caregiver) present in the classroom to maintain a 1:8 adult/child ratio. **All preschool families are responsible to volunteer for 10 shifts per child throughout the year.** Sign up information will be presented on Parent Orientation Night. Unfortunately, younger siblings are not able to attend on your helper days because insurance regulations specify an 8:1 child/adult ratio.

There is 1 visitor parking pass hanging on the bulletin board in the preschool office, for parent helpers to use. Please remember to return it after your shift.

Failure to fulfill your required helper days will result in your child being dismissed from the preschool.

**\*\*Your parent helper day is your child's "Helping Hand" day! They are responsible for circle time, weather and calendar activities from the special chair beside the teacher. There is also an opportunity for your child to present Show and Tell. Mrs. T asks that children bring three items to share: something from nature, a toy/special item, and a picture (a photograph or drawn).**

We are very excited that you are going to be sharing in your child's preschool experience! Children, parents and educators working together are an integral part of creating an environment that fosters each child's uniqueness and development. The partnership that will be created throughout the year will provide us with many benefits including the following:

- Makes parents aware of their child's learning experience.
- Facilitates dialogue between parents, children and educators.
- Makes children aware their work is valued.

***If you cannot come on your helper day, it is your responsibility to swap with another parent, or arranging a fill-in grandparent, auntie etcetera.***

## Fundraising

To maintain a successful co-operative we require MANDATORY VOLUNTEER TIME OF UP TO ONE AND A HALF HOURS towards fund-raising. Each spring we host a large fund-raising event in the Brunskill school gym that is a fantastic family evening for the whole community. Each preschool family is required to volunteer at this event. **If you attend your volunteer time, your \$200 cheque will be shredded.** It will be cashed if you fail to participate. The longevity of our program is contingent on the co-operation of all families.

## Toy Wash

A toy wash is scheduled every month. An adult from each family is required to participate in one of the toy washes during the year. It is not a time consuming event when the scheduled group shows up. There will be a board member in charge at each toy wash session. **If you attend a toy wash, your \$100 cheque will be shredded.** It will be cashed if you fail to participate.

## DUTIES OF THE PARENT HELPER

1. Please arrive 10 minutes before the normal start time to discuss the day's activities.
  2. Assist with putting belongings in lockers, changing shoes, and putting snack on the shelf.
  3. Check the daily toy-cleaning schedule posted on the fridge.
    - am helpers load designated toys into dishwasher (no soap; sanitize cycle)
    - pm helpers unload, dry and put toys away.
- > **Table Time:** If there is time available after sorting out the dishwasher, you may help the children with the puzzles and activities.
- > **During Circle Time:** Often Mrs. T will ask for supplies to be laid out for the group project or craft.
- > **During Group Project/Craft:** Supervise and offer assistance to children with the activity. Assist with material preparation and clean-up.
- > **Play Time:** This is a good time to clean the bathrooms. The two toilets need to be wiped down using cleaning products – please use the toilet brushes and paper towel found in the bathroom. Latex gloves are provided, they are located in the cabinet in the bathroom
- > **During Show and Tell:** Please feel free to watch your child present their item(s). While things are being passed around, please wipe the tables down with cleaning products in preparation for snack. Place the containers on the tables for items to be recycled.
- > **During snack:** Help children wash hands and open containers. Please feel free to bring a snack for yourself to sit and chat with the children.
- > **After snack:** Wipe down tables and sweep the floor. Rinse and sort recyclables from snack time.
- > **During story:** Please “spot mop” with a moistened mop the areas on the floor that require it. This will not be the entire floor, but areas that have food or craft materials. Please wipe down counters (in main room and kitchen). Also tidy any other areas that may need it in the room.
- > **Outside play time:** Help children prepare for outside play/ home time. Before joining them, PM parent helpers, please vacuum the carpets. Please make sure all tasks have been completed (washrooms, sweeping, mopping, vacuuming).

## DAILY SCHEDULE

9:00-9:10 / 12:50-1:00

**Table Time** – Children will be invited to sit/stand around one of the tables where puzzles, colouring or table games will be set out for them to explore. This creates an engaging beginning to our day where children can easily talk to one another.

9:10-9:30 / 1:00-1:20

**Circle Time:** Sharing circle, daily calendar, thematic discussion (topic of the day), songs, literacy and/or numeracy activities. Through circle time we will be building on good listening, participation and interaction with peers through discussion while learning about new and exciting things!

9:30-9:55 / 1:20-1:45

**Group Project/Craft Time:** Cohesive participation will be encouraged during this time. As a group we will engage in 'creative art' or sensory activities. Thematic craft ideas throughout the year will enable the children to develop their own artistic and imaginative ideas and learn new methods in guided art projects. This time may also be dedicated to science experiments, such as building a volcano or balloon rockets. Depending on the season and thematic unit, other group activities that encourage co-operation will be incorporated such as baking, making a batch of play dough, or preparing a special snack together.

9:55-10:15 / 1:45-2:05

**Imaginative play time - Learning Centers:** Children will be encouraged to just play and/or explore in the various learning centers (sand/water table; building blocks; dramatic play/dress up, painting at the easel, sculpting with play dough, etc.). During this time Mrs. T will move around from center to center, prompting ideas, engaging in play and helping children to build on early concepts and social communication skills.

10:15-10:30 / 2:05-2:20

**Show and Tell/Sharing Time:** The Helping Hand will present, in a group setting, their sharing to the class. This is a fun way for the children to discover more about each other. It opens up discussion about family and our surroundings.

10:30-10:45 / 2:20-2:35

**Snack:** Please provide your child with nutritional and NUT FREE snacks. We promote good nutrition and we would like to encourage you to pack healthy snacks. Again, we suggest no more than two items as time is valuable.

10:45-11:00 / 2:35-2:50

**Story Time/Language Development:** As each child finishes their snack they are invited to read on the circle time mat. Each day the children will be read a selection of stories pertaining to the thematic unit that they are exploring at the time. Children will participate in various language development activities and finger play.

11:00-11:30 / 2:50-3:20

**Outside Play/Motor Skill Development:** We will end the day by participating in large motor skill development through play on our outside equipment. On days where we are unable to go outside we will participate in cooperative games or movement songs. If children are not in the playground during dismissal, parents may wait in the hallway outside the preschool room for their child to be dismissed.

## **ADDITIONAL NOTES**

**Learning the Letters:** We will be learning our letters (and numbers) on a daily basis through thematic activities. On one day of the week our focus will be on the letters of the alphabet. We will learn about one letter weekly through a letter story (i.e. Alligator A), learn a song about the letter, practice tracing and writing the letters in our duo tangs and create a craft based on that letter! Alphabet Bingo is a big hit and provides repetitive exposure to the alphabet from September until June.

**Home Toys:** I ask that toys from home are NOT brought to class, or that they be kept in backpacks during circle time, play time and craft time to encourage good listening and play with other toys and resources in our centers. I understand that often toys can aid in comforting a child, so they may bring them and hold them for the beginning of class before circle time begins (and visit them periodically, if need be).

**Preschool Scrapbooks:** Each child will use their scrapbook to exhibit 1-2 crafts per unit as well as writing, pictures, independent art etc. In this way the children can have a collection of their work together as a keepsake of preschool memories, and a way to share their accomplishments with friends and family.

**K.C.C Play Dates:** On scheduled days we will have integrated play dates with children from the Kinsmen Children's Center preschool. This is a great way for children to learn about differences and acceptance of children with physical challenges. Both groups benefit greatly from this experience in that they are given a chance to form friendships with one another early on.

**Would you like notification?** We are fortunate to have a wonderful teacher who rarely misses a day. In the event that the teacher is unable to come in for class, the board does its best to have an educationally trained replacement on-hand for these instances. However, this ideal is not always realistic. Therefore, we may need to have a board member or a parent conduct the class in order for us to operate. If you feel your child will not be comfortable staying in the class with the teacher not leading, please let us know. We can do our best to notify you via email as soon as we know the teacher will not be able to attend class.

**Qualified Substitutes:** VVCP is in need of a longer "substitute" list.

If you, or someone you know (ie. Mom or Dad, Aunt or Uncle, neighbour or friend) is interested in conducting preschool from time to time, the board would be extremely grateful for your help. Compensation of \$90 per 1/2 day will be provided. To ensure the safety of our children, the board asks that those interested be willing to complete a Criminal Record Check and provide references.

## PRESCHOOL BOARD MEMBERS CONTACT INFORMATION

Name	Email	Position
Katie Menzies	vvcpresident@gmail.com	President
Jillian Popplewell	<a href="mailto:jillianpopplewell@live.com">jillianpopplewell@live.com</a>	Vice President
Rebecca Cormack	treasurervvcp@gmail.com	Treasurer
Nadine Zettl	nadine.zettl@gmail.com	Secretary
Alice Kuipers	vvcpregistrar@gmail.com	Registrar
Erin Tosh	toshi46@hotmail.com	Teacher Liaison
Frankee McIntyre	frankeemcintyre@hotmail.com	Sub Teacher Coordinator
Jennifer Davidson	<a href="mailto:yvcp.online.coordinator@gmail.com">yvcp.online.coordinator@gmail.com</a>	Online Shift Coordinator
Dara Hrytzak	<a href="mailto:dhrytzak@gmail.com">dhrytzak@gmail.com</a>	Fundraiser
Kristee Gach	kristeegach@gmail.com	Member-at-Large
Aimee Macknak	aimeemacknak@gmail.com	Member-at-Large

### **Board of Director Positions:**

#### **President**

- oversees all aspects of operating the preschool, including liaising with the Saskatoon Public School Board, SGI and Industry Canada.
- Runs monthly board of directors meetings, the Annual General Meeting and parent orientation night
- develops, implements and ensures compliance with policy along with other board members
- meets with parents
- has signing authority

#### **Vice President**

- assists President with all responsibilities as needed
- steps in when President is unable to fulfil responsibilities
- has signing authority

#### **Registrar**

- accepts registrations, organizes class lists and manages all aspects of registration, including orienting new families, updating registration information and assisting parents.
- Notifies the board of all changes to the registration list

**Treasurer**

- oversees all financial operations for the preschool, including making deposits, paying bills, bookkeeping and readying documents for the accountants to prepare the annual financial statement
- has signing authority

**Secretary**

- takes minutes at monthly board of director meetings
- accepts and distributes official paperwork between directors and/or members (see bylaws in the back of the handbook)

**Teacher Liaison**

- acts as a go between for parents, teacher and the board of directors
- takes concerns, questions and requests and relays from parents to the board, as well as from the board to members of the cooperative
- purchases some supplies (mainly cleaning) for the classroom
- checking over some paperwork to send to the treasurer

**Fundraiser**

- oversees and organizes the preschool's fundraising efforts for the year, which often consists mostly of a large spring carnival or dance

**Online coordinator**

- sets up calendar, sends out notices for signups including volunteer assignments and party days
- assists with online volunteer sign up, and ensuring that there is a parent volunteer for each class, either morning or afternoon, as well as ensuring volunteers are fulfilling expectations

**Substitute Teacher Coordinator**

- First contact for when teacher is sick, responsible for letting the membership know that there will be a substitute that day.
- Responsible for assembling a substitute list, or pulling from a list of volunteer parents, so as not to have to cancel the day of preschool

**Members-at-Large (2 positions)**

- attends and votes at all board of director meetings
- assists other members of the board as required

**All positions are required to attend monthly board meetings, as well as vote on motions put forth, act as key-holder for one toy wash per year, and assist in all aspects of operating the preschool as needed.**

**Key positions have more detailed information that is passed along from each year's board.**

Varsity View Co-operative Preschool Ltd.

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1. DEFINITION

In these and all other bylaws of the Co-operative, unless the context otherwise requires or specifies:

- (a) "Act" means the Co-operative Act, 1996 as amended or replaced from time to time, and in the case of such amendment, any references in the bylaws of the Co-operative shall be read as referring to the amended provisions;
- (b) "Co-operative" means the Varsity View Co-operative Preschool Ltd.
- (c) "Directors", "Board" and "Board of Directors" means the Directors of the Co-operative for the time being;
- (d) "in writing" and "written" include words printed, painted, engraved, lithographed, photographed, represented or reproduced by any mode of representing or reproducing works in visible form;
- (e) the headings used in the bylaws are inserted for reference only and are not to be considered in constructing the terms thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms;
- (f) all terms contained in the bylaws and which are defined in the Act shall have the meanings given to such terms in the Act; and
- (g) words importing the masculine gender shall include the feminine, and words importing the singular shall include the plural and vice versa.

2. FISCAL YEAR

The fiscal year of the Co-operative shall end on the 30<sup>th</sup> day of June in each year.

3. QUALIFICATION OF MEMBERS

- (a) Membership in the Co-operative shall be open to any parent or guardian of a child to whom we might provide services.
- (b) No person shall be eligible for membership in the Co-operative if they have been convicted of or under indictment for crimes involving violence, force or sex related crimes.
- (c) To become a member of the Co-operative, a person must submit a written application in a form prescribed by the Board of Directors and the said application must be approved by the Board and recorded in the minutes.
- (d) Each application for membership must be accompanied by a payment of \$5 for the purchase of a membership in the Co-operative.
- (e) Joint memberships in the Co-operative shall be allowed. Each joint membership shall only be allowed one vote in the affairs of the Co-operative. Where more than one joint member is in attendance at the membership meeting only the member named first in the membership application shall be allowed to vote.
- (f) Transfer of membership in the Co-operative must be approved by the board of directors.

4. WITHDRAWAL OF MEMBERSHIP

- (a) A member may withdraw from the Co-operative by giving to the Secretary of the Co-operative 30 days notice of intention to withdraw
- (b) The Board, by resolution, may accept any application to withdraw upon shorter notice.
- (c) The Co-operative shall pay all amounts held to the credit of a member within the time period of 90 days of the Boards' acceptance of the member's application to withdraw.

5. DIRECTORS TERMINATION OF MEMBERSHIP

- (a) The Directors may, with a two-thirds vote at a directors' meeting duly called, order the retirement of a member from the Co-operative.
- (b) The Secretary of the Co-operative shall, within ten days from the date on which the order is made, notify the member in writing of the order.
- (c) The member may appeal from the order to the next general membership meeting of the Co-operative by giving written notice of their intention to appeal to the Secretary within thirty (30) days from the date the member received notice.
- (d) Where the member makes the appeal, a two-thirds majority of the membership shall be required to rescind the order.
- (e) If the retirement of a member is ordered in accordance with the provisions of this bylaw, the Co-operative shall pay to the member all amounts held to his credit within ninety (90) days of the member's retirement.

6. NOTICE OF MEETINGS

The Co-operative shall give not less than 10 and not more than 50 days notice of any annual general meeting or special meeting of the membership to its members to attend the meeting:

- (a) by sending the notice by mail, e-mail or personal delivery to the members: or

- (b) by inserting the notice in not less than two issues of newspaper circulated in the area served by the Co-operative and posting the notice in a place that, in the opinion of the directors, is prominent and accessible to members.

The notice of any special meeting must specify the purpose for which the meeting is called.

#### 7. QUORUM

The quorum at any annual general meeting or special meeting of the members will be never less than the number of directors plus one.

#### 8. VOTING

- (a) Members shall vote:
  - i) by a show of hands; or
  - ii) where three members entitled to vote at a meeting so demand, by secret ballot;
- (b) There shall be no voting by mail or other electronic means and no voting by proxy.
- (c) No member is entitled to more than one vote on any question.
- (d) The Chairperson of the meeting has the right to vote but is not entitled to a second vote in the event of a tie.
- (e) (i) Subject to other provisions of the Act and these bylaws, a majority of members who are present and cast votes at a meeting shall decide all questions.
  - (ii) Where there is an equality of votes, the motion is to be declared lost.

#### 9. BYLAWS

Members of the Co-operative may, at any annual general meeting or special meeting called for the purpose, enact, amend, repeal, replace or confirm any bylaws where written notice of the proposed enactment, amendment, repeal, replacement or confirmation is:

- (a) Forwarded to each member of the Co-operative with the notice of the meeting at which the enactment, amendment, repeal, replacement or confirmation is to be considered, by a majority of the votes cast at the meeting.
- (b) Not forwarded to each member of the Co-operative with the notice described in clause a), by a two-thirds majority of the votes cast at the meeting.

#### 10. DIRECTORS

- (a) Directors shall be elected at the annual general meeting.
- (b) (i) At the annual general meeting the members shall determine by ordinary resolution the number of directors to be elected.
  - ii) If the members fail to specify the number of directors at the annual general meeting, the number of directors shall be equal to the number set the previous year.
  - iii) Directors hold office until the conclusion of the meeting at which their successors are elected, and are eligible for re-election.
- (c) Directors shall be elected for a 1 year term.
- (d) The members of a Co-operative may, by a resolution approved by two-thirds of votes cast at an annual general meeting or special meeting, remove any director from office.
- (e) Where there is a vacancy on the Board of Directors and:
  - i) where there is a quorum of Directors, the remaining Directors;
    - a) may exercise all the powers of the Directors; or
    - b) may fill the vacancy until the next annual general meeting.
  - ii) where there is not a quorum of Directors, the remaining Directors shall call a special meeting of the membership for the purpose of electing members to fill any vacancies.
- (f) Unless these bylaws provide otherwise, the Board of Directors shall:
  - i) exercise the powers of the Co-operative directly or indirectly through the employees and agents of the Co-operative; and
  - ii) direct the management of the business and affairs of the Co-operative.
- (g) Any remuneration paid to the directors must be approved at the annual general meeting.
- (h) The quorum at Board meetings shall be a majority of the Board.

#### 11. OFFICERS

The Board of Directors shall:

- (a) Elect a President and a Vice President from among the board.
- (b) Appoint a Secretary or Secretary-Treasurer who may, but need not be, a Director.
- (c) Appoint a Treasurer or Secretary-Treasurer who may, but need not be, a Director.
- (d) Designate any additional offices of the Co-operative, appoint persons as officers, specify the duties and delegate powers to manage the business affairs of the Co-operative to them.

#### 12. SURPLUS

Any surplus resulting from the operations of the Co-operative shall be transferred to reserve and shall not inure to any member.

#### 13. DISSOLUTION

Upon the dissolution of the Co-operative, the distribution of property and unallocated surplus shall be donated to a non-profit organization according to the Special Resolution to Dissolve the Co-operative.





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