Mission Statement

To provide our member children with a safe, supportive and inclusive educational environment that will foster the development of their social, emotional, cognitive, physical, and language skills. Also, to provide guidance and support for the families and caregivers of all our members.
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WELCOME TO MOPPET PARENT PARTICIPATING PRESCHOOL

Welcome to Moppet Parent Participating Preschool! We are a licensed, non-profit cooperative nursery school. We serve children from ages one-and-a-half to five years old. We have two wonderful Registered Early Childhood Educators who plan and implement our programs with the needs and interests of the children in mind. We sincerely hope that this year will be exciting and stimulating for both you and your child.

Using the Moppet Member Handbook

This handbook contains valuable information about how Moppet is structured and your participatory role in running the school. It is also quick reference guide to the policies and procedures for the preschool. The complete Policy and Procedures Manual can be found in the classroom and will be emailed to you at the beginning of the year. It is important that you review the policies and procedures at the beginning of the school year to familiarize yourself with your obligations as a member.

Our Philosophy

At Moppet Preschool, the emphasis is on play and socialization. We believe that children learn best through play. With the loving guidance of trained staff, children will learn how to communicate, problem solve and cooperate with peers. Children will improve in their physical development by participating in activities that incorporate gross motor and fine motor skills. Children will have opportunities to work through their emotions, express themselves and learn how to self-regulate. They will gain self-esteem and decision making capabilities. Play experiences will stimulate curiosity and a sense of wonder. Our goal is for the children to feel safe, welcome and secure while at Moppet. Our hope is that our positive and fun learning environment will instil a lifelong love of learning.

Program Statement

We are a co-operative preschool that is collectively owned, operated, and maintained by all of its members, and in which the teachers are employees of the co-operative. All members have equal say in how the preschool is run and equal responsibility in running it. Every member family’s co-operation is therefore key to the success of Moppet Preschool.

Moppet Parent Participating Preschool is a split-model co-operative: we offer duty and non-duty spots to children 18 months to 5 years old. We are licensed for up to 24 children in the preschool classes and up to 10 children in the toddler class. All members are required to participate in operating the preschool whether they perform class duty shifts or not.

Privacy Practices

Personal information provided to Moppet Preschool is collected under the Personal Information Protection and Electronic Documents Act and is kept in confidence. Our teachers and board members are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. When compelled through extenuating circumstances, legislation, the courts or other law enforcement agency, information may be shared with the Waterloo Region District School Board (WRDSB).
Teachers keep all student files in a locked filing cabinet in the classroom and restrict access as described above.

Photos
Moppet Preschool takes Photo Privacy very seriously; we also recognize that photographs are invaluable tools for promotional materials, teaching, and social purposes. We continually strive to strike a compromise between celebrating the cooperative spirit of community and honouring the wishes of Moppet families with regard to digital images. Registration packages outline two separate levels of permission for photo use, addressing promotional materials (print and online) as well as internal teaching/social purposes (it is traditional to send out a CD of candid shots to all Moppet families at the end of the year; these shots are taken by the teacher, and are thought of as a "digital yearbook" chronicling the day-to-day happenings and larger events over the year). Families can select one, both, or neither of these options. We are also happy to accommodate modified scenarios and encourage you to connect with the Moppet Executive about specific concerns. Families are not to share photos taken at Moppet on social media unless it is a picture of their child only, or if they have the expressed permission of the other parent(s).

Fundraising
As with any non-profit organization, fundraising is an integral part of our program. Our aim at Moppet is to provide our members with a top quality childcare facility that offers up to two highly skilled RECE teachers at a reasonable cost. In order to do this, we count on our members to actively participate in our fundraising programs during the year. This is necessary to maintain and enhance our program, supplies and equipment.

We provide numerous fun and useful fundraising options and products throughout the year. It is the expectation that each family donate or raise at least $100. Families who wish to opt out of fundraising are asked to provide a $100 cheque with the current date. They will be issued a charitable donation receipt for income tax purposes.

MOPPET CLASS INFORMATION
Moppet is in session on Monday-Thursdays, from mid-September to mid-June.

Programs and Hours of Operation

**Toddler Class** (Mondays) 9:10 a.m. to 11:10 a.m.

**Preschool Class** (Tuesday-Thursday) 9:10 a.m. to 11:40 a.m.

**SPARK Class** (Tuesday-Thursday/Monday Extended Class) 12:35 p.m. to 3:05 p.m.

*Holidays Observed*
The Preschool will follow the Waterloo Region School Board public school holidays (except P.D. Days). The following holidays are observed:
- Thanksgiving (October)
- Christmas Break (December/January)
- Family Day (February)
- March Break (March)
- Good Friday (March/April)
Member Handbook

- Easter Monday (March/April)
- Victoria Day (May)

**Winter Weather and School Cancellations**

Class cancellation will be at the discretion of the Supervisor and the President or Chairperson. When possible, an email will be sent to each family notifying of the cancellation. If Suddaby School is closed, Moppet will also be closed. If there is a shortage of teachers or duty people to legally run a class, we may have to cancel the class.

**DAILY ROUTINES**

**Arrival & Departure**

Children should not arrive before the beginning of class start time, as duty parents and teachers are busy with preparations. When you bring your child to Moppet, you must wait with him/her until all teachers and duty people have arrived. It's important to notify one of the teachers of your child’s arrival. If the class starts inside, **please ensure that your child’s hands are washed before starting to play in the Moppet classroom.**

At the end of class, the teachers need time to eat their lunch and/or prepare for the next class, and therefore the classroom and toys will be off limits. Your child may use the washroom before leaving. In the winter, you may get your child dressed in their snowsuit in the classroom, but please leave the classroom in a timely manner.

Remember that Moppet shares the halls with Suddaby Public School. Please show respect to the Suddaby teachers and older children by using quiet voices in the halls. **Do not allow your child to run around in the halls.** If you are in the hall during O Canada, you must stand at attention or quickly slip into the classroom.

**Attendance**

If, for any reason, your child will not be at school, please notify Mrs. Bernhardt before the start of class. Please include details about the reason your child will be away. We need to keep track of absences and illnesses in the daily log book. If your child contracts a communicable disease, you are required to notify the teachers as soon as possible. The teachers will, in turn, inform the other families as necessary.

Mrs. Bernhardt's email: supervisor@moppetpreschool.com
Classroom number: 519-578-3840, ext.237

**Parking**

Duty people working their shift are permitted to park in the Bethany Missionary Church parking lot and must display their Moppet parking pass. **Parking and drop offs are not permitted on Suddaby School property for any reason.** Parking on Chapel Street is limited to two hours. If available, there is Suddaby School visitor parking at the rear of Bethany Church.
Accessing the Classroom

IT IS ESSENTIAL TO ENTER AND EXIT FROM THE WEST (IRVIN ST.) DOOR.
As of 2014, the provincial government has mandated that all doors in elementary schools remain locked under the Safe Welcome initiative. Moppet Preschool has its own security camera and intercom. All Moppet families and visitors must access Moppet using the west side door of the school via the intercom/video camera system.

Release of Children

Please note that the teachers may only release your child to the adults specifically listed in your registration package unless verbal or written consent has been provided by the parent/guardian.

Playground Policy

The toddler class will not be using the playground. The preschool classes will aim to use the playground everyday if the weather conditions are favourable. If you are unsure about whether or not we will be on the playground, check for the YES or NO sign in the classroom window. In the winter, we will typically not go outside if the temperature is below -10°C or if the ground seems too icy. The climber will be closed when the ground is frozen.

The Playground Schedule

Moppet shares the fenced playground with the Suddaby School children, and therefore our morning class will be alternating the times they go outside throughout the year to accommodate their use.

From September 2nd to October 31st, the morning preschool class will use the playground from 11:20a.m. to 11:40a.m. At 9:10a.m., please bring your child to the classroom and pick your child up on the playground at 11:40a.m.

From November until approximately mid April, the morning class will use the playground from 9:10a.m. to 9:30a.m. Please drop your child off in the playground and pick him/her up in the classroom at 11:40a.m.

From mid-April until the last day of Moppet, the morning class will go back to using the playground from 11:20a.m. to 11:40a.m. We will let you know the exact date of the switch back.

The SPARK class will use the playground from 12:35p.m. to 12:55p.m. all year long. Weather permitting, please drop your child off in the playground at 12:35p.m. and pick him/her up in the classroom at 3:05p.m.

The playground is safety-checked daily by the teachers while it is in use. Children and adults must remain outside the fenced playground until the teachers have checked that the playground is safe.

The teacher(s)/duty person(s) must supervise the children in three play zones:
Zone #1: the south side of the play structure with the single slide and climbing wall.
Zone #2: the north side of the play structure with the double slide and yellow ladder. 
Zone #3: the area with the large rocks and ladder apparatus.

When it’s time to go inside, the children are counted twice before proceeding to the school doors.

**Children’s Belongings**

At the beginning of the year, each child will be assigned a hook outside the classroom for hanging his/her belongings (coats and backpacks).

Each child should bring the following items to school:

- Washable, practical and comfortable play clothes. Children may get messy in the course of their school activities.
- Outdoor clothing according to the weather.
- Shoes with good grips are required (please label). In the winter, indoor shoes can be left in the shoe basket at the preschool, or can be kept in the child’s backpack.
- A change of clothes in their backpack. Please be sure to restock as required.
- If required, wet wipes and extra pull-ups/diapers with velcro sides.
- Toddler class parents: You are welcome to bring a labelled sippy cup of water for your child if they need it. Otherwise, Moppet provides open top cups and a water fountain.

All backpacks and removable items of clothing should be clearly marked with the child’s name. Where possible, all clothing, outdoor gear, and shoes should be simple enough for the child to manage dressing and removal on their own.

**Toilet Training and Diapering**

Children do not need to be toilet-trained to attend Moppet Preschool. The classroom has a washroom with child-size toilets and a change table. Parents must provide diapers/pull ups and wipes. Diaper changes are only done when necessary. Whenever possible, teachers will be responsible for changing diapers, but duty people may do so on occasion. Duty people in the toddler class will be responsible for changing diapers when the teacher is occupied with the children. If required, extra pull-ups/diapers and wipes should be left in their designated spot by the change table. Pull-ups that are kept at Moppet must have velcro sides so that the children do not have to be fully undressed when they need to be changed. The children in SPARK should be toilet trained or be on their toilet training journey.

**Toys from Home**

Toys from home can sometimes cause conflicts between children. Whenever possible, we encourage home toys to stay in the children’s backpacks. However, if a child is having difficulty with separation, a special blanket or toy might help with the transition.

**Take-home Bags**

Each child will be provided with a take-home bag at Orientation. The preschoolers’ and SPARK children’s take-home bags will be sent home each Thursday and the toddler bags will be sent home each Monday. They may contain art projects, class information, fundraising,
and other printed communications from Moppet. Please return take-home bags to the basket in the classroom each week.

**Lanyard Policy**

If you are on duty, you must wear a duty person lanyard. Lanyards help clearly designate the duty people who are actively on duty to the Moppet children and families as well as the staff and students of Suddaby School.

Children may only leave the classroom during class hours, or go to the washroom during playground time with a teacher or a duty person who is wearing a Moppet lanyard (unless they are accompanied by their own parent/guardian).

**Field Trips**

On occasion, the preschool classes will take walking field trips during class time. Usually, we do spring and fall walks and a trip to the Firefighters Park in June. We will ask for additional volunteers to join us on these trips. These trips will be on the monthly calendar.

The social committee will also plan additional events outside of class time. These are optional to attend.

**QUALITY MATTERS**

**Inclusion Policy**

All members of Moppet Parent Participating Preschool will be treated with equal respect and dignity. Our program is open to all children (as per our Day Nurseries License) regardless of ethnic and religious beliefs, or physical, developmental, or emotional needs. Our program will strive to meet the needs of all participating individuals to the best of our ability (for further details, please refer to our Accessible Customer Service Policy).

**Accessibility Policy**

Moppet is committed to ensuring that its services are provided in an accessible manner and in a way that respects the dignity and independence of people with disabilities. We will ensure our staff are trained and familiar with assistive devices that may be used by members with disabilities and we will welcome service animals and support people.

At Moppet, our staff work closely with special needs resource partners in the Region to ensure that the needs of all children are met. Should your child require additional support, the supervisor or RECE may speak to you about a referral to the special needs access point (SNAP).

**Caring, Qualified Staff**

Our dedicated teachers are qualified professional Registered Early Childhood Educators. They have completed a Vulnerable Sector Check and have current First Aid and CPR. Continuous evaluation of staff and programming ensures ongoing high quality care for your child.
Expectations of Duty People

All duty people:

- Must be provided with an orientation of the classroom. Orientation will take place in September before school starts and on an individual basis thereafter. A teacher, board member or class representative will be responsible for this.
- Will be provided with a Member Handbook and have access to the Policy and Procedure Manual.
- Are required to read and sign off on the Anaphylaxis policy and receive the training on how to use an epi-pen and must read and sign off on the other necessary policies.
- Are required to get a vulnerable sector check that will be kept on file at the preschool.

Duty people act as assistants to the teachers during their in-class duty shifts. They are required to arrive ten minutes early so that the preschool is adequately staffed as the children arrive. Parents may not leave until the duty people have arrived. A detailed list of duty expectations can be found in the classroom.

As assistants, duty people are:

- Responsible for fulfilling their duty requirements for the day.
- Expected to be at the children’s level and to talk and play with them.
- Expected to show genuine interest in the children and what they are doing.
- Expected to be patient and friendly in helping the children to solve their own problems; this fosters independence. Speak calmly and respectfully to the children.
- Expected to make sure children are never left unsupervised and do not leave the classroom without adult supervision.

It is the teachers’ responsibility to convey concerns about a child to their parent or guardian. Duty people should respect the privacy of the children and not gossip about any incidents that occurred during the class time.

Key Phrases to Use

Consistency is important for children. Though duty people change daily, a shared vocabulary and methods can help reinforce a positive classroom dynamic. Here are some useful phrases to use with the children while on duty:

- Gentle hands
- Walking feet
- Indoor voices
- Bottom on the chair and feet on the floor
- Build only as high as your shoulders with the blocks
- You need to ask your friend if you want to hug or kiss them
- Hands to yourself
- Listen to your friend’s words
- Are you listening to my words?
Please ask the teachers if you are in doubt or unsure how to handle a situation.

**Volunteer and Student Policy**

From time to time, there will be volunteers and students at Moppet. Their role is to enhance and assist in program activities and at no time will they be counted in our staffing ratios.

Program interactions/expectations for volunteers and placement students:

- No volunteer or placement student will have direct unsupervised access to children at Moppet Parent Participating Preschool at any time (i.e. when the adult is alone with a child).
- All volunteers and placement students will be actively involved with children and staff.
- Volunteers and placement students must be provided with an orientation of the classroom before working in the classroom. They will be provided with a Member Handbook and have access to the Policy and Procedure Manual and must sign off on the necessary policies.
- Volunteers and placement students are required to read and sign off on the Anaphylaxis policy and receive the training on how to use an epi-pen.
- All regular volunteers and placement students are required to get a vulnerable sector check that will be kept on file at the preschool.
- The supervisor will have overall supervision responsibility for the duration of the student placement. The supervisor will act as a mentor for volunteers and placement students. The supervisor is responsible for orientation, providing ongoing feedback, and completing any evaluations and assessments as needed.
- Course requirements for placement students will be completed as determined by the supervisor and will not interfere with the quality of the children’s program.

**Guiding Children’s Behaviour**

At Moppet, we feel that children gain necessary security from knowing how their day will unfold and what is expected of them. Our ultimate aim is to help the child achieve self-discipline and a sense of responsibility. A positive approach will be used to guide the children; each situation and child will be dealt with individually. Our educators and duty people will explain why the actions of the child are inappropriate and will use language suitable to the child’s developmental level. The child will be encouraged to use verbal skills rather than physical actions, thereby sharing their feelings with the staff and children.

**Prevention:**

- Positive reinforcement: encouraging children.
- Anticipating trouble: planning and preparing the environment.
- Modeling: demonstrating appropriate ways of interacting.
- Providing choices: outlining appropriate choices and encouraging children to make decisions for themselves.
- Limit setting: developing boundaries for the children as a group.

**Intervention:**
• Ignoring: some inappropriate behaviour can be ignored with more emphasis given to appropriate behaviour.
• Logical and natural consequences: striving to make children aware of the results of their actions.
• Re-direction: guiding a child into acceptable options when engaged in an unacceptable activity.
• Time away: a short time away from the activity, for the teacher and child to think and then work out problems together.

Under NO CIRCUMSTANCES will the following be used:

• Corporal punishment, harsh, belittling or degrading responses, depriving a child of basic needs or confining a child.

When to Set Limits

1. Dangerous behaviour – situations where you are afraid that a child may get hurt (i.e. running in inappropriate places like the hall or classroom; building blocks being stacked too high).
2. Inappropriate, attention-seeking behaviour – situations when you feel the child is acting out in order to obtain the teacher’s or other children’s attention (i.e. teasing, bullying, hitting, or otherwise harming another child).
3. Unconstructive behaviour – situations where the child seems to be asking for direction (i.e. wandering aimlessly, interrupting others’ play).

How to Set Limits

1. Try to state your expectations clearly – let the child know what it is they cannot do and give him/her alternatives, which are acceptable i.e. “I am sorry but I cannot let you tear the pages in our storybooks. You can get some newspaper off the shelf and tear that up instead.”
2. Respect the child and their feelings – verbalize what the child seems to be feeling when they cannot do something; help the child understand their own feelings and let them know that you understand their feelings; once they understand that you know how they feel it is easier for them to accept the limit i.e. “I know it makes you feel angry when I make you get off the climber because I see that you are not holding on with two hands, but I worry that you might fall and hurt yourself if you don’t use two hands on the climber.”
3. Be specific and consistent – do not lose sight of the child in your insistence to have them comply with your limit; if the child is resisting the limit, talk to them and find out the reason they cannot comply with the limit.

A child often feels threatened by the strength of bigger people around them. A healthy method of handling this is by helping the child verbalize their feelings and then re-directing the child’s activity to an area where they can express these feelings. For example, if you see a child who is upset at another child and about to hit them, you should stop the child and say, “I know you are angry at them but I cannot let you hit them. You need to tell them
that you are upset with them and you don’t like what they are doing.” The child’s verbal expression of these feelings may be enough, but if not, direct them to pounding play doh, so that they have an acceptable outlet for their anger.

**Compliance Issues**

- When a child is not complying, first ask if the child has heard you.
- Then restate what it is you want – or don’t want – the child to do.
- If the child continues not to comply, ask the child again, and add that you will count to three and if they still are not complying you will help them to comply.
- If the child complies before or at the count of three, then praise them for making a good choice.
- If the child has not complied, then you need to help them comply or ask for a teacher’s assistance.
- The teacher may decide the child needs some time away. The purpose is to help the child step away from the scene of frustration or conflict, regain control over their emotions, and then re-join the activities.

**Contravention Of Behaviour Management Policy**

Failure to comply with the Behaviour Management Policy may result in the following depending on the circumstances at issue:

- A warning, either verbal or written, followed by possible suspension or permanent dismissal.
- An emergency executive meeting to review the situation.
- If the incident involves a duty person, member family, volunteer, or staff member, temporary or permanent removal from the class duty shift schedule may occur with or without warning or explanation.
- Possible removal of a member family’s child from the preschool program.

**HEALTH AND WELL BEING**

**Snack Overview**

Children will be served a healthy and balanced snack at Moppet Preschool. Peanut and tree nut products are not allowed into the Moppet classroom or at Suddaby School. Moppet Preschool is a nut-free environment. Other than fruits and vegetables (which must be brought whole if not pre-packaged), snack must be brought to the preschool unopened and pre-packaged.

**Toddler Class:**

Snack is brought in by each family on a rotating basis. Snack is prepared by a duty person. Any leftover food is removed by the snack provider. Snack is recorded on the snack log.

**Preschool Classes:**
The items on the snack menu will be bought by the snack committee every Tuesday morning. Dry goods are kept in an upper kitchen cabinet, while perishables are kept in the fridge. A duty person prepares the snack and notes any substitutions to the menu.

All preparation must occur in the Moppet Preschool kitchen. Knives must be cleaned and safely put away immediately after use. After serving snack, all dishes and tables are properly cleaned according to the procedure posted in the kitchen.

**For preschool classes, the snack co-ordinator is the point of contact for anything to do with snack. For the toddler class, the schedule and communications co-ordinator is the point of contact regarding toddler snacks.**

**Allergies and Food Restrictions**

Any allergies or restrictions are posted near the snack tables and in the kitchen. Parents can provide a substitute food if their child is unable to eat specific foods. It must be clearly labelled with your child's name on it.

**Birthday Treats**

We love to celebrate your child’s birthday with a special song, story, and time to share their celebration. However, we ask that parents refrain from bringing in food treats to share with friends.

**Illnesses**

It is left to the discretion and responsibility of the parents to protect not only their own child, but also the other children at the preschool. A child may be sent home from Moppet at the teachers’ discretion if any illness is apparent. A good rule of thumb is: if your child is not well enough to go outside, they should not be sent to preschool.

Sick staff or volunteers should not be at work (this applies to both the teachers and the duty people). The same exclusion guidelines for children apply to duty people. Duty people under the weather but well enough to work their duty shift, should ensure they wash their hands more frequently and they should not prepare the snack. **Duty people who are ill are responsible for finding a replacement duty person to cover their scheduled shift.**

Children who have any of the following symptoms should not attend:

- Fever and/or a combination of other symptoms (nausea, vomiting, rash, etc. within 24 hours).
- Diarrhea – two or more liquid stools or a change in the normal pattern of bowel movements (i.e. runny, watery, or bloody stools within the past 24 hours).
- Vomiting in the past 24 hours.
- Eye discharge – yellow or white.
- Severe cough or sore throat.
- Heavy nasal discharge.
- Irritability, continuous crying, or requires more attention than can be provided.
**Chicken Pox**

The Ministry of Health states that it is fine for a child to attend school once chicken pox spots have broken out on the child, provided that the child is feeling well enough to attend. At Moppet Preschool, however, we request that should your child contract the chicken pox, they stay away from preschool until all the spots are dried and scabbled over.

This policy was implemented due to a serious outbreak experienced during the 2002-2003 school year. For the health and safety of all Moppet families and staff, please keep your child away from preschool until all their chicken pox spots are dried and scabbled over.

**Procedures for Head Lice**

When a child is identified as having head lice or nits, notify the teachers at Moppet Preschool immediately and keep your child home until the head lice have been treated.

If head lice or nits are detected on a child while at school, parents/guardians will be informed and asked to take the child home as soon as possible.

The other families enrolled at Moppet Preschool will be notified when head lice has been detected on a child attending the preschool. All families will be informed in a manner that respects and ensures the privacy of the child who has head lice.

Re-admission: Once the child has been treated and daily checks have commenced to remove all head lice and nits, the child may return to Moppet. Teachers will check returning students to confirm that no head lice or nits are present.

**Administration of Medication**

Medication will not be administered to children at Moppet Preschool unless it is emergency medication for allergies or respiratory distress (e.g., asthma).

Prescription medications will be administered in the case of emergency, and only with written parental/guardian consent. Parents/guardians must provide a copy of the child’s prescription, and complete and sign a written medication authorization form.

All medication must be given to a staff member for storage in a locked container/cupboard, provided at the school. The child’s medication should be provided in its original container. No medication of any kind should be left in the children’s backpacks or cubbies.

**Injury Reporting Policy**

Please inform the teachers of any and all injuries to children, duty people, or volunteers that happen at Moppet. If your child is injured while at Moppet, an accident form will usually be filled out if a mark is left or he or she bumped their head. Depending on the severity, parents/guardians may be telephoned and informed of what happened. The teachers will report to the Executive about any serious work-related injuries. Injuries deemed “serious” may have to be reported according to our policies and procedures regarding serious occurrences.
Serious Occurrences

If there is a serious accident that results in the need for medical attention, the centre will contact you and arrangements will be made for you to pick up your child or meet the staff at the emergency facility. If you cannot be reached, we will contact your emergency contact.

Moppet Preschool is required to post information about serious occurrences that happen at the preschool. A “Serious Occurrence Notification Form” will be posted at the centre on the parent information board.

Enhanced Serious Occurrence Reporting to Ministry of Education

When emergency services (i.e. police, fire and/or ambulance) are used in response to a significant incident and/or the incident is likely to result in significant public or media attention, the supervisor or designated authority will ensure that the Ministry of Education is notified within 3 hours of becoming aware of the incident.

Emergency Procedures Summary

Fire Drills - Fire drills are practiced monthly by the preschool classes, and regularly by the toddler class.

Lockdown - If there is a lockdown drill done by Suddaby School, the students are to be assembled in the washroom, out of view of the classroom door/windows.

Moppet’s emergency evacuation site is Bethany Evangelical Missionary Church, located across Lancaster Street, to the east of the school.

Cleaning

The floors, bathroom and sinks of the classroom get a basic clean every day by the custodian of Suddaby School.

The toys in the classroom are thoroughly cleaned once a month. Coordinators will organize the monthly toy cleaning nights, and attend the beginning of each toy cleaning to provide orientation to the cleaning team.

The classroom will be cleaned by a housekeeping committee every six weeks.

Sanitation Policy

At Moppet, a diluted bleach solution is used regularly to disinfect surfaces. Toy cleanings (using either a 3 step method of hot soapy water, hot rinse water, and bleach solution, or our commercial dishwasher) occurs monthly. A commercial dishwasher is used to clean the snack dishes.

REGISTRATION DETAILS

Information and Procedures

Orientation is mandatory for all families, regardless of their duty stream. It provides necessary information about our co-operative model and how it functions. It includes a tour of our facilities, practical information demonstrating the expectations of member
participation, a review of Moppet policies, and training in emergency procedures. All duty people are required to complete orientation before taking a duty shift.

Members must read the Member Handbook before the Orientation. At the Orientation meeting, all member families will be given the opportunity to ask questions and request clarifications on any information in this Handbook.

All families that enrol after the first week of September, co-op students, volunteers, and supply staff will be given the Orientation checklist and a copy of the Handbook. They are expected to complete their orientation prior to their first day at preschool.

**Registration Overview**

Moppet preschool will consider registration on the basis of eligibility and order of application. The order of preference will be: present members, alumni (families whose children previously attended, or a child whose parent is a former Moppet student), and then new applicants. First, an application form will be completed and submitted with a $35 non-refundable membership fee. Then, registration packages will be handed out in the spring to all families. Families who register before the end of the current school year will be given the opportunity in the spring to come for a visit and participate in a regular Moppet class. Children cannot begin attending Moppet Preschool until all of the necessary information has been submitted to the Registrar.

In addition, all duty families must submit the following for each duty person:

- Duty person / volunteer personal information.
- Vulnerable Sector Check and offence declaration form.
- Moppet policy sign-offs.
- Region of Waterloo Pre-Employment Health Form.

Duty people cannot begin performing their duty shifts until their registration package is 100% complete. Duty shifts are accrued in the meantime. It is the member family’s responsibility to find a replacement duty person for their shift until such time as the registration package has been completed.

**Fee Payment**

Moppet offers duty and non-duty spots and they differ in the amount of tuition charged, with non-duty tuition at a higher price in lieu of performing in-class duty shifts.

Upon registration, Moppet requires either:

- A payment of one lump sum covering the total tuition for the year, **OR**
- 10 post-dated cheques (dated the 1st of each month from September to June of that school year) in the amount of the monthly fee (as determined by the family’s duty stream).
In order to reserve or maintain your spot at Moppet, fees are due during absences (i.e. vacation, illnesses). Please note: after two NSF cheques, the monthly fees must be paid up front in cash or the child cannot attend the program.

**Lapse-in-Responsibilities Penalties**

Each member family will submit two $75 lapse-in-responsibilities deposit cheques, one dated September 1, 2014, and the other dated January 1, 2015. A cheque will be cashed as forfeit for the following unmet obligations:

- Failure to perform a scheduled cleaning.
- Failure to perform a scheduled in-class duty shift.
- Being late three times to perform a scheduled in-class duty shift.
- Failure to complete committee responsibilities.

If a duty person is late the following action will be taken:

1\(^{st}\) time – a gentle reminder will be given by an Executive member.
2\(^{nd}\) time – the duty person will receive a call from the President/Chair. They will be asked to re-evaluate if this co-op is the right fit for their family.
3\(^{rd}\) time - a $75 cheque will be cashed.

In cases where both lapse-in-responsibility cheques are cashed before the end of the school year, a board committee will be assembled to review the particulars of the case in consultation with the family. Every effort will be made to address issues contributing to the lapses in responsibility, and to assist in all manners possible and appropriate. Actions resulting from the decisions of the committee may include a request to provide additional lapse-in-responsibility cheques, a requirement to secure a new duty-person to fulfill obligations, a requirement to switch to a non-duty spot and cover additional costs both ongoing and retroactive, or the removal of the student/family from Moppet Parent Participating Preschool.

**Subsidy Information**

Moppet Preschool signed a contract with the Region of Waterloo in the spring of 2012. Under the auspices of the Region, member families are entitled to apply for subsidies, which are given based on need.

A full subsidy of tuition is available to families with a household income of $20,000 per year or less. Partial subsidy is available to families with a household income over $20,000. Families must demonstrate a reason for applying for the subsidy (i.e. working, going to school, special needs referral for preschool children). You can check your eligibility here: [http://www.regionofwaterloo.ca/en/servicesforyou/childcaresubsidy.asp](http://www.regionofwaterloo.ca/en/servicesforyou/childcaresubsidy.asp)

The Region of Waterloo expects that families receiving subsidy occupy a non-duty spot at Moppet. Non-duty spots are limited. The Treasurer and/or Treasurer’s Assistant will handle co-ordinating subsidies with the Region. Member families’ subsidy status is private information and will be kept confidential. Please consult with the Registrar for more information.
Admission and Withdrawal Overview

Admission

To register your child for any of the classes offered at Moppet Preschool, you must complete a registration package. Any application received beyond the licensed capacity will be placed on a waiting list. The wait list is available online at https://regionofwaterloo.onehsn.com/.

Moppet will accept a specific number of non-duty members in each class. These members will not be required to work in-class duty shifts. All other membership requirements are the same. These spots will be filled on a first come first serve basis.

Withdrawal

Family Initiated

To withdraw your child from the school, one month’s notice must be given in writing to the Registrar. Withdrawal requests after March 31st forfeit all further fees until the spot is filled.

School-Initiated Withdrawal

According to the Moppet Constitution, section #4, members will be asked to withdraw:

1. If they fail to pay fees.
2. If they repeatedly fail to participate in the program as required.
3. If, in the opinion of the teachers, their child does not adjust to the program.

Occasionally the preschool may not meet the needs of a child due to extreme behaviour problems, developmental delays, or language difficulties that may not have been apparent at registration. It is important that one particular child’s difficulties do not continually monopolize the teachers’ time to the detriment of the program.

Should any member or the teachers repeatedly notice such a situation, the following guidelines should be adhered to:

1. The concerned member or the teacher should document in writing incidents of concern to show that the child continually has difficulties. A "bad day" does not indicate continual problems.
2. The concerned member or the teacher should take their concerns to the next Executive meeting or ask the President to convene such a meeting.
3. After discussion, should the Executive feel the concerns are warranted, the President and the teacher should meet with the child’s parents to voice these concerns. Short-term goals should be set in writing with the hope of alleviating the problem. A time for a review should be set at this meeting.
4. The person who initially identified the problem should be notified that such a meeting took place and what the time frame is without compromising confidentiality.
5. After the review the President and the teacher should report back to the Executive. The concerned member and the teacher should be contacted to see if they are still concerned.
6. If it is felt that a problem still exists that is jeopardizing the Moppet program as a whole, a general meeting should be called. At this time, all members should be informed of the situation, and after discussion, a vote taken to return or expel the child from the program.

PARENT AND FAMILY CONNECTION

As parents, you have chosen to send your child to a cooperative preschool and it can only be successful if you all contribute, work together, and fulfill your responsibilities as members. You are reliant on each other to do your part in participation so that the preschool can run smoothly. Every family will get out of this experience what they put into it.

For some parents, involvement means that you are regularly doing duty shifts. For others, it means that you share a special recipe for the children to prepare as part of a cooking experience. For others who work in professions that lend themselves to classroom visits, you might come in and talk to the children about your job. Whatever your skill, whatever your timeframe, you are a valued member of Moppet Preschool.

“A co-operative centre provides children and parents with the opportunity to interact with other children and adults in a social and play setting; the parents have the opportunity to share and be involved with their child(ren)’s first school experiences” (Growing Co-operatively, 1996).

It is our goal as a centre to maintain an “OPEN DOOR” policy. We feel it is important to have open communication with the parents and families. Parents are always welcome to visit with their child without giving prior notice, and you are free to call at any time to check on your child. We ask that you advise us of any changes or events at home that may affect your child’s behaviour.

Process for Expressing Concerns

Moppet members who have any concerns may email the teachers or any Executive member with their concerns. As required, their concerns will be addressed immediately or brought forth at an executive meeting. The teacher or Executive member that noted the concern will report back to the concerned member.

If you have any questions or concerns about the program or your child, please talk to a teacher or email Mrs. Bernhardt at supervisor@moppetpreschool.com.

The Executive's email addresses will be on the class list you will receive in September.

Communication

Moppet believes that your effective communication is essential.

You will receive weekly email updates from a communication committee member that include duty shifts, snack information and classroom reminders. You will receive monthly email from Mrs. Bernhardt that will include the newsletter and calendar. There are two parent communication bulletin boards outside of the Moppet classroom. Please check them regularly.
Parent/Teacher Conferences
Opportunities to talk about your child’s healthy development can be arranged anytime by either parents or Moppet staff. We do not do formal assessments of the children, but we will let you know if we have concerns about your child. If you would like feedback from the teachers, we can meet before or after class or talk on the phone during the evening. Just let us know and we would be happy to tell you how your child is doing.

Program Evaluation
Parents will be asked to fill out a parent survey near the end of the year.
Of course, we always welcome your input, ideas and suggestions as to how we can make your child’s experience with us more enjoyable, safe and/or developmental.

Family Events
Families are encouraged to participate in special events that are offered throughout the year. The social committee will organize events that will occur in the evening or on weekends. Parents are encouraged to visit the centre whenever possible.

Role of Parents/Members in the Program
1. Member families must complete their registration paperwork in full and submit all medical and other required documentation.
2. Member families must meet their financial obligations and submit two $75 lapse-in-responsibilities cheques and a snack cheque.
3. Members must completely review the Member Handbook in advance of the Orientation.
4. A representative of each member family must attend the AGM (Annual General Meeting) in June, and any other all-member meetings called throughout the school year. A representative from each non-duty family, and all duty people must attend the Orientation meeting in September.
5. Members will bring their child to the preschool no earlier than 9:10 AM/12:35 PM and pick their child up on time.
6. Families occupying duty spots will be required to perform the necessary number of duty shifts to meet our class staffing ratio. If you cannot work a duty shift for which you have been scheduled, it is your responsibility to find a replacement and to arrange to take one of their duty shifts. Duty people must email the scheduler and the Supervisor about the change.
7. Every member family will sign up for and participate in a monthly cleaning night throughout the school year or find someone to do it for them.
8. Each member family will serve in a committee position or on the Executive Committee. Committee work require at least three to four hours per month of time spent in performing necessary tasks and attending meetings to support the functioning of the preschool. Executive assistants require five to six hours per month. Executive positions require at least 10 hours per month of time (often more) and Executive members must attend monthly meetings (except in December). Committee positions are assigned at least two weeks before the Orientation meeting; Executive positions are elected at the June AGM and the Executive members officially take their posts on July 1st.
9. Every member should assist - both proactively and when asked - where needed (and when able) in the operation of the preschool and in the class programs. The collective membership owns the preschool, runs the preschool, and handles its affairs; every member is empowered to consider the needs of the preschool and try to meet them.

10. Where able, members are expected to contribute to the preschool in a variety of ways: through donations of money and/or supplies; through fundraising on behalf of Moppet; through extra time volunteered to meet the preschool’s needs above and beyond their required duties; etc. Every member can, and should, do something in their own way to contribute to the collective improvement of the co-operative.

11. Members are expected to communicate their questions, needs, and concerns to the Executive, the teachers, their committees, their class, and other members in general; and to participate in improving the preschool with any and all relevant feedback.
APPENDIX 1

Moppet Constitution

In April 1978, eight families began the group work for the Moppet Parent Participating Preschool. It opened in October of that same year. Since then, a lot of effort and hard work has gone into our school.

The school is organized by the parent members and operated for them by trained teachers. It is a non-profit, non-sectarian, inter-racial preschool.

The parents employ the teachers, equip the preschool, maintain memberships, and meet the budget. Tuition fees are based on the cost of operating the preschool. Parent members are expected to assist the teacher, spend some time on committee work, and attend General Meetings and Parent Education Meetings.

The business of the co-operative shall be under the direction and control of a board of no less than six directors. The directors may exercise all such powers and do all such acts and things as may be exercised or done by the co-operative or by statute expressly directed or required to be done by the co-operative at meetings of members.

Members are those parents or guardians who have completed the registration procedure. Applicants for the school will be considered on the basis of eligibility and order of application. Order of preference will be present members, alumni (families whose children previously attended, or a child whose parent is a former Moppet student), and new applicants.

1. Eligibility – The numbers enrolled in each class shall depend on the size of the membership and number of teachers. Moppet has three program options:
   a. A toddler program open to children between 1.5 and 2.5 years old when the child starts the program.
   b. A junior preschool program open to children between 2.5 and 4 years old. Three children between the ages of 24 months and 30 months when the child starts the program will be permitted in this class.
   c. A senior preschool program open to children who turn 3 by December 31 of the school year and must be 5 or younger when the child starts the program.

Duty people and children must meet health requirements.

2. Obligations – Parents shall participate in preschool programs to the degree required by the class. Parents are expected to assist in the operation of the preschool and to serve as executives or on committees. They are also required to attend General Meetings and to support Parent Education Meetings. Parents must meet financial obligations.

3. Withdrawal –
   a. Members will be asked to withdraw:
      i. If they fail to pay fees
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ii. If they repeatedly fail to participate in the program as required

iii. If, in the opinion of the teachers, their child does not adjust to the program.

b. Any member may withdraw by giving one month’s notice in writing for refund of fees.

c. Withdrawals after March 31st forfeit all further fees until the spot is filled.

4. Fees – shall be determined by the Executive on the basis of costs to operate the preschool. Fees shall be paid in a lump sum by the first week of preschool, or by ten post-dated cheques dated September 1 through to June 1. A $75 cheque post-dated to January 1st shall also be submitted to cover a missed classroom cleaning commitment or a late duty commitment, should this occur. Cheques are made payable to Moppet Preschool and are given to the Treasurer. Financial records of the preschool are subject to an annual audit.

5. Executive meetings are held regularly as required. General and Parent Education meetings are held a few times a year. The Annual meeting takes place near the end of the preschool year for Budget Reports and election of Officers for the next preschool year. A nominating committee shall be appointed approximately April 1st and shall submit a slate of officers at the annual meeting. Present and future members are eligible. Nominations may also be made at the annual meeting. During the annual meeting the new Executive will be elected. Takeover of all positions shall occur in June, except for the Treasurer who takes over after the yearly audit. All outgoing and incoming Executive members shall meet and exchange information at a meeting of both Executives.

A quorum shall be 66% of the voting members. Voting privileges shall be extended to all active members and to those associate members who are on the Executive committee.

Amendments to the Constitution and By-laws

Amendments to the Constitution and By-laws shall be adopted by the general membership at the annual meeting only. Notice shall be sent by prepaid ordinary mail to the last known address of each member at least thirty days prior to the Annual meeting. The Annual meeting shall be held the first week of June for the purpose of electing officers for the following year and giving an Annual report to the membership.

The President and five members may call the Parent/Guardian meetings.
APPENDIX 2

Committee Positions

Moppet’s committees are responsible for all of the non-teaching work that occurs at Moppet Preschool, and are thus essential to the successful operation of our school.

Note that expenses incurred in the undertaking of committee work can be reimbursed by submitting receipts to the Treasurer.

Executive Committee:

President

• The President is the “public face” of the Executive, and is responsible for all licensing, permits, inspections, grant applications, and liaising with the Ministry of Education, Region of Waterloo and the Waterloo Region District School Board.

Chairperson

• The Chairperson co-ordinates the Executive’s basic responsibilities, and chairs all Executive and all-member meetings, and is the primary liaison between the staff and the Executive Committee. In addition, they also assume the role of President in the President’s absence.

Vice President

• The Vice President coordinates internal matters within the membership, and serves as the voice of the membership at Executive Committee meetings. They are responsible for the majority of committee positions, including assigning committee roles, orienting committee members, chairing committee meetings, and addressing any issues arising therein.

Treasurer

• The Treasurer is responsible for Moppet Preschool’s finances. They maintain all accounting records, handle all funds, prepare budgets, and complete and submit income taxes.

Secretary

• The Secretary is responsible for the marketing and documentation within Moppet Preschool. They keep minutes at Executive Committee and all-member meetings, lead the marketing team, and manage the preschool’s documents, including policies, the handbook, and marketing materials.

Registrar

• The Registrar is responsible for the registration of all students, and is the primary point of contact for prospective new families. The Registrar manages all registration paperwork, maintains waiting lists, and ensures that the required health information is provided to the Region of Waterloo Public Health Department.

Fundraising Chairperson

• The Fundraising Chairperson is responsible for overseeing fundraising initiatives, including setting goals, chairing the fundraising committee, conducting fundraising events, and communicating with the membership.

Executive Assistants
President & Chairperson Assistant

- Assist the President and Chairperson as directed, including liaising with Suddaby School, documentation, and grant applications.

Vice President’s Assistant

- Assist the Vice President as directed, including attending classroom committee meetings, and maintaining alumni relations. An alumni family with direct duty experience is strongly preferred in this position.

Treasurer’s Assistant

- Assist the Treasurer as directed, including making bank deposits, liaising with the Region of Waterloo regarding subsidies, and completing tax returns.

Registrar’s Assistant

- Assist the Registrar as directed, including collecting registration paperwork and communicating with prospective families.

Secretary’s Assistant

- Assist the Secretary as directed, including handling social media and marketing, as well as policy updates.

Committee Roles

Fundraising Committee (4 members – 1 Toddler, 3 Preschool)

- Reports to Fundraising Chair. Organize and conduct fundraising events, including sales campaigns and silent auctions (including soliciting donations), among other events.

Marketing Committee (2 members)

- Reports to the Secretary. Maintain and update www.moppetpreschool.com. With direction, create and implement a marketing plan for the year.

Photography Coordinators (3 members – 1 per class)

- Reports to the Supervisor/Teacher. Upon request, attend their child’s class/special events to take pictures. Conduct class picture day, and create an end-of-year “memories CD” of Moppet photos to distribute to all member families.

Scholastic Order Coordinator (1 member)

- Reports to the Supervisor/Teacher. Coordinate the monthly Scholastic Book orders, including preparing the catalogue, collecting money, processing the order and distributing the books.

Teacher’s Helper (2 members – 1 Toddler, 1 Preschool)

- Reports to the Supervisor/Teacher. On a monthly basis, make playdough. Assist teachers as directed in preparing and organizing classroom activities ahead of time. Once a year make new take-home art bag for the new class (50 bags in total).

Classroom Supplies & Support (2 members – 1 Toddler, 1 Preschool)

- Reports to the Supervisor/Teacher. As requested, assist the teachers in planning classroom parties (e.g., Halloween, Christmas, Easter) and purchasing classroom supplies listed on the white board in the kitchen.
Member Handbook

Classroom Repair Persons (1 member)

- Reports to the Supervisor/Teacher. Maintain the classroom equipment, including inspection, repair and replacement. Consult with Suddaby custodial staff to ensure compliance with WRDSB policies prior to new installations or alterations of the classroom facilities.

Schedule & Communications Coordinators (3 duty people – 1 per class)

- Reports to Vice President. Organize and maintain their child’s classroom duty rotation, including sign-up, communication, and ensuring all duty families are completing their required number of duty shifts and that duty people complete their orientation before being scheduled to work a duty shift. In the toddler class, coordinate the snack schedule. Send out regular weekly emails and special announcements to their class’s families to inform them of upcoming events and other important information.

Ambassador & Internal Events Coordinators (3 – 1 per class, duty person preferred)

- Reports to Vice President. As directed, solicit feedback from member families, including the annual survey. Conduct orientation for new families. As directed, organize all-member meetings, open houses, and any other meetings throughout the school year (excluding Executive Committee meetings).

Social Events Committee (5 members – 1 Toddler, 4 Preschool)

- Reports to the Vice President. Organize regular social events for the member families, both adult-only and family-friendly (e.g. start-of-year picnic, pumpkin patch, pub night, etc).

Toy Cleaning Coordinators (2 Preschool members)

- Reports to Vice President. Organize the monthly toy cleaning nights, and attend the beginning of each toy cleaning to provide orientation to the cleaning team. Ensure that dress-up clothes are repaired and washed as needed. Assist teachers in rotating toys into the classroom as requested.

Housekeeping Committee (3 members)

- Reports to Vice President. Meet every 6 weeks to thoroughly clean the preschool (excluding toys). Cleanings can be done at a mutually convenient time when classes are not in session (e.g. evenings, weekends, and/or Friday afternoons).

Health & Safety Coordinator (1 member)

- Reports to Vice President. Attend to issues related to health and safety (in concert with the teachers and the Executive), including monthly playground inspection, maintaining the first-aid kit, and assisting with inspections.

Snack Committee (4 Preschool members)

- Reports to Vice President. Organize and maintain the supply of preschool snack on a weekly basis, while achieving budget targets. Ensure that the snack area (cupboard, counter and fridge) are monitored and cleaned regularly.