



**Waterloo Co-operative  
Preschool**

# Welcome Meeting

September 6, 2023

6:30pm by Zoom (virtual)

# Points of order

- ▶ Please rename your Zoom name to first and last name
- ▶ Check if you have the “chat” function on Zoom
  - ▶ We will be taking votes using the Polling option
- ▶ Please ensure you are muted unless speaking. This cuts out background noise and allows the meeting to run smoothly
- ▶ There will be space held for questions. Please use the “raise hand” feature if you would like to ask a question, or type it in the chat



# Waterloo Co-operative Preschool

## Agenda

- ▶ Call to Order
- ▶ Welcome and overview
- ▶ What it means to be a cooperative
- ▶ What is the Board of Directors / Introduction of Board members
- ▶ Our Programs for the 2023/24 school year
  - ▶ Toddlers: Tuesdays and Thursdays - 9:15-11:15
  - ▶ AM Preschool: Monday, Wednesdays, and Fridays from 8:30-11 OR 9-11:30; Tuesdays and Thursdays from 9-11:30
  - ▶ PM Preschool: Mondays and Wednesdays, or Tuesdays and Thursdays - 12:30-3
  - ▶ KinderPrep: Mondays, Wednesdays and Fridays, or Tuesdays and Thursdays - 1-4
- ▶ Educators/Staff
- ▶ Intro of our Resource consultant & Pedagogical Leader from Region
- ▶ Registration
- ▶ Participation
- ▶ Vote on incoming Board of Directors
- ▶ Classroom Information
- ▶ Questions

# Land acknowledgment

We acknowledge that our preschool is situated on the land that is the traditional home of the Chonnonton, Haudenosaunee and Anishinaabe peoples. We extend our respect to all First Nations, Metis and Inuit Peoples for their past and present contributions to this land. We also recognize their enduring presence and deep traditional knowledge and philosophies with whom we share this land today.

# Welcome & Overview



**Waterloo Co-operative  
Preschool**

- ▶ The purpose of this meeting:
  - ▶ To be introduced to the Board of Directors and recruit new directors
  - ▶ Describe how the Preschool will operate this year
  - ▶ Give an overview of what is expected of participating family members as a member of our co-op
- ▶ **Please ask questions as we go along!**

# What it means to be a co-operative

- ▶ Waterloo Cooperative Preschool is run by parents for the benefit of their children.
- ▶ We as parents/family members are volunteers and we all help to keep the school running.
- ▶ This preschool first began over 50 years ago, and even during a pandemic, our families and staff kept it going strong!
- ▶ As a cooperative, we require our families to contribute by being a part of the Board of Directors, co-op roles, or classroom volunteers; all of which are imperative to our Preschool's operations.
- ▶ If you are interested in getting involved, let me know!

# Important to note!

We have a long list of Policies and Procedures that help us govern our preschool and keep our children safe.

Please read our policies on our website!

Policies of note are Fee Payment Policy, Withdrawal Policy, Admission Policy, Safe arrival, departure and absence policy, and Health Policy.

Depending on your participation, there are other important policies you'll need to be familiar with.



**Waterloo Co-operative  
Preschool**

## Board of Directors

- ▶ Meet once a month
- ▶ Make decisions about the operation and governance of the preschool in the best interest of the membership as a whole
- ▶ Each family is asked to attend one Board meeting this school year



# Board of Directors

President	Eliane Matt	<a href="mailto:waterloopreschool.president@gmail.com">waterloopreschool.president@gmail.com</a>	Chair board meetings and oversee operations; handles family concerns
Vice President	Eliane	<a href="mailto:waterloopreschool.vp@gmail.com">waterloopreschool.vp@gmail.com</a>	In charge of personnel and membership surveys
Treasurer	Travis (new treasurer needed)	<a href="mailto:waterloopreschool.treasurer@gmail.com">waterloopreschool.treasurer@gmail.com</a>	Financial affairs
Secretary	Ekaterini	<a href="mailto:waterloopreschool.secretary@gmail.com">waterloopreschool.secretary@gmail.com</a>	Minute writing and organize co-op roles
Membership Officer	Ella	<a href="mailto:waterloopreschool.membership@gmail.com">waterloopreschool.membership@gmail.com</a>	Process registration packages & answer membership questions
Communications Officer	Taylor	<a href="mailto:waterloopreschool.comms@gmail.com">waterloopreschool.comms@gmail.com</a>	Sends communications to membership, writes newsletter
Operations Officer	Meg	<a href="mailto:waterloopreschool.operations@gmail.com">waterloopreschool.operations@gmail.com</a>	Liaison with church and organize fundraising
School Improvement	Wes	<a href="mailto:waterloopreschool.improvement@gmail.com">waterloopreschool.improvement@gmail.com</a>	Order supplies, organize cleaning and yard clean
Administrative Officer	Srvana	<a href="mailto:waterloopreschool.aa@gmail.com">waterloopreschool.aa@gmail.com</a>	Updates documents, policies, class lists, etc.
Member at large	Kathy	<a href="mailto:waterloopreschool.boardmember@gmail.com">waterloopreschool.boardmember@gmail.com</a>	advisory non-voting future board member
Community Advisor		<a href="mailto:waterloopreschool.comadvisor@gmail.com">waterloopreschool.comadvisor@gmail.com</a>	advisory non-voting previous board member

- If anyone would like to volunteer for a position, we will call for interest / vote in new board members at the end of this meeting. Please volunteer!
- You could also email me (President) after the meeting if you'd like more information first.

## Classroom 1 - 2023 / 2024

### Toddlers:

Tuesday/Thursday AM

- 18 to 30 months
- **9:15 to 11:15 am**
- Maximum of 15 students per class, 1:5 educator to students ratio
- \$118 per month
- Classroom volunteer option

### Preschool AM 1A:

Monday/Wednesday/Friday AM

- 30 months to 4 years
- **8:30am to 11:00am**
- Maximum 16 children per class, 1:8 teacher to student ratio
- \$156 per month
- Classroom volunteer option

### KinderPrep A

Monday/Wednesday/Friday PM

- 3 - 5 years and developmentally ready for an advanced program
- **1pm to 4pm**
- Maximum 12 students per class, 1:6 teacher to student ratio
- \$177.19 per month
- No parent volunteers in the classroom
- Children registering in KinderPrep must meet with the teachers or have previously attended WCP

### KinderPrep B

Tuesday/Thursday PM

- 3 - 5 years and developmentally ready for an advanced program
- **1pm to 4pm**
- Maximum 12 students per class, 1:6 teacher to student ratio
- \$118 per month
- No parent volunteers in the classroom
- Children registering in KinderPrep must meet with the teachers or have previously attended WCP

## Classroom 2 - 2023 / 2024

### Preschool AM 2A:

Monday/Wednesday/Friday AM

- 30 months to 4 years
- **9am to 11:30am**
- Maximum 16 children per class, 1:8 teacher to student ratio
- \$156 per month
- Classroom volunteer option

### Preschool AM 2B

Tuesday/Thursday AM

- 30 months to 4 years
- **9am to 11:30am**
- Maximum 16 children per class, 1:8 teacher to student ratio
- \$118 per month
- Classroom volunteer option

### Preschool PM 2A

Monday/Wednesday PM

- 3 - 4 years
- **12:30pm to 3pm**
- Maximum 16 students per class, 1:8 teacher to student ratio
- \$118 per month
- Classroom volunteer option

### Preschool PM 2B

Tuesday/Thursday PM

- 3 - 4 years
- **12:30pm to 3pm**
- Maximum 16 students per class, 1:8 teacher to student ratio
- \$118 per month
- Classroom volunteer option

# Educators / Staff

- ▶ Tracey- Supervising Educator
- ▶ Patty- this year she's taking on the new role of Assistant Supervisor
- ▶ Jennifer -
- ▶ Jessica -
- ▶ Erin -
- ▶ Kelsey -
- ▶ Natalie has been our screener cleaner this past couple of years and helps with support, she will also join in on teaching some classes this year.
- ▶ Miah - Is also with us for support
- ▶
- ▶ Please bring any concerns about your child to the educators right away should any concerns erupt. They can reply to email promptly and arrange a Zoom meeting if needed.
- ▶ We also have our Bookkeeper Liz. Her role will be helping with the payroll, updating our budget, and reconciling bank deposits.
- ▶ Britney - Administrator and Membership Coordinator -

# Resource Consultant

- ▶ We work with a resource consultant from KW Habilitation
- ▶ Cara Caudle our Pedagogical Leader from Region



## Waterloo Co-operative Preschool

# Registration

- If you have expressed interest but have not yet paid your \$23.63 membership fee, this will need to be submitted in order for your spot to be held.
- There are currently spots still available for the afternoon programs. Morning Toddlers and Preschool classes are full or almost full - Please contact Britney ([waterloopreschool.register@gmail.com](mailto:waterloopreschool.register@gmail.com)) for availabilities for new students, and Ella ([waterloopreschool.membership@gmail.com](mailto:waterloopreschool.membership@gmail.com)) for current members wishing to add or transfer classes.
- Please remember that ALL registration forms, fees, and Pre-Authorized Debit Agreements must be in BEFORE your child can attend class. This includes the \$23.63 membership fee and last month's tuition/security deposit, sent via e-transfer to [wcp.etransfer@gmail.com](mailto:wcp.etransfer@gmail.com), for the following amounts:
  - Toddlers: **\$118**
  - Preschool:
    - MWF - 8:30-11 - **\$156**;
    - MWF - 9-11:30 - **\$156**; Tues/Thurs - 9-11:30 - **\$118**
    - Mon/Wed - 12:30-3; Tues/Thurs - 12:30-3 - **\$118**
  - KinderPrep:
    - MWF - 1-4 - **\$177.19**
    - Tues/Thurs - 1-4 - **\$118**

# Participation

- This year, we are once again able to have family member participation in the classroom as classroom volunteers. These volunteer positions are open for the Toddler and Preschool classes, and will be during your child's class time. In-class participating families (classroom volunteers) assist with snack preparation, set up, and clean up, while also interacting with children in the class during the program. Volunteers can expect to be scheduled for classroom duty once a month, plus one backup duty day.
- We also require a family member to participate in a Co-op role (formally known as committee roles) or as a Director on Board of Directors.

▶ Board of Director roles currently available are:

- ▶ Treasurer
- ▶ Vice President
- ▶ Amin officer

- ▶ All Directors are required to participate in monthly Board meetings (virtual this year)

▶ Co-op roles available:

- ▶ Clearing Crew
- ▶ Laundry
- ▶ Photographer
- ▶ Snack assistant (Must be registered for preschool class)
- ▶ Playground clean up lead
- ▶ Sewer/equipment assembler

- ▶ Toy maker/handy person
- ▶ Fundraising
- ▶ Grant writer
- ▶ Scholastics order assistant
- ▶ Board assistants
- ▶ IT/Web support
- ▶ Classroom volunteer

**All members are required to attend the Fall Welcome meeting, Spring AGM, and at least one Board meeting per year (virtual).**

# Vote on incoming Board of Directors

- ▶ We have several Board Members who have joined this summer that we need to formally vote in.
  - ▶ Matt - previously Operations, moving into **President**
  - ▶ Eliane - **VP**
  - ▶ Ekaterini- **Secretary**
  - ▶ Meg - previously Secretary, moving into **Operations**
  - ▶ Wes - School Improvement
  - ▶ Kathy - Member at large
  - ▶ Eliane - Community Advisor, if VP is found

# Budget

- ▶ Our annual operating budget is created and approved by the board in the Winter for the following year.
- ▶ As we are a non-profit organization, any money taken in goes back into the preschool to provide the best possible care for our children.
- ▶ The majority of our income comes from tuition and registration, while another 10-15% comes from operating grants from the Region of Waterloo to assist in the Educator's salaries.
- ▶ The majority of our expenses are from salaries, rent, snacks, and supplies for the classroom.



# Purchases

- ▶ All purchases as part of committee work or as requested by the educators requires pre-approval by the Treasurer. Please contact the Treasurer via email for pre-approval. [waterloopreschool.treasurer@gmail.com](mailto:waterloopreschool.treasurer@gmail.com)
- ▶ Once you have made a purchase and need to be reimbursed, please fill out the Expense Request Form found here: [https://docs.google.com/forms/d/e/1FAIpQLSe7wGT5sv1\\_TFghJg36ARvyaWq\\_GlQUuvc4xgOFqek894bCTvA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe7wGT5sv1_TFghJg36ARvyaWq_GlQUuvc4xgOFqek894bCTvA/viewform). The Expense Request form can also be found on our website under Parent Resources

# Subsidies and NSF Cheques

## ▶ Subsidies

- ▶ Subsidies are available from the Region for families in need of tuition assistance. You can contact either Tracey if you have questions regarding subsidy.

## ▶ NSF Payments

- ▶ All NSF payments are subject to a \$25 fee. If you are concerned that a payment won't clear, please speak with either the bookkeeper, Liz, or Travis (Treasurer) in advance to see how we can address it.

# Donations

- ▶ We are a registered charity and as such are able to provide charitable tax receipts for any donations.
- ▶ Please feel free to contact the Treasurer directly if you're interested in donating to the preschool.

# Classroom Information

- ▶ **Parent Handbook**
  - ▶ Please read the Parent Handbook found on our website that includes our Program statement
- ▶ **Parking**
  - ▶ Be aware of accessibility parking/church parking.
  - ▶ If parking lot is full, try Dorset street
  - ▶ The parking lot is a one way area. Please ensure you enter through Albert and exit through Dorset. You must enter off Albert street ONLY.
  - ▶ Please make pick up as quick as possible as it is a very busy parking lot, especially with our expansion. We have been asked by the church to ensure the parking lot is clear on the following days
    - Tuesdays between 1:00pm and 2:00pm - Wednesdays between 9:30am and 10:00am
- ▶ **Snacks**
  - ▶ Snack is provided mid class
  - ▶ Health and nutritional needs of the children are taken into account.
  - ▶ Allergies - WCP is a nut, dairy, meat free environment. An allergy list is near the kitchen prep area and the school is very strict with preparation and serving.
  - ▶ Parents are not to send snacks with their children unless discussed prior with the teachers and a written plan is put in place

# Classroom Information

- ▶ Label all clothes, mitts, boots, etc. with your child's name. If desired, you can purchase labels through the Loveable Labels website and add Waterloo Cooperative Preschool - the preschool benefits from fundraising. Look for a link in the next newsletter!
- ▶ Please send your child with indoor shoes, extra clothing (underwear, socks, and diapers if needed), as well as adequate clothing for outdoor playground time every day. We spend time outdoors up to -20 and often go out in the rain as we have a shelter.
- ▶ If you have questions, please contact the relevant board member:
  - ▶ Tuition questions for the Treasurer
  - ▶ Enrollment questions for the Administrator
  - ▶ Co-op roles questions for the Membership Officer, etc.
- ▶ Please do not give things to staff during drop-off or pick up unless it is prearranged with them.

# Classroom Information

- ▶ If you need to reach the teachers you may email them at [waterloopreschool.teacher@gmail.com](mailto:waterloopreschool.teacher@gmail.com) and [waterloopreschool.asstteacher@gmail.com](mailto:waterloopreschool.asstteacher@gmail.com)
- ▶ Anyone who is feeling sick or has any new or worsening symptoms of illness, should stay home until their symptoms are improving for at least 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and seek assessment from their health care provider if needed.
- ▶ If your child has symptoms and needs to stay at home, please fill out our Reason for Absence form <https://forms.gle/PUoLTkowj8joVWr67>. The Reason for Absence form can be found on our website and at the bottom of our emails.
- ▶ Please remember to make drop off a swift and positive event. Say goodbye and trust the teachers will contact you if they need to. Please drop off outside the purple door to a staff member who will direct your child. You will also pick up along the wall by the purple door. Preschool will begin outside when possible. Always dress for the weather - snow pants, mitts and hats in winter and splash pants in the spring!

# Classroom Information

- ▶ Health policies
  - ▶ We follow all current Health Department regulations.
  - ▶ If a child need to stay at home with symptoms, the child can return only once symptoms are improving for at least 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and they do not have a fever
  - ▶ Children can not come with sniffles, cough, or fever, undiagnosed rashes, lice, and will be sent home if this develops.
  - ▶ Children cannot be medicated to reduce fever or other symptoms.

# Preview Day

Families are invited to come to the classroom on Thursday, September 7th to meet the educators, tour the classroom and playground, and listen to a brief introduction to the educators and school. If you would like to meet with the educators via Zoom instead, please let Britney (Administrator) know. Otherwise, the times are as follows:

Toddler	Morning Preschool: Mon/Wed/Fri - 8:30-11; classroom 1	Morning Preschool: Mon/Wed/Fri - 9-11:30; classroom 2	Morning Preschool: Tues/Thurs - 9-11:30; classroom 2	Afternoons
<p><b><u>8:30-9:00</u></b> Layla S. Oliver G. Alayna A. Mateo L. Nirban Shuvro U. Kiyanna S.</p>	<p><b><u>9:45-10:15</u></b> Theo D. Eleanor M. Jake R. Theo Thomas MF Viaana C. Aurora K. Samantha Rylie B.</p>	<p><b><u>11:00-11:30</u></b> Lochlan D. Yathra A. Juliette A. Fox E. Fiona G. Calvin K. Liam K Joud M.</p>	<p><b><u>12:30-1:00</u></b> Lochlan D. Daisy F. Levi F. Nicola G. Fiona G. Calvin K. Liam K. Mikhail S.</p>	<p><b>PM Preschool (12:30-3)</b> <b><u>1:45-2:15</u></b> Ishta S.      Zion Hurley A. Elena K. James MS. Nainika A. Rayna C. Anvika A. Lincoln G.</p>
<p><b><u>9:00-9:30</u></b> Avyaan A. Hamza M. Arkaya P. Remi CD. Bashar H. Giovanna R.</p>	<p><b><u>10:15-10:45</u></b> Chloe T. Aanya M. Jacqueline J. Bilal E. Sophia C. Mustafa</p>	<p><b><u>11:30-12:00</u></b> Aadhya Sri S. Sofia D. Idris K. Jonah L. Kenan M. Aariiv R. Rayna C.</p>	<p><b><u>1:00-1:30</u></b> Idris K. Theo Thomas MF. Zoey B. Vanessa H. Viaana C. Jayden S. Benjamin K. Leo C.</p>	<p><b>KinderPrep (1-4)</b> <b><u>2:15-2:45</u></b> Madeline T. Jonah L. Aarav V. Varenya Singh C. Mishka S.</p>



# Staggered Start Day

During the first week of classes (September 11-15th), the Toddler and Preschool children will only attend one day, in a small group, so the educators get to know each child. The KinderPrep children will start off in their regular classes. The staggered start times and days are as follows:

<p><u>Toddlers:</u></p> <p><b>Tuesday, Sept 12th</b> 9:15-10:00am Layla S. Oliver G. Alayna A.</p> <p>10:15-11:00am Remi CD. Hamza M. Arkaya P.</p> <p><b>Thursday, Sept 14th</b> 9:15-10:00am Mateo L. Nirban Shuvro U. Kiyanna S.</p> <p>10:15-11:00am Avyaan A. Bashar H. Giovanna R.</p>	<p><u>AM Preschool:</u> <u>Mon/Wed/Fri - 8:30-11</u> <i>Classroom 1</i></p> <p><b>Monday, Sept 11th</b> Theo D. Eleanor M. Jake R. Samantha Rylie B.</p> <p><b>Wednesday, Sept 13th</b> Theo Thomas MF Viaana C. Aurora K. Sophia C.</p> <p><b>Friday, Sept 15th</b> Chloe T. Aanya M. Jacqueline J. Bilal E.</p>	<p><u>AM Preschool:</u> <u>Mon/Wed/Fri - 9-11:30</u> <i>Classroom 2</i></p> <p><b>Monday, Sept 11th</b> Lochlan D. Yathra A. Juliette A. Fox E. Fiona G.</p> <p><b>Wednesday, Sept 13th</b> Calvin K. Liam K. Aadhya Sri S. Sofiiia D. Joud M.</p> <p><b>Friday, Sept 15th</b> Idris K. Jonah L. Kenan M. Aariiv R. Rayna C.</p>	<p><u>AM Preschool:</u> <u>Tues/Thurs- 9-11:30</u> <i>Classroom 2</i></p> <p><b>Tuesday, Sept 12th</b> Lochlan D. Daisy F. Levi F. Nicola G. Fiona G. Calvin K. Liam K. Mikhail S.</p> <p><b>Thursday, Sept 14th</b> Idris K. Theo Thomas MF. Zoey B. Vanessa H. Viaana C. Jayden S. Benjamin K.</p>	<p><u>PM Preschool:</u> <u>Mon/Wed - 12:30-3:00</u> <i>Classroom 2</i></p> <p><b>Monday, Sept. 11th</b> Ishta S. Elena K. Zion Hurley A. James MS.</p> <p><u>Tues/Thurs - 12:30-3:00</u> <i>Classroom 2</i></p> <p><b>Tuesday, Sept 12th</b> Nainika A. Rayna C. Anvika A. Zion Hurley A. Lincoln G.</p>
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# Orientation of Volunteers

Staff will invite volunteers for an orientation session in September and volunteer shifts will begin in October. If you are planning to volunteer, please take the time to read through the parent handbook and all policies found on our website [www.waterloopreschool.org](http://www.waterloopreschool.org) You will need to sign off on all policies, Individual Support plans and emergency plans.

Volunteers need to arrive promptly 5 minutes before class to ensure the gate is free from snow and pathway is clear with no hazards. You may then join your child on the playground at that time. You will also need to be a role model and dress for the weather, change of shoes. You may need to stay an extra 5 minutes to help tidy. Laurier, Waterloo and Conestoga College also send us volunteers to do their placements with us. These volunteers are supervised by the teachers. Any concerns must be brought to a teachers attention promptly. Child guidance and Program statement Implementation forms are filled out on all volunteers.



Questions?