



Waterloo Co-Operative PRESCHOOL

Oopo

"We are parents who work together to make informed decisions, representing the membership to ensure the longevity of the Waterloo Co-operative Preschool and to enhance every child's potential for learning and fun.

We communicate with a united voice, and the spirit of openness to be a positive influence with unwavering commitment and confidence to delegate."

Board of Directors Meeting

Date: Monday December 13, 2021 @ 7pm

Call to order: at 7:03pm

Attendance:

Regrets: Emma

Approval of previous minutes:

<https://docs.google.com/document/d/1ZRERvOS-LaEl8ouOdua6iCbRpUAKsMMVURp5hrothNo/edit?usp=drivesdk>

Approval of agenda:

Aims of meeting/Discussion Points:

- Updates
- Co-op roles - making sure families are getting assigned tasks
- Membership survey
-

Updates

Supervising Teacher (Tracey)

Personnel

- New supply staff Sara who worked with toddlers with us as a laurier student. Waiting for her to obtain Level C first aid before can use her. Good for toddlers, unsure about ps or kp
- Likely need more supply staff..hopefully a laurier student next term will show potential. Best to have someone who is otherwise associated with the preschool and not just fresh off street. Is any parent qualified enough, has up to date level c first aid and comfortable?

Classroom developments

- daily early morning meetings, lots of parent meetings
- new variant, cases continue upswing continuing outdoors and enforcing health policy
- Strict screening as we return in Jan...can attend with absolutely no signs of illness
- immunization files for public health complete including all newbies
- all spots full! Busy start to Dec
- applied and received funding for enhanced staffing: kp class time when we have no screener or help-Natalie will fill this role to help as enhanced staffing in KP to ensure individual needs and health and safety of the group- pay her normal and submit for reimbursement to region.
- Also applied for Jan to March term and were approved for 3 hours a week on KP days.
- crafts and Holiday prep is complete! Books for each child, applesauce cinnamon ornaments with glue in them -not food., cards, artwork, and other crafts-sent home.
- Music update:
- Laurier students on placement are done, looking forward to 3 new ones in Jan and our art student and ongoing music classes with those who will be indoors wearing a mask.
- keeping number of adults/children limited to ensure can keep social distancing indoors-
- enhanced health and safety measures continue
- Region of health highly recommends...not mandatory...but mask use strongly encouraged for ages 2 plus. Notice to membership,
- We will be outdoors!
- If no mask only inside in small groups for snack and washroom.
- Kp structure is different than toddler and preschool, so yes they do spend time indoors more than any other group.
-
- We go outside up to and including -15 and discretion used if staying out past that.
-
- Masks are strongly recommended but not mandatory.
-
-
- reviewed handbook and its ready to be completed and then submitted to membership for Jan 1st and uploaded to website
- page 32 of parent handbook says parents have an opt out option? Is this still an option, I do suggest it be, in order to be flexible
- Have a great holiday everyone
-

Requests/Questions to Board

- Order in-pay for lunch for teachers December 16
- fill in region contact list, with emails of who should get what- sent it out to you all, pls add my email address on everything for the most part as I often need to help new board members in the beginning and can prompt if things got done by due date and can contribute relevant info when I'm informed first hand.
-

- Complete a windblock project- Krissie - quote, and approve pls
- When is this to be installed-hopefully before we return in Jan
-
- Need help with printer

Comments

- Core funding info and attachments sent out to help with planning
- Decisions to be made in jan /feb meeting as part of our annual planning process ie set rates, revise pre reg form, dates etc have all ready for March registration ! All people current and on wait list or one list get first chances at any spots in Sept 2022 by leaving pre reg form and cheque internal reg before March break..open to public after march break. Should recruit membership help, and next years officer.

President (Steph)

- Welcome Sawyer!

Vice President (Leo)

-

Treasurer (Casey)

- Pre-authorized billing, on a waitlist. Called Dec 6, said it was another 7-10 business days. Would like to move all families to the same method of payment once we have this set up (no exceptions).
- Families starting school before paying all the fees? We are chasing down various missing payments from families and getting nowhere.
- Committee obligations. Families are confused and not understanding the requirement, or being assigned to a role with no further communication. It's causing a lot of issues with the "committee obligation deposit" cheques.
 - I can take over keeping a spreadsheet/assigning roles if needed; I've got more free time now.
- Haven't heard from insurance yet for renewal

Hi Casey, I saw insurance in your mailbox we will send it tomorrow....need original back onsite once done pls. (OK - thanks!)

Bookkeeper/Admin (Deanna)

- We are well ahead of budget & currently projecting a small deficit. The region forgave the overpayment on operating funding.
- Many of our etransfer families missed the deadline for December tuition & missed paying by Dec 1st. I would recommend going forward we no longer allow this as a form of payment (until we get pre authorized payments going only accept cheques). Also families that were on etransfer were supposed to provide commitment cheques and 1 month tuition cheque only to be used in the case of non-payment (many would have been cashed this month) - these are still outstanding.

- Year end taxes filled in and to be sent CRA.
- Decided to proceed with Wagepoint over Nethris. Have done much of the data input and setup of staff. Going thru the stages of bank approvals & confirmations. Plan to start using this for the first payroll in 2022.
- Ministry feedback for 2022 completed.

Membership (Britney)

- Lots of movement in the last month - more new kids starting January
- All spots are full, with 6 kids with a spot on the waitlist (they filled out the pre-registration form)(excluding those who were signed up but wanted to hold off on joining - will check back in Spring)
- online/paperless registration option?
- Need to figure out a better system for fees (a lot of people don't have cheques, and there seems to be a lot of reminding needing to happen with e-transfers) until we get pre authorized billing sorted
- Maybe a reminder is needed in the withdrawal form that committee obligation/ yard clean up duties need to be fulfilled by withdrawal date in order for the cheques to be shredded ("I agree my committee obligations/yard clean up duties have been fulfilled as of withdrawal date. If not, my cheque will be deposited by the school for stated obligation" etc.? - these can be 2 separate statements)

Communications (Emma)

- I send my regrets tonight! We are meeting with a sleep consultant today and will need to implement a new plan to get our toddler to sleep. He currently refuses to sleep and doesn't stay asleep through the night. So fingers crossed this works!! Will we ever sleep again?! (Casey: my toddler is the same way, best of luck! I have become a "sleep expert" in my quest to solve the sleep issues so feel free to reach out if you want any suggestions :))
- On advice of Tracey we have decided not to issue monthly calendars anymore. The teacher's didn't follow them and Emma was just copying what was done in previous years.
- Mask notice for January start sent around today.
- Nothing else of note. Hope everyone has a great winter break!!

Secretary (Leanne)

- Committee assignments, many families reaching out, please be in touch with them all
- Families are reaching out, doing my best to respond - its been hard trying to catch up with who is staying, leaving, who has and hasn't participated. We absolutely need another and better way to do this, especially if this is the way its going to continue
 - I don't have the capacity to respond all the time and keep everyone happy and organized
 - Maybe we come up with a check box on the application form? It seems to be a lot of information that is overwhelming for the parents but also for me trying to keep everyone straight.

- If anyone has suggestions for better ways to organize this I'm open to them
- Winter t-shirt fundraiser - was all ready to go but I couldn't figure out a way to upload the artwork into the jotform link properly. Discussed with my techy husband and he couldn't figure it out either
 - Got to be too late to place the orders and have them done in time. We are going to table it and then regroup and send it out early in the new year - perhaps market as a "valentines gift" or something....still going to happen for sure, slight delay
- On a personal note - I am having an issue understanding the new mask mandate for the kids. Part of the reason I wanted Sam at the preschool was because he doesn't have to wear a mask. I think the kids are too young to be forced to wear masks, and I doubt he will keep one on.
- Highly recommended isn't mandatory - its only mandatory over 5 because its such a struggle for some younger kids - especially any with sensory issues, or speech issues etc.
- What happens if a child whose turn it is to be outside has to use the washroom while another group is eating? Can they not come in? Does the teacher and rest of the group have to come in too? So. Many. Questions.
- In the kp program, are they still able to do the jolly phonics and craft time and work outside? What about the gross wet days? Kids who take the bus? Really cold days? Lots of things need to be worked out for this to be something more parents are on board for - maybe should have been brought up and discussed at the meeting rather than a quick hastily put together email - its scary to receive some information without all of it, especially in relation to masks and "mandatory"
- I know this is public health deciding and nothing related to us. If the kids are forced to wear masks for the music section, is there an option to do another activity if they don't want to wear the masks? Do they only have to have the masks on for music or is it the entire time they're inside? The e-mail wasn't very clear in describing what is changing and what options will be for the kids who can't/won't wear a mask. For example on a day that is too cold to be outside, do all the kids have to have masks on inside the whole time? Are they only to be in groups of 3? If they are outside, are they only coming in in groups of 3 the whole time? - so 3 kids come in, get totally undressed, wash hands, have snack, wash hands, get redressed for outside and go back out? And this will happen 4-5 times per class?
- I think we should also be prepared to field a lot of questions from parents around this, and possibly for some withdrawals.
- Again, I completely understand this is no choice of ours, but we need to figure out exactly how it is going to be presented before the kids come back in January

School Improvement (Krissie)

- Wind block-plan **to install over the break ready for kids and teachers in Jan since we will be outside most of the day**
- I have ordered the wind block. It should be here between Dec 21st and Dec 29th. Once it's here My family and I will be installing it on the next nice day before school

opens. A second one might need to be purchased but we'll see how much this one covers before the purchase

- The fence between the stairs and the play yard, can that be changed at all ? Can we drill into the ground and make it more sturdy or look nicer ? Do we need to ask the church to drill into the ground ?

When my family and I were there it wasn't the best and was falling down all the time. If more outside time will be happening maybe something better should be done ?

Operations (Krissie)

Admin Officer (Morgana)

- Sent in children's immunization records to public health
- Worked on Parent handbook** Will be Finalized for Membership before the start of the New Year
- **Add Covid Caviert reference to Parent Handbook

"Meeting of the Independents"

-

Date of next meeting: January 18, 2021 @ 7pm

End of meeting: 9:32pm