



Waterloo Co-Operative PRESCHOOL

“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: Thursday January 21, 2021

Call to order: 7:03pm

Attendance: Jana Strittmatter, Jen Dol, Laura Hatton, Melissa Lehman, Leanne Wells, Patty Fallis-Robbins, Tracey Marques, Steph Higgins, Carolyn Hay, Erin Legary

Membership attendance: Fatemah Karimi, Youssef Helwa, Leo Kyle

Regrets:

Approval of previous minutes:

December 2020 minutes:

https://docs.google.com/document/d/18rMN2Dn1HbwfVkqEnmBmcQv6w6nux_bo-vRqch_w6cLQ/edit?usp=drivesdk

- *Jen motions to approve December 2020 minutes*
- *Carolyn seconds*
- *All in favour*
- *Minutes approved*

Approval of agenda:

- *Laura motions to approve the agenda.*
- *Steph seconds*
- *All in favour*
- *Agenda approved*

Discussion Points:

1. New Board member

- Leo Kyle is interested in VP role
- Jen has submitted her resignation for Jan 31 but is open to Leo being appointed tonight, and continuing to work/transition the role to him over the coming weeks
- Short intro of Leo
 - *Leanne motions to appoint Leo Kyle to the position of VP*
 - *Steph seconds*

- *All in favour*
- *Motion passed - Welcome Leo*

2. Following WRDSB closures

- Daycares are permitted to remain open during the stay at home order, however in the past we have followed suit of the school board - meaning if WRDSB has closed schools, we would close as well.
 - Round table discussion around re-opening. General consensus is in favour for opening
 - ***Laura motions to go ahead with our scheduled opening on February 1, 2021***
 - *Leanne seconds*
 - *All in favour*
 - *Motion passes - moving ahead with scheduled opening!*
- Inclement weather policy - says, *may* need to follow school board- there are other criteria in the policy to follow though (just clarifying)

3. Task list for reopening

- <https://drive.google.com/file/d/1O5EEIQD52mw5VOz67OaoW6TYridn1mBG/view?usp=sharing>
- The task list was reviewed and updated.

4. COVID-19 policy

- Discussion and approval by board
- Reference the links in the policy shared by google drive for further information.
- The approved policy needs to be submitted to Region, Public Health, and the church prior to reopening.
 - ***Laura motions to approve the current COVID-19 policy***
 - *Carolyn seconds*
 - *All in favour*
 - *Motion passes - Policy approved*
 - *Should be noted that with this approval, if there are changes that need to be made as per our governing bodies, each change does not need to be approved by the board*

5. Staggered start

- Proposal to do a one-on-one zoom meeting with the teachers (30 min) that will take the place of one classroom session the first week.
- This will allow students to meet the teachers virtually without PPE on, and see the classroom
- The students would be split into two groups the first week, and each group will attend one class in week one (Feb 1-4) - this would be about 4 students/class instead of 8 kids/class
- In week 2, all students will attend both classes normally scheduled

6. **Current enrolment**

- Currently 8 Preschool and 8 Kinderprep children registered.
- Several families have not yet submitted their full registration.

7. **Funding updates**

- FYI Children's Services is extending the window for rate increases **until March 31, 2021**. If your program is planning a rate increase between January 1, 2021 and March 31, 2021 please submit (via the CHS Portal) the rate sheet that you provide to parents. The rate sheet must include the new rate and the effective date. Rate increases will need to be approved by Children's Services and only reasonable and customary increases will be approved. Only operators who did not previously apply for a rate increase in 2020 will be approved.
- Operating Funding and Wage Enhancement Funding will continue at the same levels as 2020 until at least June 2021 and will be re-assessed for the remainder of the year. Reconciliations of 2020 funding will be required by the Region in the coming months.
- We have applied for Safe Restart Funding which is available until March 31st at this point. If we proceed with opening Feb 1st we will be eligible for funding for February and March which is estimated at \$4,400.00 based on our operating capacity (16 students). This funding has to be spent by March 31, 2021.

8. **Screening procedures/electronic screening form**

- The up-to-date Provincial screening tool will be used and tracking form at the screening table. Drop off 9-9:15am
- Parents will walk up the stairs towards the main door and turn right and follow the walkway and abide by social distance markers that are there leading to the sign in table at the end. The screener will walk the child down the walkway to the playground; as all classes will start outside. There is a snow fence up now so it is safe, can't run to Bridgeport. Second staff can be the runner to bring the child from the screening area until needed in ratio.
- Pick up time is 11:30-11:45am. If pickup is from outdoors, will use the scenario above where Screener will go get the kids and bring children likely two at a time.
- Pick up from indoors, will dismiss out the purple door and will use this as the main entrance for our preschool until June at least. There will be more fencing added at the parking area, at the beginning of the walkway to the playground/blue door (after Stephen described a plan with Glen with the intentions we have exclusive to us) and signage has been added.

9. **Communication to families**

- Newsletter last week of January to be sent by email, closer to that time so it is very up to date. Tracey to send info and attachments to include.
- Send out via email the approved covid policies to all families and again whenever there is a change.
- Children will post artwork along windows and display their learning in their learning portfolios.
- *Communications needed:*
 - *We are still opening Feb 1! Post these ASAP (tonight/tomorrow)*
 - *Email (Carolyn)*
 - *Website (Carolyn)*
 - *Facebook (Leanne)*
 - *Google (Tracey)*
 - *Zoom meetings/ staggered start*
 - *COVID policy - with excerpts (ie, screening procedure)*
 - *Co-op roles - what they are and assignment*
 - *Link to website w Parent Handbook*
 - *What to bring/not bring*
 - *Tour of the preschool/screening procedures/Intro to teachers/screener*
 - *Newsletter*

10. Co-op Roles

- Board roles!
- *Purchaser - not snack, but supplies, etc*
- *Membership assistant*
- *Fundraising*
- *Grant applications*
- *IT specialist - ie Printer is not connecting to the laptop.*
- *Handy person/Toy maker - Someone to make our "challenge items" like sets of locks with keys, a block of wood with different sized screws to find right tool to open etc - ask Patty*
- *"Adhoc" Co-op role - ask as needed*
- *Tax receipts*
- *Playground cleanup organizer*
- New policy for Workplace Safety - Leo to look into if we need.

<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Updates

Supervising Teacher (Tracey)

- Email communications - please keep both teachers in the loop, cc them on emails where appropriate
- Should make up a covid agreement in the registration package ie. read the policy. Can put a waiver or statement won't hold us liable for covid related issues. Also need to have a workplace safety plan

<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

- <https://docs.google.com/document/d/1KkIXF1c14HEqF5aGf50AznPSs2PRj2oeThviJRCB-dQ/edit>
 - *Leo to find and forward waiver from his previous daycare (complete)*
- Revamped classroom, much more simple, open, less toys but lots of rotation. Made up new cleaning charts, met with public health, with Stephen at the church about fencing. Cubbies have been moved to the classroom; so can dismiss from the same aisle and avoid the common areas as much as possible..
- Public health likes our policy and procedures, and likes that we will use the kitchen when it's not in use. I have edited the policy to include some final suggestions she had, sent the report to the board, and ensured we are compliant with the operators guidance doc from ministry.
- Please pre approve the chart in the policy as it will be updated when the ministry updates it. At that time we will just replace the chart.
- Please anticipate constant changes and requirements. Perhaps pre approve the upcoming changes that the ministry will be providing us as we need to approve changes promptly or approve at this meeting that the edits can be approved by email.
 - *If there are changes from our governing bodies, we do not need approval to add/edit every change within our covid policy. We have approval as is and changes from any governing body is automatically approved.*
- It is suggested to spend as much time outdoors as possible, and to keep windows open and doors open and fans going to ensure good air flow (could consider a fan that fits in the window for air exchange) Children should come with sweaters !
- Anyone (ie Board members) entering Emmanuel at all needs to sign in at the sign in desk and wear a mask and use hand sanitizers on wall. Indicate time arrived, left and contact info. They are also expected to sanitize any door knobs, switches, phones, pens etc that are touched before they leave. They are to avoid bringing children into the centre as all items touched need to be sanitized.
- Patty and I have created our daily checklists of all the things that need to be done. LOTS needs to be done, lots of things on the checklist to be cleaned daily! We definitely need the three staff hired with all the requirements.
- We created logs as needed to track toys stored.

President (Jana)

- Recruitment of new board members ongoing - VSA, confidentiality, and training

Treasurer (Steph)

- We have insurance through the Cooperators
- Tax receipts for 2020 have been sent out

Bookkeeper/Admin (Melissa)

- Waiting on 5 families to provide revised tuition cheques for Feb to June and 2 families to provide their opt out cheques. I will follow up after this meeting with these families once it's determined if the preschool is opening Feb 1st.

Membership (Laura)

- Currently 8 Preschool and 8 Kinderprep children registered.
- Several families have not yet submitted their full registration.
 - *Currently 3 families have not submitted forms, there is more interest than registration indicates*

Communications (Carolyn)

- Membership email - updated doc will be linked to general files in Wcp folder
- Newsletter - any content considerations - please send

Secretary (Leanne)

- Will need email and contact lists for members
- How much training is involved for the co-op roles?
 - *Do not indicate how much time commitment is expected*
 - *We will create an exact description of the roles to send to members as they are assigned*

Vice President (Jen)

- We have hired Erin as our Cleaner/ Screener / Supply Teacher. Welcome Erin!
- Church- working with them on the kitchen procedures and fencing

Date of next meeting:

End of meeting: 10:03pm