



# ADNS

## Parent Handbook

### 2011-2012

Allen-Detweiler Nursery School  
 10 Union St W, Kingston, Ontario  
 K7L 2N7

ADNS is a co-operative nursery school that provides an innovative and specialized nursery school program in Kingston, Ontario.

Established in 1967, the school is named in memory of two Kingston women — **Isobel Allen** and **Joyce Detweiler** — who dedicated most of their lives to children's programs.

The school employs 3 teachers and a teacher's assistant. **Audrey Doliszny** is the Director and pre-school teacher, and has been with ADNS since 1989. **Bonnie Nelson** is the toddler teacher, and has been with ADNS since 1987. **Lois Andrews** joined us in 2010 and is the preschool teacher. **Cathy Rochon**, the teacher's assistant, joined us in 2009.

ADNS is licensed by the Ministry of Children and Youth Services, but neither the government nor any private owner determines particulars of school policy. Instead, parents are involved at all levels of decision making, and directly participate in the classrooms.

#### 1. Program and Philosophy

ADNS welcomes children with varied cultural and socioeconomic backgrounds, and accommodates children with special needs via integration and adaptation of programs. The school provides a friendly atmosphere in which children will be stimulated to develop to their full potential. Our main emphasis is on learning social skills through cooperative play and organized activities. Our programming supports the accomplishment of early childhood development including:

- fine and gross motor skills
- independent thinking and decision-making
- self-help skills and self esteem
- assertiveness skills and respect for others
- an appreciation of the arts through active participation in music, drama, and creative activities
- literacy and pre-reading skills including an introduction to math and science.

Parental visits are always welcomed. Parents who would like to share a skill or experience with the children are a great source of enrichment to the program. In the past, parents have shared: playing an instrument; singing; talking about interesting occupations, hobbies, or cultural traditions; teaching a craft; or organizing special field trips. If you are interested in sharing your talents or time, please speak to the teachers to arrange a visit.

## 2. Program and Policies

ADNS runs two concurrent programs. The Toddler Program is for children 18 months to 2.5 years, and is held in the main floor toddler space. The Preschool program, for children 2.5 years to 5 years, operates in the upstairs rooms. Children are able to attend school for 2 to 5 mornings per week.

Registration typically occurs over the spring and summer. Children are admitted typically in fall and throughout the year up to March, if space allows. Admission includes completion of a registration form including up-to-date immunization records; more registration information is on our website.

### Hours of Operation

Regular school hours: 9:00 am to 11:30 am

Extended hours: 8:30 am to 12:30 pm

Children who stay until 12:30 are required to bring their lunches.

### Daily Schedule

8:30 am to 10:00 am: Free Play

10:00 am to 10:30 am: Tidy Up and Bathroom Time for Pre-schoolers;  
Gym for Toddlers

10:30 am to 10:45 am: Snack Time

10:45 am to 11:05 am: Circle Time for Pre-schoolers; Crafts for Toddlers

11:05 am to 11:30 am: Gym for Pre-schoolers; Circle Time for Toddlers

### Arrival at School:

- Children should be escorted to the classroom
- Children should not be left before their scheduled class time
- Children should be picked up promptly at the end of class

## Fees (Per Month)

Toddler Class (age 18 months – 2.5 years)

Days/week	Regular Hours	Extended Hours
2	\$ 124	\$ 164
3	\$ 186	\$ 246
4	\$ 248	\$ 328
5	\$ 310	\$ 410

Preschool (age 2.5 – 5 years)

Days/week	Regular Hours	Extended Hours
2	\$ 114	\$ 154
3	\$ 172	\$ 232
4	\$ 229	\$ 309
5	\$ 286	\$ 386

A \$40 registration fee and first month's fees are due at time of registration.

Opt out fees: \$40/month to opt out of parental duty days (subject to availability); \$25/month to opt out of volunteering.

### Discipline

ADNS has a *Behaviour Management Policy* that includes acceptable and prohibited practices, as well as measures to deal with contravention of the policy. ADNS prevents inappropriate behaviour through redirection, careful management of activities, and by helping children develop respect for one another. As outlined by the Ministry of Children and Youth Services, the following forms of behaviour management are not permitted by anyone on premise including staff, parents, volunteers, and ECE students: corporal punishment, deliberate harsh measures that would undermine a child's self-respect, isolating a child, or deprivation of basic needs. Anyone suspected of these abuses may be subject to disciplinary action by the Ministry. Please note that the *Behaviour Management Policy* must be reviewed and signed off annually by staff, parents, volunteers and students.

### **Criminal Police Inspection Check (CPIC)**

The Ministry of Children and Youth Services requires all their licensed agencies to demand criminal reference checks for all persons working with clients. In keeping with this policy, all staff, volunteers, ECE students and duty parents involved with ADNS will be asked, as part of registration, to provide a clear CPIC to the school. This will include all persons involved in classroom duty: **parents, grandparents, caregivers, etc.**

To obtain a CPIC, call the Kingston Police at (613)-549-4660 or visit: <http://kpf.ca/criminalrecordcheckc86.php> to order your CPIC online. There is a fee of \$15. You must provide I.D. to pick up the CPIC.

### **School Closings**

On days of inclement winter weather it may be necessary to cancel classes. If the weather appears very poor, please call the school. An updated message will be available by 8 am on the answering machine.

### **Snack Cups**

Children must bring their own labelled unbreakable cups to school for snack. Cups should be placed in the designated area in the classroom. Due to health regulations, the cups may not be washed at school, so please take them home for washing at the end of each school session.

### **Clothing**

Dress your child in clothing appropriate for inside and outside play. The clothes should be able to withstand the occasional stain of glue, paint, etc. Running shoes are preferred, for safety reasons. In case of accidents, please supply your child with a labelled change of clothes each day, to be left in their backpack. Walking trips are often planned in the warmer months, so please ensure your child has sunscreen applied before school and a hat available.

### **Parking**

There are a few of "5 minute drop-off" spaces on Union St. right outside the school. ADNS lobbied City Hall for these spaces, so please do not misuse them. There is also metered parking nearby. For duty days, longer term parking spots are available behind the courthouse across Barrie Street.

### **Parent-Teacher Interviews**

If you wish to discuss your child's progress at any time, please make an appointment with your child's teacher. Interviews can then be carried out when the child is not present.

### **Fee Assistance**

A fee subsidy is available to eligible families through the City of Kingston. For more information, please see the school's Director.

### **Communication**

ADNS communicates school related information through the following means:

- **Bulletin boards** – Info is posted regularly outside both the toddler and preschool classes.
- **Newsletter** – A newsletter is created monthly, and sent via e-mail to all families.
- **ADNS website** – The school has a website, where we post duty schedules, events, past newsletters, and more. Parents can also ask for information to be posted there.

### **Monthly Board Meetings**

Meetings are held at the discretion of the Executive Committee and all parents are encouraged to attend. Dates and times will be posted well in advance on the Bulletin Board, in the Newsletter, on the ADNS website, and/or via e-mail notices. The school's Annual General Meeting will be held in September.

### Sick Policy

As part of our Sick Policy mandated by the KFL&A Health Unit, children with diarrhea and/or vomiting must not attend nursery school for at least 48 hours after these symptoms have ended. Also, children must be "fever free" for 24 hours before returning to school. This policy also applies to Duty Parents.

### Immunization Policy

The Public Health Unit is very strict about immunizations. Children must have up-to-date immunizations.

### Anaphylaxis Policy

ADNS has an anaphylaxis procedure that will be addressed with all families at registration and orientation if a child with an allergy is enrolled into the school. Please inform the school if your child has an allergy that could result in anaphylactic shock.

### Snack Policy

On your "Duty Day", you are required to provide snacks for 20 children in the Preschool Program, or 8 children in the Toddler Program, in accordance with the ADNS Snack Policy included in your Registration package. Snacks must be well-balanced (cover 2 or more food groups) and healthy (low in sugar, salt and fat). Please avoid nuts, cantaloupe and pineapple, and prepare the snacks following the Food Safety practices per ADNS policy. Cheese, crackers, muffins, fruits and vegetables are popular choices.

Please note that ADNS programs adhere to KFL&A Public Health policies regarding sanitary practices and exclusion guidelines.

## 3. Family Responsibilities

As parents of a child at ADNS, you are members of a parent-led cooperative nursery school. This means that the very existence of the school depends on

your commitment and dedication through the school year. The parent body works together toward common goals, the most important of which is to provide a happy, safe, satisfying preschool experience for our children.

Your annual responsibilities in the co-op are:

- Duty parenting
- Volunteering for one of a number of positions
- Participating in school activities and events as able

### Parent Duty Days

As a co-op, classes depend on duty parents to ensure high adult/child ratios. A "duty day" is where a parent attends school, provides a snack for class, and helps with running the program for the morning. Parents will be assigned for duty in either the Toddler or Preschool room, on a day that their child normally attends. Every effort is made to have parents do their duty day in their child's class; however, occasionally Preschool parents may be assigned to duty in the Toddler class. Duty parents are required from 9:00 - 11:30 am. In accordance with the Supervision Policy for Volunteers and Students, volunteers and students do not have unsupervised access to children. Duty day volunteers will be oriented on-site and will be briefed on this policy.

A monthly duty schedule is created at least 1 week before the month end, and is posted on both the ADNS website, as well as in hard copy at the school. Generally, you will be assigned one duty day per month. If you are unable to attend on your specific duty day, it is your responsibility to contact another family to switch dates. Please ensure any changes are recorded on the master schedule. In addition, you may make requests in advance for certain duty dates by contacting the duty scheduler.

As duty parent in the **Pre-school class**, your tasks may include:

Upon Arrival:

- place snacks in the office across from the classroom
- put personal belongings in the classroom closet for safekeeping

Free Play (8:30 am to 10:00 am):

- play with children in the main room
- you may be asked to supervise the children in one of the smaller rooms
- you may be asked to water plants, dust shelves, wash, mop, or sweep

Tidy Up and Bathroom Time (10:00 am to 10:30 am):

- help children pick up toys from the floor
- wash glue/paint pots, easels, etc
- sweep sand and rice from floor
- wash tables for snack
- bathroom break for children; help them with hand washing

Snack Time (approximately 10:30 am):

- Join us for snack! Depending on class size, you may be asked to supervise a group of children as they eat

Circle Time (10:45 am to 11:05 am):

- teachers and children will be having group activities
- wash tables
- wash and dry snack trays and any snack dishes
- put away left-over food in office or pack up to take home
- sweep the floor
- ensure cups are empty and on the piano for parents to pick up

Gym Time (11:05 to 11:30):

- assist teachers in helping children down stairs to the gym
- assist teacher in setting up gym equipment
- help to supervise children
- help children back upstairs to the Preschool room

As duty parent in the **Toddler class**, you will be asked to help the teacher with activities and chores as required.

**NOTE:** ADNS offers a limited number of "no duty day" options. A "no duty day" option is for people who are not able to fulfill their duty day obligation in person. This option requires you to pay \$40 per month. Please let the Director know during registration if you wish to opt out of duty days.

### Volunteering

As a co-op, the costs of operating the school are kept down by employing our parents in volunteer roles. As a member of ADNS, each family must take on one volunteer position. The school offers various volunteer opportunities, including:

#### 1. Membership on the Board

The Board is responsible for hiring teachers, applying for grants, budgeting and evaluating the school staff. While the Executive Committee makes great use of the Director and other staff in carrying out these and other duties, it is the Executive Committee, and hence, the members of ADNS, who bear final responsibility for the school. Board Members are also expected to attend monthly Board Meetings.

A number of executive positions, each with its own set of responsibilities, must be filled each year, including:

- |                  |                                |
|------------------|--------------------------------|
| • President      | • Secretary                    |
| • Vice-president | • Duty scheduler               |
| • Treasurer      | • Laundry                      |
| • Communications | • Cheese & coffee co-ordinator |
| • Registrar      |                                |

#### 2. Cheese Sales

ADNS sells Wilton cheese as one of its main fundraisers. Volunteers are required to collect forms, and pick up cheese from the factory. This volunteer position generally requires taking on 2-3 cheese pickups and deliveries for the year.

### 3. Coffee Sales

ADNS sells Multatuli Organic coffee as another fundraiser. Volunteers must market, collect forms, and pick up coffee from the outlet. This volunteer position generally requires taking on 3-4 coffee pickups and deliveries for the year.

### 4. Silent Auction Event

ADNS generally holds one main fundraising event per year. Volunteers for this event are part of a committee who organize the entire event. The main responsibility for this committee is coordinating an event, typically including a silent auction or raffle.

### 5. Extra Duty

ADNS requires extra duty parents who are willing to do duty over and above the usual 10 times during the year. Extra duty volunteering typically involves doing duty an extra 5 or 6 times during the year.

### Opt Out

If families feel they cannot fulfill their volunteer obligation, they can choose to 'opt out' by paying a fee of \$250 at the beginning of the school year.

### Family Involvement

Involvement by all families at ADNS is essential for the effective operation of the co-operative. The quality of the Nursery School is directly related to the efforts and commitments of all the school members.

# Contacts

**School phone:** 613-549-8427

**School email:** board@adnschool.com

**ADNS website & calendar:** www.adnschool.com

**Board of Directors email:** board@adnschool.com

**Duty Scheduler email:** dutyscheduler@adnschool.com

**Director's email:** director@adnschool.com