



ADNS
PARENT HANDBOOK
2008-2009

ALLEN-DETWEILER NURSERY SCHOOL
10 UNION ST W, KINGSTON, ONTARIO

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 three teachers each with more than 18 years experience teaching at ADNS: **Audrey Doliszny** (Director and pre-school teacher), **Connie Larson** (teacher for pre-schoolers) and **Bonnie Nelson** (teacher for toddlers). **Donna Makosky** has been with us since 2002 as an assistant in the pre-school class.

ADNS is licensed by the Ministry of Community and Social 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. 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 just your 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 takes children aged 2.5 years to 5 years, and operates in the upstairs rooms. Children are able to attend school for 2 to 5 mornings per week.

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	\$134	\$165
3	\$185	\$228
4	\$231	\$302
5	\$267	\$350

Preschool (age 2.5 – 5 years)

Days/week	Regular Hours	Extended Hours
2	\$129	\$155
3	\$175	\$206
4	\$211	\$270
5	\$236	\$302

A \$40 registration fee is due at the time of registration. Included in this fee is the cost of two Police Checks.

Opt out fees: \$25 month to opt out of parental duty days; \$25 month to opt out of volunteering

DISCIPLINE

ADNS tries to prevent inappropriate behaviour through careful management of activities and by helping the children to develop respect for one another. When problem behaviour arises it is dealt with by directing children to less contentious activities or areas. Physical force, verbal abuse and emotional abuse are prohibited, of course, and any person involved in assisting with our programs who is suspected of engaging in these abuses may be subjected to disciplinary action as outlined by Community and Social Services for the Province of Ontario.

CRIMINAL POLICE INSPECTION CHECK (CPIC)

As of March 1st, 1995, the Ministry of Community and Social 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 and duty parents involved with ADNS will be asked, as part of registration to complete and sign a form which will be checked and verified by the Director. The form will then be forwarded to the City Police Station. This will include all persons involved in classroom duty: parents, grandparents, caregivers, etc. The cost of processing a CPIC is \$15 and covers a period of 3 years. ADNS will cover the costs of two CPICs per family. Additional family members who may also choose to do duty days throughout the year are required to fill in a CPIC and must pay the extra costs for this.

SCHOOL CLOSINGS

On days of inclement winter weather it is occasionally necessary to cancel classes. If the weather appears very poor, please call the school for an updated message which will be available by 8 am on the school answering machine and on the ADNS blog.

SNACK CUPS

Children must bring their own labeled 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 the preferred footwear, for safety reasons. In case of accidents, please supply your child with a labeled 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 number of "5 minute drop-off" spaces on Union St. right outside the school, in addition to regular metered parking. ADNS lobbied City Hall for these spaces, so please do not misuse them. For duty days, there are longer term parking spots available behind the courthouse across Barrie St.

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 vehicles:

- **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 blog** – The school has a blog on the internet, to which information is posted, including upcoming holidays, events, and duty schedules. Parents can also ask for information to be posted to the blog.

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 blog, and/or via e-mail notices. The school's Annual General Meeting will be held in September.

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 ensure that you inform the school if your child has an allergy that could result in anaphylactic shock.

SNACK POLICY

On the days you act as Duty Parent, you are required to provide enough snacks for about 20 children in the Preschool Program, or 8 children in the Toddler Program. You are encouraged to provide healthy snacks, (low in sugar, salt and fat). Cheese, crackers, fruits and vegetables are popular choices. Any cheese, fruit or vegetables must be prepared (cut, peeled etc) at ADNS.

In accordance with Public Health policy food is only permitted to be prepared in approved kitchens. This means that homemade baked goods are not permitted.

3. FAMILY RESPONSIBILITIES IN A CO-OPERATIVE NURSERY SCHOOL

As parents of a child at ADNS, you are members of a parent-led co-operative 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 parent
- 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 one session where a parent attends school, provides a snack for class, and helps in the running of the program for the morning. Parents will be assigned for duty in either the Toddler room or the 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 given class sizes, occasionally Preschool parents may be assigned to do their duty in the Toddler class. Our program is designed such that duty parents are required from 9:00 am – 11:30 pm.

A monthly duty schedule is created at least 1 week before the month end, and is posted on both the ADNS blog, 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 and the blog. 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 your 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 cupboards, 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 the 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 \$25 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
- Vice-president
- Treasurer
- Communications
- Registrar
- Secretary
- Duty Scheduler
- Laundry
- Webmaster

2. Cheese/Coffee Coordinator

A volunteer is required to actively encourage families to place standing orders, to determine and publicize to the school body the dates for cheese and coffee orders for the year, to provide support to the families who volunteer for Cheese and Coffee sales and distribution.

3. 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 3 cheese pickups and deliveries for the year.

4. Coffee Sales

ADNS sells Multatuli Organic coffee as another fundraising activity. Volunteers are required to 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.

5. 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 a silent auction, by obtaining donations from parents, local businesses and other sources.

6. End of Year Pool Party

ADNS has traditionally held an end-of-year Pool Party. Volunteers for the pool party work as part of a committee to organize this event, including planning and organizing the venue, entertainment and food.

OPT OUT

If families feel they cannot fulfill their volunteer obligation, they can choose to 'opt out' by paying a tax deductible 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: adoliszny@cogeco.ca

ADNS blog and school calendar: <http://adns.edublogs.org/>

ADNS Board of Directors email: adnsboard@gmail.com