



early childhood community development centre

Co-op Teachers Network Meeting

Friday, May 1, 2009

9:00 – 3:00

Meeting Minutes

Meeting Highlights:

- ▣ Events & Liability
- ▣ Fee Schedules
- ▣ Space & Premises
- ▣ Registration Package
- ▣ Child Progress Report
- ▣ Coop Board Development
- ▣ MCYS Update
- ▣ Emergency Response Plan

Information, Ideas and Tips Shared:

Events & Liability

- ▣ Contact your insurance company to ensure that you do have the coverage for the particular event
- ▣ Ensure that the insurance agent understands the full extent of the event i.e. liquor licence
- ▣ Check to see if you need a rider on your insurance for the event
- ▣ Coop Trips (MCYS input)
 - Excursion blanket form
 - Individual trip sign off by parents detailing
 - Transportation
 - Drop off & pickup arrangements
 - Persons with parent consent for supervision on the trip eg. Grandparent
 - Contact number for emergency situations
 - Document and retain – alternate pickups
 - The operator is responsible for the children regardless of the signed agreement by the parent
 - Some programs have opted out of school trips due to possible liabilities
 - A lawyer may best be able to assist with risk factors to the operator

Fee Schedules

- ▣ Each centre provided information on fees, fundraising responsibility, parent participation rates
- ▣ A couple of centres not present request to have them forward information
- ▣ Information collected will be put into a chart and shared with all coop programs

Registration Package

- ▣ Registration Packages will be reviewed for commonalities (Criminal Ref Check, Registration form, Health form)
- ▣ Information will be brought back to fall meeting

Child Progress Report

- ▣ Discussion of Child Progress Report
- ▣ Review other samples
- ▣ Marianne shared a possible model
- ▣ To come back to the table in Sept. for more discussion & review possibility of implementing

Space & Premises

- ▣ Group agreed to share the cost of space that they are using
- ▣ Each coop program was asked to email the following information to jarnott@eccdc.org
 - Type of Location (church, school, lower level, street level, etc)
 - Square footage (contracted)
 - Number of rooms & type of room/space
 - Rent per month – does rent include cleaning, supplies, other (specify)
 - Is space dedicated or shared space? Do you have to take down and if so how often?
 - Do you have a playground?
 - Other items
 - Utilities
 - Phone
 - Internet
 - Snow plowing
 - Lawn cutting
 - Other (specify)
- ▣ Email information to Judy by end of May
- ▣ This information will be put into a chart and shared with all coop programs

Coop Board Development

- ▣ Discussion of Policy Manual for Boards
- ▣ Grimsby has put one together – Martha will share at next meeting
- ▣ Possible Board Training sessions for Coop Boards for fall
- ▣ All programs to send Judy new Board President & contact information

Ministry Update (Wanda Westerhof)

- ▣ Home Child Care going on database soon
- ▣ Poster, License & Summary Sheet 2010 will be posted on website
- ▣ Needs to be in a conspicuous place for all parents to see
- ▣ Checklist will be available
- ▣ Posting of summary sheets effective June 2009 to be posted by License
- ▣ Will want clarity on what & when needed for “in compliance”
- ▣ Lead in water testing – letter from Ministry
- ▣ Child Care Supervisors of Ontario website – www.childcarelearning.on.ca

Emergency Response Plan (Tiffnay Gartner)

- ▣ Update – completed - handout
- ▣ Consist of 3 sections
 - Guide to Emergency Response Planning
 - Emergency Procedures
 - Templates
- ▣ Marianne & Martha agreed to review for implementation in child care
- ▣ Training will take place in the fall through ECCDC

Resources Shared

- ▣ New play based learning kits, parent information
- ▣ How to locate network meeting minutes
- ▣ OCBCC campaign information from Supervisors Network

Work produced, actions taken or decisions reached:

- ▣ Special Events & Trips – check with Insurance and Legal Advisor

- ▣ Fee Schedules – shared information developing chart for all
- ▣ Registration Packages – shared by all, charting commonalities
- ▣ Child Progress Report – for further discussion & review at fall meeting
- ▣ Space & Premises – Coop programs to submit information to Judy by end of May for further discussion in fall
- ▣ Coop Board Sessions – Send new board president information – possible fall trainings
- ▣ Emergency Response Planning – Fall training through ECCDC

Resources required for next meeting:

- ▣ Fee Schedule Chart
- ▣ Registration Chart
- ▣ Space & Premises Chart
- ▣ Coop Board contact information
- ▣ Coop Teacher Job Description – everyone to bring to fall meeting
- ▣ Coop Teacher Contracts – everyone to bring to fall meeting
- ▣ Board Policy Manuals – Martha to bring to fall meeting
- ▣ Resources Available – Job Descriptions, Contracts/Agreements

Next Meeting date:

Friday, October 2, 2009 9:00 – 3:00 at ECCDC