

PETIT PJ PRESCHOOL AND PJ Kids Club
Information for Parents

Hollyburn Out-of-School Care Society (operating as PJ Kids Club, PJKC or 'the Centre') provides child care for children attending Kindergarten through Grade 7 at Ecole Pauline Johnson in their out of school hours and Preschool care. We offer an extended home environment that is fun, safe and nurturing. Our objective is to support your child's developmental growth. Our program is designed to build each child's self-esteem while fostering independence and a co-operative attitude.

PJ Kids Club operates as a non-profit society. We are directed by a volunteer board of parents who employ a qualified staff of experienced childcare professionals. Our board and staff work together to continually enhance & improve the quality of our program and our facility. Parent involvement and input are welcomed and strongly encouraged.

Mission: Our programs are focused on enhancing children's self esteem, confidence, a sense of belonging and a home away from home. Our goal is to foster in children a sense of wonder and independence, while nurturing self esteem and a cooperative attitude.

"Free the child's potential and you will transform him into the world"

Hours of operation are 7: 30 a.m. to 6:00 p.m. Monday through Friday, including Professional Days. Within these hours, we are as flexible as possible in meeting your out-of-school care and Preschool needs. Children can participate on a regular basis anywhere from one to five days a week, attending before and/or after school. Drop-in care is also available, space permitting. During Christmas, Spring, and Summer Breaks, PJ Kids Club will remain open if a sufficient number of children are enrolled (**does not apply for Preschool Program**).

Programs: PJ Kids Club offers Preschool, Before and After School care, School Break Camps and Pro-d Day Camps. Our preschool hours are from 9:00 am to 12:30 pm, 11:30 am to 2:55 pm. Before and after school care operates from 7:30 am to 6:00 pm. The pro- d day camps and school break camps run from 7:30 am to 6:00 pm.

Enrolment Requirements

Before your child can be officially enrolled in Preschool you must complete and provide the following documents:

- Signed Parent Contract and Rate Agreement
- Completed Child Profile & Copy of Immunization Record (or Signed Waiver)
- Signed Consent Forms (those that are applicable)
- Registration Fee must be paid (\$25)*
- **Preschool children will need to bring the following items the first day of preschool: 2 pictures, extra change of clothes, underwear and socks (all labeled), and pair of inside shoes or slippers.**

Payment Procedures

Forms of payment currently accepted are post-dated cheques and email money transfer. All fees must be paid at the first of each month. NSF cheques will be subject to a \$25 NSF fee. At the end of each month you will be invoiced of any additional charges for extra regular services.

Daily activities include inside and outside free play, group play, arts and crafts, cooking, games and stories. Field trips to such destinations as the West Vancouver Aquatic Centre and West Vancouver Arena are also a regular part of our program. Children attending before school are welcome to bring their breakfast. Lunchtime supervision is provided as part of our Preschool program. A healthy snack is provided to all children attending after school care and homework supervision is offered for children in the upper primary years. Daily schedules are posted on the parent information board. New ideas are always welcome.

Safety is a priority at PJ Kids Club. On a daily basis, we adhere to established policies and procedures that have been developed with your child's safety in mind. Fire drills are conducted regularly and earthquake preparedness is a priority. We continually strive to ensure that the children feel their daycare environment is safe.

PJ KIDS CLUB CALENDAR.

THE UPDATED CALENDAR OF CLOSURES FOR THE CALENDAR YEAR IS POSTED ON OUR WEBSITE AT WWW.PJKIDSClub.COM

Parent Agreement

We urge you to read this manual carefully. It is extremely important that you understand the policies that serve as guidelines in the operation of this centre. Our policies and relevant information can also be found on our website: www.pjkidsclub.com

I. Children and family policies.

A. Parent Communication

- We ask you to read all the emails that will be sent to you on a regular basis to keep informed of important notifications and the activities of the Centre. In some circumstances, we will post notes in both our Bulletin Boards available in the Centre. A copy of the weekly program is emailed out every Friday to all parents.
- Anytime you wish to discuss your child at length, it is best to arrange an appointment with the staff and/or Director. This will allow for **privacy** and full attention. You can email us with any concerns about your child at info@pjkidsclub.com
- It is our policy to respect & protect the confidential data of the children and families enrolled at our Centre. Your child's development, medical and personal information will not be discussed with or made available to other parents. Additionally, we do not divulge your contact information to other parents without your consent.
- The staff at PJ Kids Club is not authorized to share any information about your child without your written permission. Parents cannot expect to be given information about any other families without written consent to do so. Any information maintained inside the Centre is considered the property of the Centre and is intended for Centre use only.
- Any breach of this information from any parent will be considered a violation of our policies, and the Board of Directors at PJ Kids Club will determine the consequences of such behavior. A breach of our policies may result in a parent being denied access to the Centre (e.g. child exchange to be done outside on the deck). Parents are expected to behave with respect towards the staff, children and other parents at the facility. Open communication is always encouraged if and when any concerns arise. Any lack of respect, yelling, rude, violent, aggressive, or abusive behaviour will not be tolerated and may result in denying the parent, and consequently the child, access to our services.

B. Drop-off and Pick-up Policies and Procedures

Parents are required to bring their child inside the Centre in the morning, sign them in and ensure that staff members on duty are aware of the child's arrival. Children should not arrive prior to 7:30 a.m. when the Centre opens.

Parents or their designates must also acknowledge themselves to staff when picking up their children. All children must be signed out. For the safety of the children in the Centre's care, children will only be released to individuals who have been authorized for pickup by their parents, in writing. Under special circumstances, at supervisor's discretion, this authorization may be provided by fax (604) 926-5962 or email info@pjkidsclub.com.

C. Late Pick-Up

PJ Kids Club closes at 6:00 p.m. (12:30 p.m. or 2:55 p.m. for Preschool Programs) and late charges will be applied for late pick-up (**\$1/minute**), as detailed in the parent contract, on a per family basis. When pick-up is repeatedly late, the family will be referred to the Board of Directors and a meeting may be called with the parents. If the tardiness continues, the family will be given 30 days' notice to find alternative childcare.

D. Pick-Up Person Appears Unable to Provide Safe Care

Staff may deem that a parent, guardian or other authorized person arriving to pick-up a child/children appears unable to provide safe care, whether due to alcohol or drug impairment, emotional upset or physical illness. In such instances, staff will discuss safe options with the pick-up person, such as calling a cab or phoning a friend for a ride home.

If a staff member remains concerned about the safety of the child/children and adult following such a discussion, appropriate authorities, such as the West Vancouver Municipal Police and/or Ministry for Children and Families, will be contacted as needed.

E. Unauthorized Person Comes for Child

In the event an unauthorized person comes to pick-up a child, staff will attempt to contact the child's parents by telephone for authorization. If the child's parents cannot be reached, staff will attempt to contact one of the family's authorized designates and ask them to pick-up the child.

F. Child Not Picked-Up

In the event that a child is left at PJ Kids Club after closing time, staff will attempt to contact the child's parents at work and/or home. If they cannot be reached, staff will attempt to reach the family's emergency contact. If a child has not been picked-up by 7:00 p.m., and the emergency contact cannot be reached, staff will contact the Ministry for Children and Families to arrange for pick-up of the child.

G. Vacations and Sick Days :

If your child is not present at daycare due to a vacation or illness, you will not be reimbursed for the number of days he/she is away.

H. Custody and Court Related Orders

If a custody or court order exists within a family, a copy of the order should be given to the Staff and instructions therein to be followed at all times. Families need to inform the Staff of all custody and court order changes immediately.

I. Withdrawal notice:

PJ Kids Club or parents, reserve the right to request that your child is withdrawn if she/he is unable to adapt or adjust within the first month, or, in the caregiver's opinion has social, emotional, or physical needs that the caregiver feels he/she is unable to provide for. During this period, either the parent or caregiver will require two weeks' notice. The fee will be charged only for the days attended during the probationary period. The same will apply to parents that do not comply with our policies such as respect for the staff and other children and families that attend the centre.

A **MINIMUM 2 WEEKS WRITTEN NOTICE** is required for termination of childcare services. Even if your child does not attend during that two week period, payment is still required. Any fees not paid on time with regards to termination of child care services will also be subject to daily late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections.

In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve the Centre manager, a member or members of the Board (if required), and any involved staff member and the parents/guardians involved. The concerns will be clearly stated (ex. late payment, failure to adhere to centre policies, behavioral problems etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the

event the issue cannot be resolved to everyone's satisfaction, a 2 week written notice of termination of services will be given.

II. Health Policies and Procedures

A. Ill Child

No child may attend PJ Kids Club if they are unwell or constitute a source of infection for other children or staff. Parents should keep a child who is sick or developing symptoms of an illness away from the daycare. Children who are not feeling well enough to participate in the centre's regular activities, including outside play, also need to stay at home.

A child should not attend if they have any of the following symptoms:

- < A fever of 100 degrees F (38.3 degrees C) or higher
- < Consecutive bouts of diarrhea
- < Skin infection, undiagnosed rash, infected eyes or signs of contagious disease
- < Any parasite-related condition (impetigo, scabies, head lice)
- < Acute cold symptoms
- < Vomiting

For the protection of children and staff, the staff person in charge can refuse to accept a child who is deemed too ill to attend. The child may return to the centre when their symptoms have subsided. Medical clearance may be required in certain instances (i.e., contagious disease or parasite-related condition).

B. Medication Administration

Parents must complete and sign a request for administration of medication form if they require staff to administer a prescription or non-prescription medication to their child. All medications must be in their original container and dated.

C. Nutrition Policies and Procedures.

At PJKC, our goal is to promote the development of healthy food habits and attitudes towards meal times. Eating is a sensory, social and learned behavior. We provide a pleasant and proper atmosphere in which children can enjoy their noon meal time and snacks. Parents are asked to keep in mind the recommendation of the Canada's Food Guide in choosing their children meals and the importance of a good nutrition when preparing lunches and snacks. PJ Kids Club is a **peanut aware zone, so please send nut and peanut free lunches. Lunches that need to stay warm should be sent in a THERMOS or in a proper microwaveable glass dish. This adheres to Section 48 of the**

Child Care Licensing Regulation, and serves to facilitate a safe, calm and hygienic lunch time. We also encourage parents to supply children with plenty of drinking water.

Our policies are in accordance with the Child Care Licensing regulations in **Section 48:**

48(1) A licensee must

- a) Ensure that each child in the facility has healthy food and drink according the Canada's Food Guide and
- b) Promote healthy eating and nutritional habits.

(2) In a child's record includes, or the child has a care plan that includes instructions, respecting food and drink for the child,

- a) The requirements of subsection (1) (a) do not apply to the extent that they are inconsistent with those instructions, and
- b) The licensee must comply with those instructions

(3) A licensee must ensure that the food and drink given to a child is sufficient in quantity and quality to meet the developmental needs of the child, having regard to

- a) The child's age
- b) The number of hours the child is under the care of the licensee, and
- c) The child's food preferences and cultural background

(4) A licensee must ensure that children are not

- a) Fed by means of a propped bottle.
- b) Forced to consume any food or drink.
- c) Left unsupervised while consuming food or drink.

(5) A licensee must ensure that safe drinking water is available to children.

(6) A licensee must make available to parents the food and drink given to the children.

(7) A licensee must ensure that food and drink are not used as a form of reward or punishment for the children.

D. Allergies

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child's emergency info/consent cards. Please note that we are a PEANUT FREE facility. If you send any food with your child, or donate any food to any functions held at the daycare please ensure that these foods are PEANUT FREE. If they do not have the appropriate symbols or ingredients list then they will not be served to anyone for safety

reasons, and will have to be returned home, or discarded.

III. Child care subsidy policy.

Child Care Subsidy, administered by the Department of the Ministry of Children and Family Development, is a monthly payment that helps eligible British Columbia families with the costs of child care. Families fill out an application and provide supporting documentation to apply. Once the family is approved and authorization is established, the provider receives an authorization number and billing forms.

Child care cannot start until authorization and billing forms are received unless the parent agrees to pay the regular fee. Providers can only bill for the maximum number of the days that the family is qualified for, if the child actually attends. If the child is booked to attend but does not, the provider can only bill subsidy for that day if the parent informs the provider that the child or their parent was ill or on holidays. It is up to the parent to ensure that the provider is informed if the child is away because of illness or vacation. If the provider is not informed, the parent will be responsible for the regular fee. The fee for missed days that are not covered by subsidy is to be paid before the end of the month.

The parent is responsible for any fees over and above what subsidy pays on behalf of the family. The parent portion is due on the first of the month.

IV. Discipline Policies and Procedures

At PJ Kids Club we view discipline as a continuous process of providing positive behavioural guidance. Our goal is to help children learn how to co-operate with others and how to manage their own behaviour. Our objective is to ensure a safe and nurturing environment for all of the children under our care.

We recognize that each child is unique in their personality, level of development and family and cultural influences. Our day-to-day practices are based on realistic expectations of individual children's needs and abilities. We:

- < Establish clear, consistent and simple limits.
- < Offer straight-forward explanations for the limits.
- < State the limits in a positive, rather than negative, way.
- < Focus on child's behaviour rather than their character.
- < Make statements of expectation, rather than pose questions, unless the child is being offered a choice.
- < Allow time for children to respond to expectations.
- < Reinforce appropriate behaviour, both in words and gestures.

- < Encourage children to use us as a resource.

We promote behavior that is respectful of other people, personal and public property, and the environment. Violence, physical and verbal aggression, bullying, swearing and generally disruptive or unsafe behaviour are not tolerated at PJ Kids Club from either children, parents or caregivers.

A. Behavior Management Procedures

When a situation requiring staff intervention arises, we:

- < Gain the child's attention in a respectful way.
- < Use physical closeness and/or touch as needed to help the child re-establish self-control.
- < Reinforce the applicable limits in a positive manner while acknowledging the child's feelings.
- < Where appropriate, divert or distract them from the problem.
- < Demonstrate problem-solving skills that the child can learn to apply in future.
- < Where appropriate, encourage the child to select another activity. (If necessary, activities are placed off limits temporarily.)
- < Give the child an opportunity to make amends, accompanied by the appropriate positive verbal reinforcements.

When a behaviour problem continues, the child may be removed from the situation for a "time-away", lasting approximately 5 minutes so that the child can calm down or until he/she feels ready to return to the activity.

Serious incidents are documented in writing by the Staff Supervisor, who is responsible for notifying the child's parents and the Chair of the Board of Directors of the Society. The Board has full discretion to deal with serious incidents on a case-by-case basis. If a serious behavioural incident is repeated, a written warning is issued to the child's parents by the Board together with a recommendation for appropriate action, such as a referral to North Shore Family Services for counseling and assistance. Parents may be required to document in writing the steps they are taking to address their child's behavioural problem. In the absence of demonstrable proof that action is being taken to deal with the problem, or if serious behavioural incidents continue despite the steps taken by parents, the child may be asked to leave PJ Kids Club.

As a licensed facility, we comply and fully support the requirements of the **Child Care Licensing Regulation Section 51 and 52**. No child at PJ Kids Club will be subject to:

- < corporal punishment of any form;

- < humiliation;
- < confinement or isolation;
- < physical restraint as punishment; or
- < deprivation of meals, snacks, rest or use of toilet.

Our staff members will maintain open communication with parents regarding behavioral issues that involve or affect their children. We are committed to working in cooperation with parents to resolve any discipline problems that arise. Parents are encouraged to speak with the Chair of the Board if they have any questions or concerns about our discipline policy and behaviour management procedures.

V. Emergency Preparedness Policy and Procedures.

A. Emergency Training and Procedures:

At PJKC, our staff is trained to respond to an emergency, and the building is equipped with emergency exits and a fire drill system approved by the local Fire Department. We also have an emergency plan that sets out procedures to prepare for, mitigate, respond to and recover from any emergency. We keep records of emergency training and equipment, and practice fire drills once each month and earthquake drills twice per year for each one of our programs. These policies are based on the Child Care Licensing Regulations, section 22.

B. Emergency Planning:

At PJKC, we are committed to providing a safe environment for your children by eliminating or at least minimizing any hazards and risks and ensuring First Aid training for all staff. We also keep first aid and emergency supplies on site at all times.

C. Evacuation or relocation procedures:

In the case of an emergency, the staff will decide whether to relocate or evacuate the children depending on the situation.

If we need to **evacuate or relocate** the children:

1. We collect the children, and the attendance lists. One staff will leave the Centre and the second staff will check for any child staying behind.
2. Access the emergency equipment bag and First aid kits and cell phone.
3. Leave the building to a designated safe place, e.g. Ecole Pauline Johnson Gym, or in the case of a fire, go outside the building to the soccer field. The staff then will count the children again to determine if any child is missing.

4. If there is only one staff on duty, she must contact emergency assistance first (Fire Department or Police) and then a readily available adult (another staff, manager of care, etc)
5. Provide First aid if necessary
6. Call emergency contacts for the children.
7. Wait for emergency assistance to arrive.
8. Remain with the children until families have picked them up, or another staff has arrived.
9. Complete a Serious Incident Report for Licensing.

In the case of an **earthquake**, the staff will:

1. Access the emergency equipment and proceed to the nearest safe place in the Centre, collecting as many children as we can.
2. Call the other children or direct them to the nearest safe place, under tables and chairs, and remind them to cover their heads.
3. Count the children to determine if there is anyone not accounted for.
4. If there is a gas leak, evacuate the children as in the steps mentioned before.
5. Provide first aid if necessary.
6. Listen to the radio for instructions.
7. Use the phone only if there is life-threatening injuries.
8. Wait until it is safe to evacuate.

After an emergency, the staff will notify the Board of Members, Licensing Department, families and the rest of the staff. The staff and the Board of Members will then decide how to proceed in cases of closure and reopening of the Centre, and provide emotional support to the families involved in the incident if needed.

Parent/Family Handbook Agreement
(please detach and return completed)

I/We (the undersigned) have read the parent handbook for PJ Kids Club (the Centre) and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also been informed upon registration that this parent's guidelines can be found on the Centre's website at www.pjkidsclub.com.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

By signing this agreement we also consent to pictures being taken of our child(ren) for the Centre photo album(s) and to be shared in the online private Facebook page or in our website (If you'd like your child's pictures removed after you leave the Centre please inform the Centre and that can be arranged)

Parent /Guardian Name

Parent/Guardian signature

Parent /Guardian Name

Parent/Guardian signature

Date_____

**CONSTITUTION OF
HOLLYBURN OUT-OF-SCHOOL CARE SOCIETY**

1. NAME

The name of this Society is **Hollyburn Out-of-School Care Society**; hereafter called the "Society".

2. PURPOSES

The purpose of the Society is to provide childcare and educational programs for children that will provide for their emotional, social, and physical needs"

3. ORGANIZATION

The Society shall be carried on without purpose of financial gain for its members, and any profits or other accretions to the Society shall be used for promoting its objectives. This provision shall be unalterable.

4. IN THE EVENT OF DISSOLUTION

In the event of the winding up or dissolution of the Society, any funds or assets remaining, after all debts and obligations have been satisfied, shall be given or transferred to such non-profit organizations having the same purpose of this Society, operating in the Province of British Columbia, as agreed by the members of the Society. This provision shall be unalterable.

Attached, in numbered clauses, are the bylaws providing for the matters referred to in section 6(1) of the Society Act and any other bylaws.

Bylaws of
Hollyburn Out-of-School Care Society

Part 1 - Definitions

1. In these bylaws, unless the context otherwise requires:
 - a. "Directors" means the directors of the Society for the time being;
 - b. A reference to a "member" in these bylaws, unless the context necessarily requires otherwise, refers to the adult parents, or guardians, as applicable, of a child enrolled in the Out of School Care program;
 - c. "*Society Act*" means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it; and
 - d. "Supervisor" means the individual hired by the Society to oversee the children enrolled, to supervise the staff and who is delegated with the responsibility of running the day to day affairs of the Society;

The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.

2. As all directors of the society are also Executive officers, the terms "director" and "Executive officer" shall be interchangeable for purposes of these bylaws, and all meetings of the Executive are also deemed to be meetings of the directors.
3. Words importing the singular include the plural and vice versa. Words importing a male person include a female person and a corporation.

Part 2 - Membership

4. The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members.
5. Membership in the Society is open to any adult who is a parent or guardian of a child ages Kindergarten through Grade 7. All members shall be entitled to vote at all General Meetings of the Society.
6. Every member must uphold the Constitution and comply with these bylaws, and comply with all supplementary policies of the Society as set out in the Parent Package.

7. The amount of the first annual membership dues shall be determined by the directors and after that the Executive shall determine the annual membership dues. All fees must be paid to the Society in accordance with the Parent Contract.

8. A person ceases to be a member of the Society:

a. By delivering his or her notice of withdrawal to the Supervisor one month in advance, or one month's fees shall be paid in lieu of notice;

b. If, on the advice of the Supervisor, it is necessary for the withdrawal of a child who constitutes a serious management problem, the member may be expelled by a resolution of the Executive. A brief statement of the reasons for the proposed expulsion must accompany the notice of special resolution for expulsion. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at an Executive meeting before the resolution is put to a vote;

c. When the member is not up to date in the payment of fees in accordance with the Parent Contract, or has any other debt due to the Society, and the member is not in good standing so long as the debt remains unpaid.

Part 3 - Meetings of Members

9. Every general meeting, other than an Annual General Meeting, is an extraordinary general meeting.

10. The directors may, when they think fit, convene an extraordinary general meeting

11. General meetings are held as required, for the efficient operation of the Society, as determined by the Executive. At least 14 days notice of a general meeting shall be given or, if deemed necessary, members entitled to receive notice may reduce the period of notice by unanimous consent in writing.

12. The Annual General Meeting shall be held within 6 months of the fiscal year end of every calendar year. The Annual General Meeting shall receive the year-end financial statements. It shall also review such matters as changes to the Society's constitution and bylaws; and, in general, make plans for the operation of the Society for the following year;

13. A General Meeting shall be held during the month of September, at which the Executive officers and corresponding directors are to be elected. The term of office for the newly elected Executive officers will begin at the close of the General Meeting at which they are elected, and continue until the next general meeting when their successors are elected;

14. Special general meetings may be called at any time with 14 days notice by the

Executive, or by petition of 10% of the membership to the directors. Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business;

15. A notice may be given to a member, either personally or by mail to the member at the member's address, or delivered to a member's designated mailbox at the school. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted.

16. Quorums shall be as follows:

- a. For general meetings, the quorum is never less than three (3) voting members; and
- b. For Annual General Meetings, the quorum is never less than six (6) voting members; and
- c. If a quorum is not present by the appointed hour, the Chair may adjourn the meeting and reconvene it within seven days. No business requiring a vote, other than the election of a Chair and the adjournment or termination of the meeting, shall be conducted at a meeting at a time when a quorum is not present;

17. Passage of resolutions at general meetings require a majority of the votes cast, other than in the case of amendments to the constitution and bylaws of the society when not less than 75% of the votes cast must be in favour;

18. The Supervisor shall have a voice in all general and Executive meetings. If it is deemed necessary to hold a meeting without the Supervisor, the Supervisor shall be advised of the purpose of the meeting and given an opportunity to present their views on the matter;

19. The President of the Society, or failing the President, the Vice President or in the absence of both, one of the members of the Executive present, is entitled to preside as Chair of a general meeting. Such officer is otherwise entitled to appoint another party to act as Chair.

20. If at a general meeting:

- a. There is no President, Vice President or other Executive member present within 15 minutes after the time appointed for holding the meeting; or

- b. The President and all the other Executive members present are unwilling to act as Chair, the members present shall choose one of their number to be Chair.

21. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 15 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

22. No resolution proposed at a meeting need be seconded and the Chair of a meeting may move or propose a resolution.

23. A voting member in good standing present at a meeting of members is entitled to one vote, regardless of how many of their children are enrolled with the Society. Voting is by show of hands unless the Chair determines that a ballot is necessary. No proxy voting is allowed.

Part 4 – Directors and Officers

24. The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these bylaws, rules adopted in general meeting, or by statute, prohibited.

25. The President, Vice-President, Secretary, Treasurer and one or more Members-At-Large shall be directors of the Society. The number of directors must be five (5) or a greater number determined from time to time at a General Meeting.

26. The duties of the officers are as follows:

- a. The President shall be the chief executive officer of the Society and must supervise the other officers in the execution of their duties. The President shall also preside over all meetings of the Society.
- b. The Vice-President shall act in the absence of the President.
- c. The Secretary must record the minutes of all meetings of the Society and directors and shall be responsible for the custody of all records and documents of the Society except those required to be kept by the Treasurer.
- d. The Treasurer must keep the financial records, including books of account, necessary to comply with the *Society Act* and render financial statements to

the directors, members and others when required.

27. A director is entitled to stand for re-election, however no member shall be eligible to serve more than two consecutive terms in the same office, unless no other member steps forward to fill the position.

28. Separate elections must be held for each office to be filled. An election may be by acclamation; otherwise it must be by ballot.

29. If a successor is not elected, the directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.

30. If a director resigns his or her office or otherwise ceases to hold office, the remaining directors may appoint a member to take the place of the former director.

31. An act or proceeding of the directors is not invalid merely because there is less than the prescribed number of directors in office.

32. The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of the office.

33. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

34. The directors must retire from office at each General Meeting when their successors are elected.

Part 5 – Proceedings of Directors

35. The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

36. The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.

37. The President is the chair of all meetings of the directors, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice President must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.

38. A resolution proposed at a meeting of directors need not be seconded, and the chair of a meeting may move or propose a resolution.

39. In any situation requiring it, the Chair shall cast the deciding vote at directors and Executive meetings.

40. The responsibilities of the Executive are as follows:

- a. The Executive is responsible to the membership for the general management of the Society;
- b. The Executive shall accumulate a contingency fund allowing for three months operating expenses, to be deposited in a separate deposit vehicle. The members must approve any withdrawals from the contingency fund by special resolution at a general meeting.
- c. The Society may exercise borrowing powers in accordance with the *Society Act*. Any borrowing of funds by the society in excess of \$500 at any one time must be approved by the members by special resolution;
- d. Within the framework of the Constitution and these Bylaws and of policy decision made by the general membership, the Executive shall have power to deal with the day to day administration of the Society, including any complaints or queries about Society policy;
- e. The Executive shall be responsible for annual negotiation of the staff contracts. The contract may only be terminated if the action has been approved at an Executive meeting by a two-thirds majority of Executive members present;
- f. The Treasurer, President, and Vice President shall have signing authority. A fourth person may be delegated as required. Two signatures are required for writing any cheques.

Part 6 – Bylaws

41. On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the constitution and bylaws of the Society.

42. These bylaws must not be altered or added to except by special resolution.