

# **Bridgewater Day Care Centre of the Bridgewater United Church**

## **By-Laws**

**NAME:** The day care centre will be known as the Bridgewater Day Care Centre of the Bridgewater United Church.

### **Our Mission**

The Bridgewater Day Care Centre was established in 1969 as an outreach program of the Bridgewater United Church and operates as a not-for-profit organization to provide high quality, affordable, play based early childhood education within our capabilities. We strive to self evaluate, and adapt to changes within the Early Childhood Education field and meet or exceed expectations of the Nova Scotia Day Care Act and Regulations. We foster an inclusive, accepting community while providing support for the healthy social, emotional, physical and developmental needs of each child served and their families.

### **Our Philosophy**

Bridgewater Day Care Centre believes that children develop best within a safe, caring and challenging play based environment. We see our role as an extension of the families we serve, recognizing that parents/guardians are ultimately the experts in their child's life. We respect ourselves, we respect each other and we respect our environment.

### **Our Vision**

To provide the families we serve with a professional, early learning environment for children to thrive in by providing security, stability, and nurturing adventures which promote independence, positive self esteem and creativity as well as happy memories within a family first, inclusive setting.

**GOVERNANCE:** The Bridgewater Day Care Centre is under the direct sponsorship of the Bridgewater United Church and is responsible to the Bridgewater Day Care Committee and the Nova Scotia Department of Education and Early Childhood Development. The Bridgewater Day Care Committee is responsible to the Church Council of the Bridgewater United Church. Day to day operations will be carried out by an Executive Director who is responsible to the Bridgewater Day Care Committee.

**ACCEPTANCE OR WITHDRAWAL:** A child's application may be declined if, in the opinion of the Admissions Committee the following applies:

1. The day care centre cannot guarantee the appropriate environment to enhance the child's development.
2. There is a health condition present that is detrimental to the well being of the other children and staff.
3. The financial information from a consumer report is not acceptable.

**HOURS:** The Centre will be open from 7:30 am to 5:30 pm Monday through Friday. The Centre shall observe the following statutory holidays:

New Year's Day   Heritage Day   Good Friday   Easter Monday   Victoria Day   Canada Day  
Civic Holiday   Labour Day   Thanksgiving Day   Remembrance Day   Christmas Day  
Boxing Day

The day care closes promptly at 5:30 pm

**INSURANCE:** The Day Care Centre will be covered under the umbrella of the Bridgewater United Church policy.

**LEGAL AUTHORITY:** Legal authority of the Bridgewater Day Care Centre resides with the Board of Trustees of the Bridgewater United Church. The Board of Trustees is responsible for any collective agreement bargaining done with a Union Local. The Board of Trustees may delegate the responsibility of contract negotiations to the Day Care Committee.

**PERSONNEL:** The Day Care Committee will be responsible for the appointment of an Executive Director. The Committee will determine the duties, responsibilities and remuneration for the position. The Director will be a non-voting member on the Committee  
The Day Care Committee, in conjunction with the Executive Director's recommendations, shall be empowered to hire and dismiss permanent employees and determine their duties and responsibilities. Current employees of the Day Care are not eligible for membership within the Committee.

**PROGRAM:** The Day Care Centre will comply with the Nova Scotia Day Care Act and Regulations to maintain a positive license status.

**FINANCES:** The Day Care Centre is expected to fund its operation, so there is no drain on the general funds of the Bridgewater United Church. The Day Care budget requires ratification at the Church's annual meeting. Any unbudgeted expenditures that cannot be made by the reallocation of funds within the global Day Care budget shall be made only with the approval of the Finance sub-committee of the Committee of Stewards. The Day Care Committee shall have a review engagement performed annually by an external professional accountant.  
The Day Care Centre is a non-profit Centre and government grants and parent fees are received in trust for the purpose of the Day Care Centre.

**DAY CARE COMMITTEE:** The Day Care Committee shall be not less than eight (8) and not more than (13) members, and shall include Day Care parent representation. All Day Care Committee members must be approved by the Bridgewater United Church Council. A member will be deemed to have resigned if three (3) consecutive meetings are missed without valid reason.  
The Bridgewater United Church shall appoint from its congregation (members or adherents) at least 51% of the total number of committee members. The Minister and a member of the Board of Trustees will have ex-officio status with the right to attend meetings as deemed necessary.  
A quorum for a meeting will consist of not less than fifty percent (50%) of the voting membership. The minutes and financial reports of the monthly meetings of the Day Care must be forwarded to the Chair of Church Council, Chairperson of the Finance Committee, the Church office, and the Chairperson of Trustees.  
Members of the Day Care Committee are expected to fulfill a three (3) year term with the option of serving a second term at the request of the Nominating Committee.  
The term of office for members of the Executive will be one (1) year, September 1 to August 31. Members of the Executive may be re-elected.  
Membership of the Day Care Committee shall normally rotate with one-third retiring, and new appointments and reappointments may be made each year.  
The Day Care Committee shall normally meet once a month to conduct the general business of the Day Care Centre.

Subcommittees of the Day Care Centre shall be: Finance; Personnel; Nominating; Admissions.

Chairpersons of the above standing committees shall be members of the Executive Committee. Additional Committees may be appointed as required.

**THE DAY CARE COMMITTEE EXECUTIVE:** The Executive of the Day Care Committee shall consist of : Chairperson, Vice-Chairperson, Secretary, Treasurer, and the Chairpersons of the standing committees

A quorum for a meeting of the Executive Committee shall be at least 50% of the membership.

**CHAIRPERSON:** The Chairperson shall call meetings and preside at same. The Chairperson shall give general direction with regard to the affairs of the Day Care Centre when necessary between committee meetings. The Chairperson shall be a member of all subcommittees and will receive an orientation by the Executive Committee. If possible, the Chairperson shall be a member of the Bridgewater United Church. If the Chairperson is not a member of the Bridgewater United Church, then the Vice Chairperson MUST be a member of the Bridgewater United Church and that person shall be the designated spokesperson on behalf of the Day Care Committee at any Church related meetings.

**VICE-CHAIRPERSON:** The Vice-Chairperson shall have the authority of the Chairperson and fulfill their duties in their absence. The Vice-Chairperson shall perform such other duties as assigned by the Chairperson. The Vice-Chairperson may be the designated spokesperson on behalf of the Day Care Committee at Bridgewater United Church meetings.

**SECRETARY:** The Secretary shall prepare minutes of the proceedings of all regular or special meetings of the Committee. The Secretary shall have custody of the minutes. She/he shall perform all other duties assigned to her/him by the Committee, including sending copies of the Day Care Committee Meeting minutes and financial reports to the Bridgewater United Church Council, Committee of Stewards, Trustees and the office of the Bridgewater United Church.

**TREASURER:** The Treasurer shall be the chairperson of the Finance subcommittee. She/he shall report at each meeting of the Committee the financial position of the Day Care Centre. The Treasurer shall be one of four appointed members authorized to co-sign documents and instruments necessary for the banking business of the Day Care Centre, along with one other appointed member. The Treasurer shall prepare a financial report when requested to the Bridgewater United Church Council. The Treasurer shall validate any financial statements requested by government agencies. The Treasurer shall perform all other financial duties assigned to her/him by the Committee.

These By-Laws may be amended at anytime by the Bridgewater Day Care Committee and by the Bridgewater United Church Council, with ultimate approval by the congregation of Bridgewater United Church.

Amended January 2020

Approved March 2020