

**REGISTRATION PACKAGE 2019 / 2020**

**Welcome** to Awesome Beginnings Co-operative Nursery School. We look forward to providing you, your family, and especially your child, a family-based learning-through-play environment. Please take a few moments to carefully complete this entire registration package. It is designed to meet your child's best interests and to conform to all ministry guidelines. **Return the package to the school with all cheques and other items, in advance (min of 1 week prior) of your child's start date.**

**Updated: May 2019**

**Child's Name:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Child's Date of Birth:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**How did you hear about ABC?**

Sign

Postcard/Mail out

Website/Google Search

Facebook

Referral \_\_\_\_\_

Other \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Postal Code** \_\_\_\_\_

**Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Please send ABC correspondence to the above email address (circle):** YES NO

**Employer:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_ **Work Phone #:** \_\_\_\_\_

=====

**Parent/Guardian Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Postal Code** \_\_\_\_\_

**Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Please send ABC correspondence to the above email address (circle): YES NO

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Work Phone#: \_\_\_\_\_

=====

Is there a custody agreement in place that ABC Nursery School should be aware of? If so, please discuss with the staff. YES NO

Physician's Name: \_\_\_\_\_ Physician's phone #: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Child's Health Card #: \_\_\_\_\_

### Emergency Contact Information

Please list alternate contacts with whom we can contact and release your child to in the event of an emergency or illness and you cannot be reached. For safety reasons, alternate contacts must be at least 16 years of age.

The following people are authorized to pick up my child and may be contacted in an emergency or illness in the event that I cannot be reached:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                              |
|------------------------------|
| <b>Emergency Contact 1</b>   |
| Name: _____                  |
| Relationship to child: _____ |
| Home phone #: _____          |
| Work phone #: _____          |
| Cell phone #: _____          |

|                              |
|------------------------------|
| <b>Emergency Contact 2</b>   |
| Name: _____                  |
| Relationship to child: _____ |
| Home phone #: _____          |
| Work phone #: _____          |
| Cell phone #: _____          |

Please list other people authorized to pick up your child after the program. You are required to verbalize the change in pick up directly to the teachers before your child will be dismissed with someone from this list.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

List any allergies that your child has (please let us know if your child has any **anaphylactic allergies** as we will provide another form that must be completed as well):

Does your child have any dietary needs or restrictions? If yes, please describe:

List any serious medical conditions that might affect your child's daily participation at ABC:

Please list any sibling names and ages for ease of conversations with your little one:

Is your child toilet trained? (make notes if needed)      Yes      No

List any special or particular areas of interest to your child:

Please describe your child (general temperament, play habits, relationships with adults, children, etc):

Please state what your goals are and what you hope your child will gain from attending and participating in the program at Awesome Beginnings Co-operative Nursery School:

Please write below any other information about your child that you feel important!

## Fees and Programs

### Program (Please Circle Preferred Days)

2.5 hours (9:00am – 11:30am)      Mon      Tues      Wed      Thurs      Fri

5 hours (9:00am – 2:00pm)      Mon      Tues      Wed      Thurs      Fri

\*Speak to us if you have interest in a 2.5 hour afternoon program (11:30am – 2:00pm)

**Registration & Admin Fee:** \$45 (non refundable) to secure your child's place in the program.

| 1 Day Program  | 2 Day Program   | 3 Day Program   | 4 Day Program   | 5 Day Program   |
|--|---|---|---|---|
| Volunteer 1x per month or opt out for \$35/ month  | Volunteer 1x per month or opt out for \$35/ month   | Volunteer 1x per month or opt out for \$35/ month   | Volunteer 1x per month or opt out for \$35/ month   | Volunteer 1x per month or opt out for \$35/ month   |
| Attend general meetings 4 per year   | Attend general meetings 4 per year  | Attend general meetings 4 per year  | Attend general meetings 4 per year  | Attend general meetings 4 per year  |
| Fee:<br>\$75.00/month (2.5 hrs) <b>OR</b><br>\$150.00/month (5 hrs – children will eat their bagged lunch) | Fee:<br>\$150.00/month (2.5 hrs) <b>OR</b><br>\$300.00/month (5 hrs – children will eat their bagged lunch) | Fee:<br>\$203.00/month (2.5 hrs) <b>OR</b><br>\$418.00/month (5 hrs – children will eat their bagged lunch) | Fee:<br>\$258.00/month (2.5 hrs) <b>OR</b><br>\$516.00/month (5 hrs – children will eat their bagged lunch) | Fee:<br>\$322.50/month (2.5 hrs) <b>OR</b><br>\$645.00/month (5 hrs - children will eat their bagged lunch) |

**Note:** If enrolment does not allow for the fifth day, it may be discontinued until further notice.

**Play Today Fee:** \$21.50 (2.5 hours)      \$37.50 (5 hours)

**NOTE:** Multi Child Discount is **20% off** Monthly Tuition and Play Today's (excludes annual, one time and opt out fees). You may choose any day(s) of the week to be included in your child's schedule. Day preferences are not guaranteed but we will do our best to accommodate.

## Fee Payments

Cheques may be made payable to **Awesome Beginnings Nursery School** or **ABC Nursery School**.

Cheques are to be dated as follows:

### 1) Monthly tuition cheques:

- Dated the first of each month from September through June
- OR 1 cheque for the entire year
- OR 2 cheques dated September 1 and February 1

### 2) Registration & Admin Fee, and, Snack Fee:

- Dated for your child's first day of school (Sep 09, 2019 for the school year)

### 3) Missed Meeting Cheques – Four (4):

- Dated the date of each of the meetings (**September 11, 2019 – November 13, 2019 – January 22, 2020 – April 15, 2020**)

### 4) Volunteer Opt Out:

- Dated the first of each month from October through June (\$35 each)
- OR 1 cheque for entire year (dated your child's first day of school) (\$315)
- OR 2 cheques dated September 1st and February 1st (\$157 each)

### 5) Tear Down Opt Out:

- We have a great space, but we do have to share it with other people. Tear downs and set ups of the classroom are the responsibility of all parents in the school.
- Should you choose not to participate, or are unable to participate, there is a \$50 opt out fee
- 1 cheque for entire year (dated your child's first day of school)

Please contact the school [abcnurserycarlisle@gmail.com](mailto:abcnurserycarlisle@gmail.com) with any questions, we'd be happy to help!

## **Membership – What it means to be part of a Co-op Nursery School**

This is a not-for-profit organization. Every effort is made to keep costs as low as possible while still ensuring the continuation of the school.

As a Co-Operative Nursery School, all member families work together with the teachers to help provide a wonderful program for the children – by participation on the Board, on committees, and in fundraising activities.

The price has been set by comparison with other local care providers and is intended to provide value for your money. Ways in which we keep our costs down:

- Rent is a very reasonable rate at the Carlisle arena.
- Tear-downs and set-ups are the price we pay to use this large, well-lit space (the city can rent out the room during the weekend so we ‘tear-down’ and ‘set-up’ to accommodate).
- Having parent’s help out with play-dough making, room setups/tear downs, cleaning, etc helps minimize our teachers’ hours.

## **Committees**

Your participation in a committee such as fundraising, field trips/onsite visitors, Christmas party, Pancake breakfast, etc., helps us to keep our costs low. Plus it’s a fun way to meet some of the other parents from the school and your neighbourhood. Please sign up! Many committees are short term and require minimal time, especially if we have lots of people volunteering. More hands lighten the load!

## **Fundraising**

All member families participate in fundraisers throughout the year that which provide the necessary funding for operation, supplies, books & replacement of toys. This may include your time in the planning process, during the fundraiser, or selling tickets or goods to raise funds.

For your own planning purposes, information regarding our big annual fundraisers and ways in which you can contribute are as follows:

| Dates   | Activity   | Details   | Ways you can contribute   |
|---|--|---|---|
| Nov / Dec and April / May                         | Booze Basket Raffle and / or Charitable Donation   | <p>Each family <b>contributes a minimum of \$150</b> through ticket sales to Friends &amp; Family, or, Charitable Donation to the school (tax receipt provided for donation portion)</p> <p>ABC Nursery School Exec / Committee members buy the contents of the basket and classroom volunteers assemble it.</p> <p>Event coincides with Christmas Break and Victoria Day May long weekend.</p> | <p>Sell &amp; buy raffle tickets</p> <p>Pay the difference through charitable donation. (<b>Note:</b> this is an <b>Opt Out</b> option for THIS fundraiser. Should you not wish to partake, you can pay the \$150 opt out and not have any ticket sales responsibilities)</p> |
| <p><b>Family Day</b></p> <p>February 18, 2019</p> | <p><b>Pancake breakfast and Free Family Skate</b></p> <p>A <b>MANDATORY FUNDRAISER</b> for all Families, as there is strength in numbers! The only way to make it successful is if we all work together!</p> | <p><b>Our BIG event!</b></p> <p>9:00am – 1:00 PM (approximately)</p> <p>Held in our classroom, we set up all the tables and chairs, cook all the food on site and serve up to hundreds of hungry families. Followed by a free skate (Rental fee of arena is donated by a local business)</p>  | <p>Planning</p> <p>Acquire donations / sponsorships from businesses of goods or cash for paying for supplies</p> <p>Work at the event Set Up / Clean up</p> <p>Bring your family &amp; friends</p> <p>Help distribute flyers for advertising</p>                              |

### Rotating duties (Based on number of families enrolled)

A rotational schedule will be emailed to all member families, on a monthly basis by the Volunteer Coordinator. The duties will include:

- Providing / making play dough
- Laundry (dish towels, dress up clothing, etc)
- Picking up grocery order

## Monthly In Class Volunteering

Each family must perform **ONE 2.5hr** in class volunteering a month. Each family is required to have a parent/guardian or representative with a valid Vulnerable Sector Screening on file with the school. Efforts will be made to accommodate your schedule; however there are certain periods when it is imperative that we have a parent volunteer in the classroom and other times in which a volunteer is less important.

Some activities to expect while in the classroom – each day you join us will be different!

- playing with the children
- cutting out creative items
- organizing Scholastic orders
- cleaning/sanitizing
- reading with the children
- playing games with the children, etc

**Please Note:** We have a limited number of **permanent opt-out spaces** for in-class volunteering. Please consider taking part if you are able to!

### If You Cannot Fulfill Your Classroom Duties:

The Volunteer Coordinator will be in charge of scheduling in-class volunteering. If you are assigned a shift in which you cannot fulfill, it is your responsibility to find a replacement from among your own family (remember that anyone volunteering in class **MUST** have valid vulnerable sector screening on file). You must notify the Volunteer Coordinator and Supervisor Teacher of any substitutions you make. If you cannot fulfill your in-class volunteering then a 'missed-duty cheque' will be cashed.

### Classroom Supervision Opt Out Fee

If you wish to opt-out of monthly in class volunteering, you have the option to do so by providing a monthly additional fee of \$35. Please see **Fee Payments** for your payment options.

### Missed Duty Cheque

Each member family must provide nine (9) 'Missed Duty' post-dated cheques of \$35 each (dated the first of the month October through June). These will only be cashed if a duty day is missed (unless a family member with a VSS and completed TB Test on file fills in).

Please contact the school [abcnurserycarlisle@gmail.com](mailto:abcnurserycarlisle@gmail.com) with any questions, we'd be happy to help!



## General Meetings

There will be four general meetings per school year at which each member family must have a representative (parent, guardian, grandparent, etc). The dates of these meetings are listed here and in your parent handbook. We will also send out a meeting reminder one week prior to the meeting. All general meetings are held in the classroom and take approximately 1.5-2 hours. If you miss a meeting, you will be charged \$40. Therefore, you must **provide four (4) cheques**, dated the date of each meeting, in the amount of \$40 each with this registration package.

All cheques will be returned to you at the last general meeting of the year. The Treasurer will make an announcement to this effect. You are responsible for collecting your penalty cheques as they are distributed. All penalty cheques that are not collected will be cashed.

### General Meeting Dates 2019 / 2020:

1. Wednesday, September 11, 2019
2. Wednesday, November 13, 2019
3. Wednesday, January 22, 2020
4. Wednesday, April 15, 2020

## Executive Rolls and Coordinator Positions

As ABC Nursery School runs as a Co-operative (which is a non-profit organization of parents who have joined together to set up and maintain a nursery school), parents actively participate through a variety of functions throughout the school year. Each family must sign up to assist in a specific area of the school's operations and/or executive functions.

Executive Rolls: (please note, due to the nature of these positions, there is no **monthly In Class Volunteer** requirements asked of those in the Executive Rolls)

- Secretary/Administrative
- Fundraising Leader with a committee of 4 or more
- Financial Management (Treasurer)
- Leadership/Executive duties (VP, President roles and/or supporting these functions)

After executive positions are filled other Coordinators positions are needed:

- Marketing/Advertising Coordinator
- Fundraising Committee Member (ie Pancake Breakfast Committee, etc)
- Special Events Coordinator

## Photo Release

ABC Nursery School teachers may take photographs of the children while involved in program activities. By signing below, you grant permission for ABC Nursery School to use such photos for promotion of the program, through public displays such as display panels, videos, books / brochures, social media and school website. There will be no ownership rights or compensation for your child's participation in such promotional materials.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Documentation of Children's Learning

The Child Care and Early Years Act requires schools to document children's learning through a variety of methods. One such method is through photographs, which are shared with ABC member families through texts, emails, Seesaw Ap, printing them at the school for classroom display and/or posted on the ABC Nursery School Facebook page. By signing below, you agree to have your child photographed while growing through play in ABC's program and you understand that these photographs will be shared with other member families in the above stated methods:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Permission to Explore ABC Nursery School Surroundings

On occasion, the teachers at ABC Nursery School would like to expand the program to the outdoors within the Carlisle Community Centre property. The chance to collect leaves, touch snow, ride bikes, pick dandelions, look for spring buds, kick balls, visit the library, etc. are all integral parts of learning as a whole.

**Please Note:** the climbing equipment on Carlisle Community Centre property cannot and will not be used by ABC Nursery School children due to the age recommendation on the climber (recommended for use by children 5-12 years of age).

By signing below, I hereby grant permission for expanded programming outdoors as stated above.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Bagged Lunches

I understand that if registered in a 5 hr program I am responsible for sending in a peanut/tree nut free bagged lunch following the Canada Food Guidelines.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Protection of Confidential Information

ABC Nursery School, all staff, Board of Directors, parents, volunteers and students are made aware of the confidential nature of information concerning children and their families and that the confidential nature of such information will be respected.

ABC Nursery School will take all precautions with regards to protecting confidentiality. Only ABC staff and the Board of Directors will have access to your child's records and no information will be released to any agency or third party without signed authorization by the parent(s).

All information that pertains to your child and or any family situation will be considered confidential and will be respected. By signing below, you understand that ABC Nursery School will maintain confidentiality of all the children and families and you also agree to maintain confidentiality with respect to information you learn while interacting with the children, teachers and families while in program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Morning/Afternoon Snacks

Snack fee is **\$50 per student per year**. Any enrolment after **January 31, 2019 to the end of the school year will be \$35**. This provides all students with a nutritious snack.

## Medication Administration

ABC Nursery School will NOT administer medications (prescription or non-prescription) to any child in our care other than rescue inhalers or epi-pens. If your child requires any medications, you must administer them yourself at home or at the school.

## Play Today Vouchers

Because statutory holidays generally fall on Mondays, we realize there is a disadvantage in registering your child for this day. In an attempt to balance that, we will provide member families a **play-today voucher in lieu of those stat holidays** to be used when desired. (At teachers discretion where ratio and enrolment numbers allow)

## Items to Bring to School

- Indoors shoes – can be kept in your child's bin at school if you prefer
- Weather appropriate outdoor clothing
- Diapers and wipes if needed
- Filled and Name Labelled water bottle, daily
- For children attending the 9 AM to 2 PM program, please send a **peanut/tree nut FREE** nutritious lunch in a labelled lunch bag

## Late Pick Up Policy

We ask that children be picked up on time to allow our teachers the necessary time for clean-up and prep for the following day. We understand that sometimes there are unforeseen circumstances, which might cause you to be late in picking up your child. However, we still need to respect the time of the teachers. A **late fee of \$15** will be applied for every **10 minute interval** the parent or guardian is late. This applies to **both pick up times** of 11:30 AM and 2:00 PM.

## Vulnerable Sector Screening

**Vulnerable Sector Screening (VSS)** must be completed by the family member or representative that will be performing the in-class volunteering before your child's registration package is deemed complete. To do this, you (or your representative) must go to the participating police services unit within the region that you reside and bring the letter included below and two pieces of ID. You will have to pay a fee for this service. You must provide the original VSS to ABC for viewing then ABC will keep a copy of your VSS on file, which will be valid for three (3) years from the date of issue providing a **Offence Declaration** is completed annually. A previously applied for VSS will be honoured as long as the original copy can be provided to staff and it is less than 6 months old.

For details and forms needed to obtain a VSS, please check with your Local Police Service as indicated below.

**For Hamilton Residents:** Your fee will be \$25.00 and it will take about 30 days to process. You must go to the 155 King William Street, Hamilton location or you can apply online (additional processing fee added to cost). Information can be found in the link below. Plan to wait and to pay for parking should you choose to apply in person. <http://hamiltonpolice.on.ca/how-to/obtain-criminal-records-check>

**For Halton Residents:** Your fee will be \$25.00 and it will take 2-4 weeks to process. There are several locations which can serve you – check the HRP website below. Usually the wait time is not long and parking is free: <http://www.haltonpolice.ca/RecordsCourts/Records/PoliceRecords-Checks/Pages/default.aspx>

## Tuberculosis (TB) Testing

It is a requirement that all Adults working in the classroom provide Negative TB Test Results, prior to volunteering. This testing must be done within 30 days of enrolment at ABC Nursery School. Please note, this is not covered by OHIP. It can be done at your Doctor's office, and some Walk-In Clinics. The Hamilton Community TB Screening Clinic is pleased to be able to offer the test at a lower cost (compared to higher costs in a Doctor's office or Clinic). Please speak to Teachers or Executive Board members for further testing details.

## Parent's/Guardian's Consent

I hereby grant permission to the staff at **Awesome Beginnings Cooperative Nursery School** to obtain transportation to a medical facility and to obtain any necessary medical assistance for my child in the event of an emergency situation and I cannot be reached. I also give permission for the physician on duty to hospitalize, secure proper treatment, order imaging tests, anaesthetics or surgery on my child if deemed medically necessary and I cannot be reached.

I will not hold any person in attendance at the school responsible in the case of accident, contraction of illness or loss of personal property. If at any time, due to circumstances of an accident or sudden illness, medical treatment is necessary, this may be given. Every effort will be made to contact the parent.

Please list any limitations: \_\_\_\_\_

### **ALL PARENTS/GUARDIANS PLEASE SIGN HERE**

Parent/Guardian (Print Name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (Print Name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Membership Pledge

In a co-operative setting, membership families and the teachers work closely together to ensure the children are provided with the best possible environment to learn and grow. The teachers assume the responsibility of providing the basic fundamentals resulting in the highest level of quality care available to our children.

Awesome Beginnings Co-operative Nursery School will ensure the following:

- Safe play environment
- Ministry of Education guidelines are strictly adhered to
- Supervised social interaction and the development of the whole child
- Introduction to structure and routine of a classroom environment while maintaining a fun play based, child friendly environment
- Staff understanding of the foundations of learning
- Each member family is supplied with an annual up-dated handbook which can be found on our website
- Funded Field Trips where possible
- Special Events for enriched community

**As a member of Awesome Beginnings Co-operative Nursery School I understand that I will provide the following:**

- Submit the required registration package and all subsequent fees at the beginning of the school year
- Participate in special events
- Provide feedback for activities and evaluations as required during the school year
- Perform the responsibilities of my co-op position i.e. cleaning, set-ups/tear downs, duty days, etc.
- Attend scheduled general meetings
- Have fun watching your child grow and learn in our environment!

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Termination of Membership**

As parent of \_\_\_\_\_, I, \_\_\_\_\_ declare that as of the end of this school year \_\_\_\_\_, any and all affiliation with Awesome Beginnings Co-operative Nursery School is terminated. Should I withdraw within the school year, a completed Withdrawal Form will supersede this declaration.

Print Name \_\_\_\_\_ Signature: \_\_\_\_\_

**Your Checklist – Preparing for what is Returned to ABC Nursery School**

- Completed Required visits to classroom (min two children 3 and under, min 1 for ages 3+)
- Completed Registration Package
- Cheque for Registration & Admin Fee & Applicable Snack Fee
- Tuition Cheques (1, 2, or 10 in appropriate amounts)
- Cheque for Missed Meeting x 4, dated the date of each meeting
- Cheques for Missed Volunteering x9, dated the first of each month
- Cheque for tear down opt out (if applicable)
- Copy of Vulnerable Sector Screening / Signed Offence Declaration
- Photo of your child x2 copies
- Copy of Immunization Record
- TB Test Result

## Registration Inclusion List

| Have you signed or returned?  | Member's Initial | Date | Exec Initial |
|---|------------------|------|--------------|
| Completed Registration Package  | ....             |      |              |
| \$45.00 Registration & Admin Fee Cheque (*fee subject to change)                              | ..               |      | .            |
| <b>Snack Fee</b><br>\$50.00 - enrolment before Jan 31st<br>\$35.00 - enrolment after Jan 31st |                  |      |              |
| <b>Lunch Policy:</b> I have read and understand the bagged lunch policy                       |                  |      |              |
| Tuition Cheques   | ..               |      | .            |
| \$40 Missed General Meetings cheques x4   | ....             |      |              |
| \$35 Missed Volunteering cheques x9   | ..               |      |              |
| \$50 Tear Down Opt Out Fee, cheque x1   |                  |      |              |
| Vulnerable Sector Screening (new every 3 yrs) OR Signed Offense Declaration (annually)        |                  |      |              |
| 2 recent photos of your child for file  | ..               |      |              |
| Immunization Record   | ..               |      |              |
| Read/sign-off on Parent Handbook Policies   | ..               |      |              |
| TB Test Results   | ....             |      |              |
| Child's Start Date _____  | ..               |      | ..           |