

1496 Centre Road
Carlisle, ON
L0R 1H2



REGISTRATION PACKAGE 2023/2024

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.

To secure registration, please return the package to the school with registration fee via Etransfer. All additional fees (snack, tuition, early withdrawal, volunteer opt-out) and immunization records will be due upon registration confirmation and at least 5 days in advance of your child's start date. All Etransfers to be sent to abctreasurercarlisle@gmail.com.

How did you hear about ABC? (select all that apply)

- | | | |
|----------------------------------------------------|------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Sign | <input type="checkbox"/> Website/Google Search | <input type="checkbox"/> Returning Family |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Facebook/Instagram | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Waterdown Farmer's Market | <input type="checkbox"/> Other _____ | |

Child's Full Name: _____

Child's Preferred Name: _____ **Child's Date of Birth:** _____

Parent/Guardian Name #1: _____

Home Address: _____ **City:** _____

Postal Code: _____ **Phone #:** _____

Email Address: _____ **Send ABC correspondence to this email?:** YES / NO

Employer: _____ **Occupation:** _____

Employer Address: _____ **Work Phone #:** _____

Parent/Guardian Name #2: _____

Home Address: _____ **City:** _____

Postal Code: _____ **Phone #:** _____

Email Address: _____ **Send ABC correspondence to this email?:** YES / NO

Employer: _____ **Occupation:** _____

Employer Address: _____ **Work Phone #:** _____

Is there a custody agreement in place that ABC Nursery School should be aware of?
YES / NO

If YES, please explain _____

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:

<p>Emergency Contact 1</p> <p>Name: _____</p> <p>Relationship to child: _____</p> <p>Home phone #: _____</p> <p>Work phone #: _____</p> <p>Cell phone #: _____</p>	<p>Emergency Contact 2</p> <p>Name: _____</p> <p>Relationship to child: _____</p> <p>Home phone #: _____</p> <p>Work phone#: _____</p>
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Parent Signature: _____ Date: _____

Please list other people authorized to pick up your child after the program. You are required to confirm 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: _____

List any allergies that your child has (ask for additional form for any **anaphylactic allergies**):

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!

Programming & Fees

One Time Fees

Registration & Admin Fee: \$50 annual fee per child registered (due at time of registration)

Snack Fee: All snack fees are per full year (due 5 days prior to start)

2 Day program - \$25 / 3 Day Program - \$35 / 5 Day Program - \$50

Early Withdrawal Deposit: Equal to the value of 1 month's tuition. Amount will be applied to your child's last month of tuition unless the child is withdrawn without mandatory 4 weeks notice or there are other outstanding fees (due 5 days prior to start)

2 Day Program	3 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
Attend general meetings 4x per year (\$40 fee if missed)	Attend general meetings 4x per year (\$40 fee if missed)	Attend general meetings 4x per year (\$40 fee if missed)
Fee: \$95.00/month (2.5 hrs) OR \$153.00/month (5 hrs – children will eat their bagged lunch)	Fee: \$135.00/month (2.5 hrs) OR \$222.00/month (5 hrs – children will eat their bagged lunch)	Fee: ----- \$376.00/month (5 hrs - children will eat their bagged lunch)

⊗ eTransfer funds to abctreasurercarlisle@gmail.com

Please circle your preferred number of days and whether your child would like to attend mornings (9am-11:30am) or full days (9am-2pm):

- ⊗ 2 days mornings only (T/Th) ⊗ 3 days mornings only (M/W/F)
- ⊗ 2 days full days(T/Th) ⊗ 3 days full days (M/W/F)
- ⊗ 5 days full days (M/T/W/Th/F) *upon availability & subject to board approval

NOTES: The full day program is offered at the discretion of the educators and the board. Due to the nature of the program, there is no nap/quiet time. The morning program is well suited to all ages and temperaments and can be adjusted to full days as a student displays readiness.

Multi-Child Discount **is 20% off** Monthly Tuition for the second child (children must attend ABC Nursery School at the same time). Excludes registration, administrative, and all other fees.

The ABC Treasurer will issue digital tax receipts for all eligible childcare fees prior to the following tax season.

Payment Schedule Options

1) Monthly Tuition Fees

- ⊗ Due by the 1st of every month September through May (Note: September fee will be 2x tuition as it includes early withdrawal deposit that can be applied to June tuition or last month of attendance if withdrawal notification greater than 4 weeks and no fees are outstanding)
- ⊗ OR 1 payment for the entire year (10 months tuition)
- ⊗ OR 2 lump sum payments on September 1st (5 months tuition) and January 1st (5 months tuition)

2) Registration & Administrative Fee

\$50

- ⊗ Due at time of child's registration

3) Snack Fee

2 Day program - \$25 / 3 Day Program - \$35 / 5 Day Program - \$50

- ⊗ Due prior to your child's 1st day of school (can be added to your 1st months tuition)

4) Missed General Meeting Fee (4x per year)

\$40 per meeting

- ⊗ Due with the following months tuition if a family member does not attend a General Meeting (dates TBD)

5) Volunteer Fee

\$35 per month

There is no expectation to volunteer or pay a volunteering fee for your child's 1st month. We like children to be settled and comfortable before asking a family member to volunteer in class.

Missed Volunteering Fee:

- ⊗ Due with the following months tuition if volunteering is missed in a given month.

Volunteer Opt-Out Option:

Speak to the teachers if you wish to opt out of volunteering for the year.

- ⊗ Due with each months tuition.
- ⊗ OR 1 payment for the entire year dated September 1st (\$315)

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 App, 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, 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 hour program, we give the parents the choice to send in peanut/tree nut free bagged lunches for children under 44 months. For JK age children, ABC has Director approval for them to bring in their bagged lunch. This gives them the opportunity to learn how to manage mealtime as they will in JK. The teachers help them open their lunch, look at their food options and guide them to eat the healthy items first. We then assist them in closing and returning their containers to their lunch packs. If sending a bagged lunch it must follow the Canada Food Guidelines. In the event that I do not send in a bagged lunch, ABC Nursery School will provide a nutritious lunch for my child.

This policy follows the guidelines in regulation O.Reg.137/15, ss 72(1)11.). This regulation states that written instructions have been signed by the parent concerning any special requirements in

respect to diet. By signing below we understand that we are choosing to send in a bagged lunch for our child.

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: _____

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, anesthetics 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-centred environment
- Staff understanding of the foundations of learning
- Each member family is supplied handbook that is updated annually and 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 fees as per the required due date(s)
- 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, volunteer days, assist with fundraising efforts, etc.
- Attend scheduled General Meetings
- Have fun watching my child grow and learn in the ABC 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. I, _____ also acknowledge that if I withdraw my child without the mandatory 4-weeks notice, my withdrawal deposit will not be returned by ABC Nursery School.

Print Name _____ Signature: _____

Child's Name: _____

Child's Start Date: _____

Program: _____

Child's End Date: _____

Have you signed or returned?	Member's Initial	Date	Admin Initial
Completed Registration Package		
\$50.00 Registration & Admin Fee etransfer	..		.
Snack Fee \$25.00 - 2 day program \$35.00 - 3 day program \$50.00 - 5 day program			
Lunch Policy: I have read and understand the bagged lunch policy			
Tuition etransfer arranged with Treasurer	..		.
Immunization Record			
Illness Acknowledgment & Hand Sanitizer Policy sign off			
Vulnerable Sector Screening (new every 3 yrs) OR Signed Offense Declaration (annually)	..		
TB Test Results		
Read/sign-off on Parent Handbook			

Additional Information for your records

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

ABC Nursery School is a not-for-profit organization. Every effort is made to keep costs as low as possible while still ensuring the students are provided with high-quality programming and enrichment opportunities.

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 board is comprised of parent volunteers who manage many managerial and administrative tasks that are required for the school to run smoothly
- Having parents help out in the classroom allows our teachers to focus their attention on setting up activities, delivering educational programming, and engaging with the students
- Our committees take responsibility for fundraisers, events, and supplemental programming that directly benefit the school, the students, and the family-centred climate at ABC
- Funds raised by families through our fundraising activities go directly back in to the school

Committees

Your commitment and participation in a committee helps to keep the school costs low. It is also a wonderful way to meet other parents and families from the school. Committees vary in time commitment depending on what works for your family. More hands lighten the load! Information and opportunities to participate will be provided at the mandatory parent meetings.

Fundraising

ABC Nursery School relies on fundraising efforts to enhance the program. Participation in fundraising events is mandatory for all enrolled families. Funds raised through these efforts are put towards enriching our program by making fund available for:

- Field trips
- In-class visitors and experiences
- Holiday and End-of-Year party
- Art materials, books, and toys

The more we raise, the more funds we have to put towards enriching the program for our students.

The details regarding the planned fundraising efforts for the year will be shared at the first General Meeting of the year. Please check out past fundraising efforts at <https://abcnurseryschool.ca/fundraising/> or contact our current ABC Vice President regarding fundraising activities in 2022/2023 at abcnurseryvp@gmail.com.

Monthly In Class Volunteering

A member from each family must perform **ONE 2.5 hour** in-class volunteering shift per month. Each family is required to have a parent/guardian or representative with a valid Vulnerable Sector Screening and negative TB test result 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, reading, crafting, doing activities and interacting with the children
- Cutting out creative items/helping teachers prepare activities.
- Organizing Scholastic orders.
- Cleaning/sanitizing toys, furniture, vacuuming carpets, doing dishes 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!

A google doc will be circulated to families in the fall to confirm volunteer participation and scheduling with our teachers will occur on a monthly basis. It is each family's responsibility to choose ONE 2.5 hour morning shift per month. Siblings and babies are not permitted to attend with you on your volunteer day. If you cannot fulfill your volunteer shift for that month or choose to skip the month, then the \$35 opt out fee will be charged on your next months tuition.

Any questions? Our teachers are happy to help at abcnurseryteachers@gmail.com!

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 to be confirmed at the beginning of the school year. We will also send out a meeting reminder at least one week prior to the meeting. **All general meetings will continue to be held over Zoom online** and take approximately 1-2 hours. If you miss a meeting, you will be charged \$40 on your next months tuition.

Executive Roles 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 agree to assist with the school's operations and/or executive functions. For information about joining the executive board, please contact abcpresident@gmail.com.

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

- President
- Vice President
- Treasurer
- Secretary
- Executive Officer

Morning Snacks

ABC Nursery provides every child with a nutritious morning snack. Please see one-time fees. The snack schedule will be sent monthly. Families who have children with specific dietary requirements or preferences may be asked to send items to supplement the daily offering.

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. Parents must also apply sunscreen to their child prior to entering class.

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.

Items to Bring to School:

All Students:

- Indoor shoes – will be kept in your child's bin at school (labelled)
- Weather appropriate outdoor clothing (labelled)
- Diapers and wipes if needed

Full Day (9-2) Students Only:

- **NEW** A labelled backpack daily large enough to hold outdoor clothing, lunches and water bottles
- A **peanut/tree nut FREE** nutritious lunch in a labelled lunch bag as well as all containers labelled

Vulnerable Sector Screening

A Vulnerable Sector Screening (VSS) must be completed by all in-class volunteers prior to the commencement of their volunteer duties. The cost of the VSS is the responsibility of the person obtaining it and will not be reimbursed by ABC.

Caregivers without a VSS on file can attend special events and field trips, however they cannot volunteer in the classroom or be alone with any student at any time.

A VSS is considered valid if it is less than 6 months old from the date it is presented to ABC Nursery School. A copy of the VSS will be kept on file at ABC and will be valid for five (5) years from the date of issue providing an **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.**

There are a variety of Police Security Clearances available. Please ensure you apply for the Vulnerable Sector Screening which is specific for working with vulnerable populations including children. The Vulnerable Sector Screening is the only police clearance that can be accepted at ABC Nursery School as per Ministry regulations.

Municipality	Cost	Time to Process	Link to Application
Hamilton Residents	\$25.00	Approx. 30 days	https://hamiltonpolice.on.ca/how-to/get-background-check
Halton Residents	\$30.00	2-4 weeks	https://www.haltonpolice.ca/en/services-and-reporting/record-checks.aspx#Vulnerable-Sector-Check-

Tuberculosis (TB) Testing (1 step)

It is a Ministry requirement that all adults volunteering in the classroom provide a negative TB Test result prior to starting, dated no more than 30 days before volunteering commences. This is not covered by OHIP, and the fee is the responsibility of the family. We recommend you inquire with your family doctor about where you can obtain a TB test as this varies by region.

Your Checklist – Preparing for Enrolment in ABC Nursery School

- Completed Registration Package + Registration & Admin Fee
- Snack Fee
- Tuition Fee and Early Withdrawal Fee
- Volunteer Opt-Out Fee (if opting out of in-class volunteer duties)
- Copy of child's Immunization Record
- Copy of Vulnerable Sector Screening dated within 6 months or Signed Offence Declaration (yearly)
- TB test result (only required once)

*VSS and TB test results are not required if you will not be volunteering in the classroom