

WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL

470 Roosevelt Avenue, Ottawa, Ontario K2A 1Z6

Phone: 613-728-9473

www.wvcp.ca / wvcp.registrar@gmail.com

Registration Package 2011-2012

Registration begins Monday, February 14th for returning students and alumni siblings. New enrollments will be accepted from Wednesday, March 2nd at the Open House from 6.30pm to 8pm at the preschool. After this date, completed packages can be left in the

Registrar's mail slot at the school or mailed/given directly to the Registrar,
Johanna Currie, at 705 Cole Ave, Ottawa, ON K2A 2B8.

Only complete packages will reserve you a place (see checklist below)

Incomplete packages will be returned to you.

Registration Package Checklist (please use this list to ensure you include all required paperwork)

	Page
<input type="checkbox"/> Registration Form	6
<input type="checkbox"/> Emergency Medical Authorization/Allergy Policy/Membership Agreement/ Payment of Fees Agreement	7
<input type="checkbox"/> Behaviour Management Sign-off	8
<input type="checkbox"/> Co-operative Responsibilities	9
<input type="checkbox"/> Police Records Check application form (separate attachment)	
<input type="checkbox"/> TWO (2) copies of two (2) pieces of identification to accompany your police check	
<input type="checkbox"/> TWO (2) copies of the Ottawa Child Care Facility Immunization & Tuberculosis Assessment form (separate attachment)	
<input type="checkbox"/> TWO (2) copies of your child's immunization record (please ensure your child's name and date of birth is included on all pages)	
<input type="checkbox"/> Cheques - registration fee of \$50 and ten monthly tuition fees including extension program fees. Please note your child's name on each cheque.	

Further information to help you complete your paperwork is included in this registration document

	Page
• Co-operative Responsibilities Information	2
• Police Records Check Information	2
• Fundraising Commitments	2
• Fees & Payment Schedule Information	3
• Withdrawal Policy	4
• Extension Programs information (French and Lunch)	4
• Toy Washes, General Meetings, Laundry & Policies	5

Additional Information (separate attachments)

- WVCP Parent Handbook
- Ottawa Public Health Requirements

WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL (WVCP) REGISTRATION INFORMATION

1. CO-OPERATIVE RESPONSIBILITIES

- Active parental involvement is essential to the successful operation of a Co-operative school. All families are expected to participate in the operation of the school through duty days and participation either on the Board of Directors or on one of the parent committees. You can find specific information about positions on the Board and each committee in the Parent Handbook, section 11.
- **Supervisory Duties:** At full enrolment, parents/caregivers should expect a duty day approximately once a month with snack responsibilities every other duty day. At the September orientation meeting of parents, the teacher/Director will give instructions on how to assist on duty days. *Please note that per the Parent Handbook 5.3.2, if you are unable to attend your duty day, it is your responsibility to find a substitute parent or caregiver. You may contact your class coordinator for a list of substitutes. In the rare event you or your substitute fail to arrive for duty you will be charged a penalty of \$50.*
- **Note:** Co-operative participation may be performed by a parent, family member or caregiver. Duty days can only be performed by an adult for whom a police check has been completed and submitted to WVCP Registrar (see information regarding police record checks below).

2. POLICE CHECKS

- Police checks are required for all parents/family/caregivers who will do duty parent responsibilities. If possible an alternate adult who can perform duty should be identified and a police record check submitted in case the primary duty parent is unable to perform duty.
- Prior to April 1st: The Police Record Check application form and two (2) copies of two (2) pieces of photo identification (see www.ottawapolice.ca for details) must be physically presented to the Registrar to sign off on the form. The form and copies of the ID will be sent by the Registrar to the Ottawa Police Services. The processed form will be returned to the duty parent who must then return the completed form to the Registrar.
- After April 1st: You must present yourself to the police station with a cover letter from WVCP, your completed application and your appropriate ID (see www.ottawapolice.ca for details). Once the police have processed your application and returned it to you, you must return the completed form to the Registrar.
- A new record check is required for all adults performing duty each year. Even if you are alumni family, you must re-submit police checks.
- **Please note that your child is not able to start school without a police record check for one adult.**

3. FUNDRAISING

- All families are expected to participate in the events and programs organized by the Fundraising Committee to help with the expenses and needs of WVCP. Families are expected to contribute to fundraising efforts either by purchasing fundraiser items themselves or by selling to friends, family or colleagues.
- WVCP families are given the opportunity to opt-out of financial support of fundraising events held throughout the year by submitting a cheque for \$150 when your child starts at the school. Families are still welcome and encouraged to contribute to fundraising events by buying coffee, berries or books etc. but after submitting the opt-out cheque are not obliged to further contribute financially.
- If you choose not to “opt-out” you are obliged to contribute \$400 through fundraising events of your choice. The \$400 can be contributed by your family or through goods sold to family, friends and colleagues. See Parent Handbook, section 5.6.
- All families are required to assist with running fundraising activities as well as to perform all other co-operative responsibilities regardless of whether they opt-out or not.

4. **2011-2012 FEES & PAYMENT SCHEDULE**

Program	Days & Times Available	Monthly Fee
2's Program	Tuesday & Thursday 9:15 am – 11:30 am	\$135 per month
3's am Program	Monday, Wednesday & Friday 9:15 am – 11:30 am	\$170 per month
3's pm Program (open pick up between 3 and 3:30pm)	Monday, Wednesday & Friday 12:30 pm – 3:30 pm	\$170 per month
Lunch & Learn	Everyday immediately following regular class session 11:30 am – 12:30 pm	\$30/month for 1 L&L/wk \$55/month for 2 L&L/wk \$80/month for 3 L&L/wk
French for Starters (3's only)	Wednesday immediately following Lunch & Learn 12:30 pm – 2:00 pm	\$50 per month

REGISTRATION FEE:

- For those children admitted to the school, a non-refundable registration fee of \$50 is payable only once per child. The registration fee of \$50 is required for siblings of alumni.

NON-REFUNDABLE DEPOSIT:

- A non-refundable deposit equivalent to one month's tuition is payable prior to the start of each school year (or at the time of registration if starting after September). The deposit cheque should be dated June 1st of this year. This cheque will be deposited prior to the school year starting. Providing one month's written notice is given, this amount will be applied toward the final month's tuition. If your child starts after September the deposit cheque should be dated the 1st day of the month in which your child starts at the school eg. November 1st.

CHEQUES

- In order to be added to the waiting list, parents must submit a completed registration package (including all cheques). No cheques are deposited, however, until a place in the program is offered and accepted.
- Parents are responsible for all bank charges due to NSF and in addition will be charged a \$20.00 administrative fee. There are no refunds for temporary absences.
- The 10 post-dated monthly tuition cheques should be inclusive of the monthly fee and the fee(s) for any extension program(s) for which you are pre-registering your child. (*Example – a monthly cheque for a 3's child (\$170) who is also registering for 1 day of L&L per week (\$30), and French (\$50) would write the post-dated monthly cheques for \$250 (\$170+\$30+\$50 = \$250 per month)*)
- Cheques should be dated as follows:
Registration fee of \$50 – date of registration
Monthly tuition chèques :
 1. June 01, 2011 or 1st day of the month in which your child starts at school if starting after Sept.
 2. Sept 01, 2011
 3. Oct 01, 2011
 4. Nov 01, 2011
 5. Dec 01, 2011
 6. Jan 01, 2012
 7. Feb 01, 2012
 8. Mar 01, 2012
 9. Apr 01, 2012
 10. May 01, 2012
- If you should decide to add one or more of the extension program opportunities at some point during the school year, you will be asked to submit additional cheques at that point to cover the remainder of the school year.
- Cheques should be made out to "WVCP"

WITHDRAWAL & TERMINATION (WVCP PARENT HANDBOOK 8.4)

- If a parent decides to withdraw his/her child from the preschool or an extension program permanently, four weeks written notice must be given to the Registrar. If the preschool terminates services for a parent, written notice will be given to the parent. Services will be terminated immediately.
- Refunds will be given according to the number of months remaining in the year beginning four weeks after written notice is received. Since filling vacancies is extremely difficult after the March break, no refunds will be given where written notice is received on/or after the 3rd Friday in February.
- A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. If you choose to temporarily withdraw your child he/she will be placed on a waiting list and their place in the class may be filled by other wait listed children.
- WVCP reserves the right to terminate services if policies are not followed or fees are not paid.

5. EXTENSION PROGRAMS

LUNCH AND LEARN (L&L) PROGRAM

- **Time:** 11:30 am – 12:30 pm (directly following the regular preschool program.)
- Students in the 2's program, may register for L&L for Tuesday and/or Thursday.
- Students in the morning or afternoon 3's program, may register for L&L for Monday, Wednesday, and/or Friday.
- **Cost:** See above (page 7) for monthly fees
- Payment for the L&L program should be included in your monthly cheques.
- **Drop-in:** If space is available, students may stay for Lunch & Learn on a "drop-in" basis. A drop-in card for five Lunch and Learn sessions is available at a cost of \$45. Cards can be purchased by cheque from the WVCP teachers.
- Payment to reserve a space in the L&L program should be included in your monthly cheques.
- **Eligibility:** Students enrolled in the WVCP 2's or 3's program are eligible to enroll providing there is space. Lunch and Learn enrolment is limited to eight students in the 2's and 12 students in the 3's program.
- L&L is not a co-operative program therefore no duty parents are required. Duty parents for the regular program who have children participating in the L&L program are welcome, but not obliged, to remain until 12:30pm, if they so choose.
- Lunch policy: Parents will be required to provide a healthy boxed lunch for their child. As the children will be eating lunch at the school please ensure the teachers are kept up to date regarding any allergies or food sensitivities. Please also be aware that the school is a nut-free zone so no foods containing nuts or traces of nuts should be included in student lunches. For further information please see the WVCP Allergy Policy included in the Parent Handbook, Appendix B.

FRENCH FOR STARTERS PROGRAM for 3's ONLY

- **Time:** Wednesdays, 12:30 am – 2:00 pm (directly following the Wednesday Lunch & Learn)
- **Cost:** \$50 per month plus monthly lunch fee of \$30/month (children enrolled in French are also required to enroll in Wednesday's L&L).
- Payment to reserve a spot in the French for Starters program should be included in your monthly cheques.
- **Eligibility:** Students currently enrolled in WVCP's 3's program or children from outside the school, who were born in 2008 or earlier, are eligible for the program. The French class will be limited to 12 students on a first come, first serve basis. Children enrolled in the morning or afternoon 3's program will be given priority.
- **Program format:** An introduction to the French language in the form of music, crafts and play with our French teacher. Our teacher is bilingual and will teach the children in both French and English to gradually build up their vocabulary. The Director or teaching assistant will also be present for the duration of the program. This is not a co-operative program therefore no duty parents are required.

6. **OTHER INFORMATION**

- **LAUNDRY:** Families will be assigned a week's worth of laundry (towels, rags, smocks, etc.) approximately once during the school year.
- **TOY WASHES/GENERAL MEETINGS:** Attendance of one family member is mandatory at each of the three Toy Wash/General Meetings held during each school year. Failure to attend a Toy Wash/General Meeting will incur a \$30 penalty.
- Policies regarding behavior management, emergencies, allergies, safety, etc. will be outlined by the Director at the September Parent Orientation Meeting. All policies are detailed in the Parent's Handbook. The Parent Handbook also includes program goals, complete descriptions for Board positions and Co-operative responsibilities, health policies, registration priority and renewals, withdrawal policy, guidelines on considerate use of the church building and other information.

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Thank you for choosing Westboro Village Co-operative Preschool  
Your involvement in WVCP is our success

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This section to be completed by WVCP Staff or Board Registrar							
Date Package Received:		ID#		Date Acceptance Letter Sent:			
Police Check:	Name 1:		Name 2:		Name 3:		
Enter date:	Sent	Filed	Sent	Filed	Sent	Filed	
Co-op Responsibility Form <input type="checkbox"/>		Behav. Management Form <input type="checkbox"/>		Co-op Agreement Form <input type="checkbox"/>		Health Form <input type="checkbox"/>	Immunization Records <input type="checkbox"/>
Registration Cheque Received (\$50) <input type="checkbox"/>		Tuition Cheques eg: 10x\$170		Other cheques		Returning Alumni New	
Notes:							

REGISTRATION FORM 2011-2012
Westboro Village Co-operative Preschool
470 Roosevelt Avenue, Ottawa, ON, K2A 1Z6 Ph: 613-728-9473

CHILD'S INFORMATION

Child's Full Name: _____ Male Female

Preferred Name: _____ Date of Birth (dd/mm/yyyy) _____

Home Phone: _____ Emergency Parent Cell Phone: _____

Contact Email(s) (to be used for all preschool correspondence): _____

Mother's Name: _____ Occupation: _____ Work Phone: _____

Father's Name: _____ Occupation: _____ Work Phone: _____

Home Address: _____ City: _____ Province: _____ Postcode: _____

Program 2's (Tues/Thu) 3's – Morning (Mon/Wed/Fri) 3's – afternoon (Mon/Wed/Fri)

French (3's only) Wed Lunch & Learn: Mon Tue Wed Thu Fri

EMERGENCY INFORMATION (other than parent). At least one emergency contact should be in Ottawa

Name: _____ Name: _____

Address: _____ Address: _____

Daytime Phone: _____ Daytime Phone: _____

Relationship: _____ Relationship: _____

MEDICAL INFORMATION:

Child's Health Card Number & Version Code: _____ Exp Date: _____

Child's Doctor: _____ Doctor's Phone: _____

Doctor's Address: _____

Medical Conditions/Medications/Allergies: _____

Other information or concerns that may help the teachers (use back if needed): _____

Languages Spoken: _____ Special Holidays: _____

Name(s) & Ages of Siblings: _____

Siblings who have attended WVCP (include years): _____

Caregiver's Name (if applicable): _____ Caregiver's Cell Phone: _____

How did you hear about WVCP? _____ Would you like to be included on future alumni listings? Y / N

Signature of parent/guardian: _____ Date: _____

**WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL (WVCP)
Emergency Medical Authorization**

Upon admission of my child(ren) _____ to the WVCP I agree that, in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by my doctor or, if unavailable, by another other physician or hospital selected by the WVCP.

Signature of parent/guardian: _____ Date: _____

**WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL (WVCP)
Allergy Policy Acknowledgement**

I have read and will abide by the WVCP Allergy Policy (Appendix B of the WVCP Parent Handbook) and understand and agree with the policy.

Signature of parent/guardian: _____ Date: _____

**WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL (WVCP)
Membership Agreement**

I/we agree to participate in monthly duty days, attend an Orientation Session at the beginning of the year, three Toy Washes/General Meetings during the year, participate on one Committee or on the Board of Directors and participate in fundraising initiatives to support the school. I have fully read and understand the WVCP Parent Handbook (current version 2011-2012). My signature below indicates my commitment to the duties and expectations of a WVCP Parent Member.

Signature of parent/guardian: _____ Date: _____

**WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL (WVCP)
Payment of Fees Agreement**

I/we are aware that the registration fee and one month's tuition payable before the school year begins are non-refundable in the event that I/we must withdraw my/our child(ren) from WVCP. Written notice of withdrawal must be received 30 days before the withdrawal takes effect. If 30 days written notice is given, the non-refundable deposit will be applied toward the final month's tuition. I/we understand and agree with the above terms and conditions.

Signature of parent/guardian: _____ Date: _____

**WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL
BEHAVIOUR MANAGEMENT SIGN-OFF**

The following is an excerpt from the Parent Handbook, 5.4 Behaviour Management.

5.4.1.1 MINISTRY OF COMMUNITY AND SOCIAL SERVICES (Day Nurseries Act)

Policies & Procedures:

1. There shall be no corporal punishment of a child by an employee of the operator or by another child or group of children.
2. There shall be no deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect.
3. There shall be no deprivation of a child of basic needs including food, shelter, clothing or bedding.
4. No one shall lock or permit to be locked for the purpose of confining a child, the exits of a day nursery, or use a locked or lockable room or structure to confine a child who has been withdrawn from other children.
5. Should any child's behavior cause serious problems and disruption within the classroom, that child's teacher will withdraw the child from the class to talk to that child and explain that her behavior is inappropriate. The child must understand that she is causing disruption, and once the teacher is satisfied that the child understands this, she will be taken back into the classroom. It is important that staff talk to misbehaving children in a kind and patient manner.

Contravention of Behavior Management Policies:

Any staff member who is seen to break any of the above rules will receive a verbal warning from a Board Director. If that staff member breaks any rule again, she will receive a written warning, which both she and the Director will sign. A third infraction of the above rules will mean dismissal of that staff member, effective two weeks after the date of the notice of dismissal.

Volunteer parents who break any of the above rules must be dealt with in a different manner. A special Board Meeting will be held, where a staff member and the parent will also attend, and action to be taken will be decided at that time. Parents are also privy to two warnings, the first verbal and the second written, before this step is necessary.

7.2 WESTBORO VILLAGE CO-OP PRESCHOOL

Guiding Children:

The philosophy of behavior management in the nursery school is to guide the children in a positive non-threatening way.

Each child is to play and interact in a socially acceptable manner.

Expectations for classroom behavior are clearly stated and gently reinforced.

When the child's safety or that of another is threatened the situation is discussed and proper conduct stated.

If the situation occurs again, a "sitting out" time is required.

Discipline:

When a situation requires a "sitting out" time, the teacher will interact with the child.

The teacher will seek all information surrounding the incident.

The teacher will explain to the child the reason for interaction.

The teacher will have the child sit out of the group activity but close enough for observation.

The child will be encouraged to rejoin the activity when appropriate behavior is possible.

Parents will be advised when a problem arises.

Solutions will be sought through parent and teacher cooperation.

Monitoring Behavior Management:

There are daily observations by supervisor, teacher and parents.

Teachers hold daily informal discussions about various aspects of the morning. During this time we discuss any intervention that was taken by a staff or parent and its outcome.

We have written staff and program evaluations completed by the parents in which behaviour management and observed behaviour management practices implemented by the staff are discussed.

We have four meetings per year and a portion of each meeting is used to discuss ways in which a behaviour management policy is working or any changes which should perhaps be implemented.

I have read the above Behaviour Management Code and agree with the procedure:

Signature of parent/guardians: _____ Date: _____

WESTBORO VILLAGE CO-OPERATIVE PRESCHOOL
CO-OPERATIVE RESPONSIBILITIES

Child's Name: _____ 2's 3's

Mother's Name: _____ Occupation: _____

Interests/Hobbies: _____

Father's Name: _____ Occupation: _____

Interests/Hobbies: _____

Occasionally, WVCP will have parents join the class to share a special activity for "parent talent days". If you have an interesting occupation, special talent or hobby that you would be willing to share with your child's class, please let us know. (i.e. musical instrument, singing, art, dancing, scrapbooking, magic or something from your job such as a doctor bringing in his/her stethoscope etc).

As a co-operative preschool, active parental involvement is essential to the successful operation of the school. Please **select three** of the following Board of Director (BoD) positions or committees on which you would be willing to serve. **Rank them from #1 to #3** with #1 being the most desirable. Every effort will be made to give parents their top choices, but this may not always be possible. Priority will be given to returning families and the earliest registrants. The BoD is elected at the May AGM. A BoD selection committee seeks to ensure a full roster of candidates with a good blend of skills and interest.

Would you be willing to chair a committee? Yes / No

Board of Director Positions	Rank	Committees	Rank
Co-President (2 positions) • Chair Board, liaise with Church, teacher/program evaluation, handbook		Special Events (3 positions) • Plan, set up, take down, arrange food	
Co-Treasurer (2 positions) • Payroll, deposits, budget, tax returns, receipts		Publicity/Public Relations (3-4 positions) • Develop advertising and publicity documents, updates website	
Registrar • Maintains registration database, wait/contact/emergency lists, responds to public inquiry, files police checks, immunization records		Fundraising (5 positions) (please circle your preference) • Scholastics (2) • Berry Sales (2) • Coffee Sales (1)	
2's Coordinator • Develops duty/snack/laundry rosters, gives tours to interested families		Administrative (5 positions) • Support the BoD in completing admin. functions (Asst. Registrar, updating handbooks, insurance)	
3's Coordinator (3's morning & 3's afternoon) • As noted in 2's Co-ordinator above		Social Committee (5 positions) • Organise two social events during the year	
Secretary • Minutes, action items, correspondence, copying, distributing, newsletter		Visioning Committee (4 positions) • Leading school's refinement and execution of 5 year plan	
		Inventory (3 positions) • Keep school's books, toys & equipment organized and recording new acquisitions	
		Purchasing and Repairs (2 positions) • Source new items and repair existing	

