

Registration Checklist 2022-2023

Due to the ongoing Covid-19 pandemic, we are encouraging families to please submit registration forms and immunization records by email to acnsregistrar@gmail.com. Once we receive your completed registration form and copies of immunization records, we will hold a spot for your child.

Once your spot is confirmed, the registrar will ask for a signed copy of the registration package, your one-time membership fee of \$30 and the final month of tuition. This needs to be received within two weeks to reserve your spot, otherwise your child's place will be forfeited. This will be arranged with the registrar, after confirmation of your child's spot.

Submit now by email to acnsregistrar@gmail.com:

Completed Application

Child's Immunization Record

Within two weeks of registration being confirmed and arranged with the registrar:

Membership fee of \$30, current dated cheque, e-transfer, or cash (non-refundable)

Final month of tuition (based on registration paperwork) current dated cheque, or e-transfer. Can be combined with membership fee into one cheque or e-transfer. If the child is withdrawn before August 15th, 2022, the final pre-paid month of tuition may be refunded at the discretion of the president, registrar and treasurer. After August 15th, it will be considered the final month of tuition and not refundable.

Signed copy of your application. If you can scan your application or digitally sign the paperwork, there is no need for this. The registrar will confirm this for you.

Other items:

E-Transfers done on the 1st of every month from September to May. A reminder will be sent out by the treasurer when it is due. Please see the attached e-transfer policy.

OR Nine postdated cheques, dated the 1st of the month from September to May. These will be due by September 1st. Cheque pick up/drop off or mailing will be arranged by the registrar.

Parent helper Immunization records
and Vulnerable Sector Check for Duty Day volunteer. Must be received by registrar by August 30th or within 6 weeks of registration, and before volunteering is to begin. A letter will be sent out at time of acceptance to obtain from the OPP station in Carleton Place.

Read Parent Handbook and Covid Policy on our website
([Parent Info | The Cooperative Nursery School of Almonte \(almontenurseryschool.ca\)](#))



The Co-operative Nursery School of Almonte

106 Elgin Street, Box 1325, Almonte, ON, K0A1A0
613-256-0286

Office Use Only	
ADM	
WDL	
MBR	
TUIT	
CRC	
IMM	

Registration Form 2022-2023

Child's Information

Last Name		First Name	Usual Name/Nickname
Gender	Birth Date*	Address, Town, Postal Code	

*For children who will be under 30 months old on September 15, 2022 please see attached Waitlist Policy

Special Medical Conditions, Known Allergies or Dietary Restrictions

Parent/Guardian Information

Name of First Contact	Relationship to Child
Address, Town, Postal Code	Phone (home)
	Email
Place of work	Phone (work)
	Phone (cell)
Name of Second Contact	Relationship to Child
Address, Town, Postal Code	Phone (home)
	Email
Place of work	Phone (work)
	Phone (cell)

Emergency Contact Information (other than parents)

Name	Phone (home)
Relationship to child	Phone (cell)

Email contact Information – The registrar and treasurer will be in contact with the first parent. The newsletters and any other information can be sent to one or both parents. Please indicate who would like to receive emails from the school.

First Parent

Second Parent

Both

Person(s) Authorized to Pick Up Child (other than parents)

Name	Relationship to Child	Phone
Name	Relationship to Child	Phone
Name	Relationship to Child	Phone

Child's Physician Information

Physician	Address	Phone
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Child Development: What things do you see as priorities or goals for your child to learn while attending nursery school?

Any information, problems or fears that you think the teachers should be aware of?

Does your child have any siblings? If so, how many? What are their ages? _____

Is a second language spoken at home? Language _____

Toilet training is not a requirement of the Mon-Thurs program, but children must be fully toilet trained before admission to the Friday Program. Is child toilet trained? YES NO

Registration information

Program Choice: Please indicate which days are preferred (Monday to Thursday).

Morning Program 9am-11:30am

Amount of Days 2 3 4

Monday

Tuesday

Wednesday

Thursday

Friday – Kindergarten Readiness Program 9am-1pm**

Friday Program

**Please note: children must be turning 3 years of age on or before Dec. 31st to be eligible for the Friday Program. They must also be toilet trained.

Authorization: In the event that I cannot be immediately reached and my child _____ needs immediate medical attention, I authorize the Co-operative Nursery School of Almonte, Inc., to make the necessary arrangements.

Signature of Parent

Date

Photo Release: From time to time, the local newspaper will come into the Nursery School to do a story and take pictures. In addition, during registration pictures of the children are used in displays, such as at the library, to promote the Nursery School. Please note that the names of the children may appear in the newspaper but not in any school generated promotional aides. I acknowledge that my child's picture may appear in the local newspaper or as part of the promotion of the Nursery School.

Signature of Parent

Date

Field Trip Authorization: Throughout the year, the Nursery School will go on some field trips within the community and elsewhere. For trips within the community (e.g. the library), we will walk to and from our destination. For locations further away, parents will be responsible to bring their child to the field trip location. I give permission for my child to participate in the field trips organized by the Nursery School.

Signature of Parent

Date

Social Media Release: We have a closed Facebook group. It is for current families, and the teachers from the school only. The teachers run the group, add programming, snack menus, reminders, and photos from what we are doing in class. I give permission for my child's face to appear in photos, videos that are uploaded to our closed Facebook group only.

Signature of Parent

Date

I do not give permission for my child's face to appear in photos or videos on the closed Facebook group.

Hand Sanitizer and Diaper Cream Permission: We use hand sanitizer instead of hand washing to clean children's hands. We use it at the start of the day and periodically when children have put their hands in their mouth or have used facial tissues. If diaper cream is required for the child, it is to be supplied by the family, and labeled with the child's name in their backpack. Please make the staff aware that it is available and that the child may need it on that day.

I give permission for the staff to apply provided diaper cream on my child whenever needed.

I give permission for my child to use hand sanitizer on a daily basis at nursery school.

Signature of Parent

Date

I do not give permission for my child to use hand sanitizer at nursery school.

I do not give permission for my child to use diaper cream at nursery school.

How did you find out about the nursery school?

Do you have any hobbies or aptitudes that would be of interest to preschool children? _____

Do you have a place where an outing would be suitable for preschool children to visit? (e.g. a sugar bush, farm, etc.)

Fees

Please make all cheques payable to "Co-operative Nursery School of Almonte"

I will submit a one-time \$30 membership fee and the final month of tuition due within two weeks of application being accepted either by e-transfer, cash or cheque or our spot will be forfeited.

Please choose **ONE**:

I will be paying monthly tuition via cheque. 9 post-dated cheques dated September 1st to May 1st. Will be due by September 1st, 2022 with more information to follow.

I will be paying via e-transfer. I agree to send 9 e-transfers, the 1st of every month from September to May. An email reminder will be sent out on the 1st of every month.

Monthly Tuition Fees are:

- 2-day program - \$154 with Fridays \$238
- 3-day program - \$231 with Fridays \$315
- 4-day program – \$308 with Fridays \$392

*Please see attached e-transfer policy.

If adjustments are made to the child's registration during the school year (either adding or deleting days), the pre-paid last's month tuition will be adjusted in June (or the final month for the child). The treasurer would contact the families with either the balance owing or the refund to be made.

Name: _____ Signature: _____

Child's Medical/Immunization Record:

Child's Name	Birthdate	Gender
Previous Communicable Diseases to Date:		
Previous Illness or Injuries:		

Note: This information is required by and will be forwarded to the Leeds, Grenville and Lanark District Health Unit.

Please complete the following table OR provide a clear photocopy or photo of your child's immunization record.

Date Received			Diphtheria, Pertussis, Tetanus, Polio, Hib	Measles, Mumps, Rubella	Varicella (chicken pox)	Meningococcal
Y	M	D				

Note: By age 2 ½, children have usually received a total of 5 immunization shots.

I will provide a clear photo or photocopy of my child's immunization records with this registration package.

Immunization Records for Volunteer for Duty Days
Name:

Date Received			Diphtheria, Pertussis, Tetanus, Polio, Hib	Measles, Mumps, Rubella	Varicella (chicken pox)	Meningococcal	Other
Y	M	D					

*Note: Tetanus/diphtheria booster is required every 10 years. Varicella vaccine is only required for people born after 2010.

I will provide a clear photo or photocopy of the volunteer's immunization records.

Volunteering Duties

The Cooperative Nursery School of Almonte runs smoothly with our teachers and help from the parents. We do need help with some day-to-day activities, decision-making, and fundraising. We ask that everyone pitch in to help with the school and to keep our costs down. There are four different categories that every family could volunteer for. Please mark your first, second and third choices of which category your family would like to participate in. If you would like more information about any of the jobs, please do not hesitate to contact the registrar at acnsregistrar@gmail.com or the president at acnsmail@gmail.com.

Parent on the Executive Board.

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- Jobs include President, Vice President, Treasurer, Registrar, Promotions, Fundraising, Parent Representative Liaison (usually two are needed), Webmaster and Secretary. Job descriptions vary by position and can be discussed with the current president.
- Position is for the whole school year from June to June when the change over happens. A debriefing meeting will happen in June between the current person and the new person filling the position. If your child attends more than one year, you can continue with the same position.
- All positions are required to attend monthly meetings (either via Zoom or in person depending upon public restrictions in place) and report anything regarding their position. The meetings usually last between 1 to 2 hours.
- Require a Vulnerable Sector Check to be on the Board.

Assisting with Classroom duties

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- Jobs could include making playdough, cutting out for crafts, doing laundry, fixing books, building new toys or fixing toys etc.
- Most the little jobs would be to take something home and bring it back when completed. Some of the Jobs would be on a rotating schedule assigned by the Parent Rep (like Laundry, Playdough, Cutting).

Christmas Parade and Fundraising support

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- Helping set up Christmas Float for the Almonte Parade. Preparing Candy canes and handouts if necessary.
- Assisting Fundraising board executive with fundraising initiatives. This could include handing out flowers or chocolates that we have sold or attending any fundraising or promotional events, like At a Glance or a Hot Chocolate stand at the Night Market.

Monthly Deep Cleaning Duties

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- Attending the school one Saturday a month to deep clean the classrooms. Usually happens on the second Saturday of the month in the morning.
- Includes washing chairs, baseboards, shoe stands, windows, etc.
- Happens from October to May every month.

Family Responsibilities

The Nursery School is a co-operative run by our teachers and our students' families. Each family has some responsibilities to help our school run smoothly. All families are scheduled for mandatory "Duty Days" throughout the year (approximately 3-5 days per year for the 2-day program, 5-8 days per year for the 3-day program, 10-15 days for the 5-day program). Your chosen adult must be from the child's household, either a parent/guardian or someone else the child lives with. Your chosen adult is required to spend the assigned day assisting in the classroom for the duration of the session. On your Duty Day, you are also required to provide a nutritious snack for the class, approximately 20 students. You can look at the parent handbook for ideas for the snack.

If your family cannot attend your scheduled Duty Day, it is your responsibility to find another student's family to replace you (the school can help you connect with other families). You must pay a \$25 fee to the family who replaces you and you are still required to provide snack on your scheduled day. Note that due to ratio requirements, you cannot bring siblings (including infants) to your Duty Day.

The individual who will be doing Duty Days must complete a Vulnerable Sector Check. Once acceptance is confirmed, the registrar will provide you with a letter to bring to the OPP office in Carleton Place to obtain your police check (see registration checklist for more details). They will also need to provide an up-to-date record of immunizations

Because of the ongoing pandemic, we ask for only one individual from the child's household be responsible for the Duty Days. This will help to cut down on the number of contacts within the school.

****We are planning for Volunteer Duty Days for the 2022-2023 school year. We ask that every family who registers understands that duty days are required. Due to ongoing changes and restrictions from the Ministry of Education, Public Health and the Ontario government and the fluid nature of the pandemic, we may not be allowed to have volunteers in our program. If that is the case, we will be hiring someone to assist in the class with what the volunteer does daily. We will inform you of the decision and status of the Duty Day Volunteer and snack obligations in the Welcome Letter, which is sent out mid to late August.****

Please indicate below who will be doing your Duty Days.

Name	Phone (home)
Relationship to child	Phone (cell)

*At this time, we are requiring all families to complete the necessary paperwork for the duty day volunteer, including the Vulnerable Sector Check and required immunizations by August 31st, 2022 or 6 weeks after receipt of the registration package.

E-transfer Policy

Monthly tuition e-transfers are due on the first of each month. An email reminder will be sent out on the first or prior to. Please be advised that after 7 days a payment reminder email will be sent and after 14 days the unpaid account will be considered in arrears.

The Executive Board of the Co-operative Nursery School of Almonte reserves the right to withdraw students from the program for any accounts in arrears if arrangements for payment have not been made.

Please be aware that we offer tuition subsidies if needed. Contact either the President at acnsmail@gmail.com or the Vice President for more information

Waitlist Policy for the 2022/2023 School Year

Both Waitlist A and B are only for the dated school year (2022/2023) and will not be carried over to the next year. A new waitlist will be started for the next school year when registration opens, and a new form will be required to be added to the next waitlist.

Once the registration list is completed/full, Waitlist A will begin for all students 30 months of age and older. Waitlist B will begin when the registration list is at capacity for students between the ages of 24 and 30 months old or if the student is under the age of 24 months. Students must turn 2 by May 31st, 2023 to be placed on Waitlist B, as they are not eligible to attend until the age of 2.

Registration List:

The Registration List only has room for four students who are between the ages of 24 and 30 months old by September 15, 2022. All students who are underage are limited to 2 days a week until they turn 30 months old. Once the student turns 30 months, they may attend more days or switch days if wanted and if there are spots available by contacting the registrar. We are only accepting 2 underage students per day. Once those four spots are full, the next students who register and are under the age of 30 months by September 15th, 2022, will be placed on Waitlist B even if there is still room on the Registration List.

List A:

Once the registration is full, Waitlist A will be started. Students on this list must be 30 months old when they are placed on the list (or by September 15th, 2022). They will be placed on the list in order of date that the waitlist application or registration form is received by the registrar.

List B:

Any students who are under the age of 30 months as of September 15th, 2022, will be added to Waitlist B. This list will be organized by age, with the oldest at the top. Once the child turns 30 months, the child would move to List A within the order the application was received by the registrar. When the child turns 30 months old, the registrar will inform the family that the child has switched lists and where they are on Waitlist A.

To be placed on either Waitlist, the waitlist form must be filled out and sent to the registrar acnsregistrar@gmail.com. Once the student is in spot 3 or higher, the registrar may be in contact with the family to get the proper paperwork for when and if a spot becomes available. This would include the registration forms, immunization records, etc.

At any time, a family may contact our registrar for an update on where a student is on the waitlist. The registrar will only provide the spot number. The registrar will not disclose personal information such as the names or birthdates of other students on the list.

A spot opens:

For students on any waitlist, the Nursery School will try give families 1 to 2 weeks notice that a spot is opening for a student on the waitlist. Families will have 5 days to confirm they still would like the spot. The registrar will attempt to contact the family twice by email and once by phone. If there is no response within the 5-day period, the registrar will move on to the next family on the list and their spot will remain. If a student does not accept a spot offered, the student may choose to remain on the waitlist or be removed and the next student would be contacted. All required paperwork and fees must be given to (or organized with) the registrar within one week of confirming the spot and BEFORE the student is allowed to start.