



## Registration Checklist 2023-2024

We encourage families to submit their registration packages (and immunization records) by email to [acnsregistrar@gmail.com](mailto:acnsregistrar@gmail.com). Registration will be on a first-come first-serve basis. Once all the required paperwork is received, we will hold a spot for your child.

Once your spot is confirmed, the registrars will ask for a signed copy of the registration package (if not received at time of registration) your one-time membership fee of \$50 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. If you have any questions or concerns, please contact the registrars at [assistantacns@gmail.com](mailto:assistantacns@gmail.com) or [acnsregistrar@gmail.com](mailto:acnsregistrar@gmail.com).

<b>To be submitted now:</b>	
	Completed Application (all 10 pages)
	Child's Immunization Record - photos/scans accepted only for holding spot; originals must be photocopied before start, or email version accepted (if forwarded from doctor's office)
<b>To be submitted within two weeks of placement confirmation from registrar:</b>	
	Annual Non-refundable Membership fee of \$50 in the form of cash, currently dated cheque or e-transfer (can be combined with prepaid tuition)
	Final month of tuition (based on registration paperwork) in the form of currently dated cheque or e-transfer (can be combined with membership fee). If the child is withdrawn before August 15 <sup>th</sup> , 2023, the final pre-paid month of tuition may be refunded at the discretion of the president, registrar, and treasurer. After August 15 <sup>th</sup> , it will be considered the final month of tuition and not refundable.
	Signed copy of registration paperwork. If a paper copy was received, or it was signed and scanned or signed on the computer, there is no need. The registrar will confirm.
<b>To be submitted later:</b>	
	E-transfers on the 1 <sup>st</sup> of every month, starting September 1 <sup>st</sup> until May. The treasurer will send a reminder on or before the 1 <sup>st</sup> of every month. (Unless semesterly option chosen) <b>OR</b> Nine postdated cheques, dated the 1 <sup>st</sup> of every month from September to May. These will be due by September 1 <sup>st</sup> , and arrangements can be made with the registrar or treasurer to receive them, either mailing or drop-off/pick up.
	Parent Helper immunizations due by August 31 <sup>st</sup> or within 4 weeks of receiving the registration package. Originals must be photocopied (or email versions accepted if forwarded from doctor's office) Required by the Ministry of Education, proof of immunity/vaccinations for: Up to date Diphtheria & Tetanus (every 10 years), Pertussis (whooping cough), Polio, and Measles, Mumps & Rubella
	Vulnerable Sector Check for the Parent Helper, due by August 31 <sup>st</sup> or within 4 weeks of receiving the registration package. Applications are done online through the OPP website. We do have a letter from the Nursery School that will be provided at time of confirmation to show it is a volunteer position. Original must be seen and photocopied, or email forwarded directly from OPP.
	Read the Parent Handbook and Covid Policy Website Link: To be revised and sent at a later date



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

Office Use Only	
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**Registration Package 2023/2024**

**Child's Information**

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

\*\*If Child is under the age of 30 months as of September 15<sup>th</sup>, 2023, please see attached waitlist policy. \*\*

Known Allergies, Medical Conditions or Special Dietary Needs

**Parent/Guardian Information (First Contact)**

Name	Relationship to Child
Address, Town, Postal Code	Phone (Primary)
	Phone (Secondary)
	Phone (Work)
Place of Work	Email

**Parent/Guardian Information (Second Contact)**

Name	Relationship to Child
Address, Town, Postal Code	Phone (Primary)
	Phone (Secondary)
Place of Work	Phone (Work)
Email	To Receive school emails Yes <span style="float: right;">No</span>

**Emergency Contact (other than parents)**

Name	Relationship to Child
Phone (Primary)	Phone (Secondary)



# The Co-operative Nursery School of Almonte

## Person(s) Authorized to Pick up (other than Parents and Emergency contact)

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

## Child's Physician Information

Doctor's Name	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 problems or fears the teachers should be aware of?	
Is there a second language spoken at home? If so, which one(s)?	
Are there any siblings at home? If so, how many and what are their ages?	
Is the child toilet trained? This is not a requirement for the Monday to Thursday program. Children must be fully toilet trained to be registered for the Friday program.	YES NO
Any additional information we should know about your child?	

## Additional Information

Do you have any hobbies or aptitudes that would be of interest to the children and that you would be willing to share?	
Do you have a place where an outing would be suitable for preschool children to visit? Examples would include a sugar bush or farm.	
How did you find out about the Nursery School?	



Registration Information

Monday to Thursday Program Choice (9am to 11:30am)				
Number of Days	2	3	4	
Preferred Days	Monday	Tuesday	Wednesday	Thursday
<p>**Limited spaces are available for children between the ages of 24 and 30 months. Under-age children (between 24 and 30 months) will only be able to attend 2 days a week until they turn 30 months. Children must be two before eligible to attend the program. Please see attached waitlist policy.</p>				

Friday Program (9am to 1pm) – Kindergarten Readiness	
YES	NO
<p>**To be enrolled in the Friday program, your child must turn 3 years old on or before December 31<sup>st</sup> and be fully toilet trained.</p>	

Tax Receipt Information

Tax Receipts are issued twice a year.  
 The first receipt covers September to December and will be issued before February 28<sup>th</sup>.  
 The second covers January to June and will be sent out by the end of August.

Please indicate who you would like the tax receipts addressed to:	
<input type="checkbox"/>	First and Second Contact (Both parents) – from page 2
<input type="checkbox"/>	First Contact Only – from page 2
<input type="checkbox"/>	Second Contact Only – from page 2
<input type="checkbox"/>	Other - Please list full name(s) and address (with town and postal code) below



Fees

<p>I agree to submit an <b>annual, non-refundable membership fee of \$50</b> within two weeks of registration confirmation by the registrar and before my child starts the program, payable by either e-transfer, cash, or currently dated cheque.</p>	
<p>I agree to submit the <b>pre-paid final month of tuition</b> (based on registration at time of acceptance) within two weeks of registration confirmation and before my child starts the program, payable by either e-transfer, cash, or currently dated cheque.</p>	
<p>I agree that if adjustments are made to the child's registration during the school year (adding or subtracting days), the adjustment to the pre-paid final month tuition will be made in June (or the child's final month). The treasurer will contact the families with the balance owing or the refund to be made.</p>	
<p>Choose ONE of the following payment methods</p>	
<p><b>Monthly E-transfer</b>            I will be paying the monthly tuition via e-transfer. I agree to send 9 e-transfers, the 1<sup>st</sup> of every month (September to May). An email reminder will be sent out on the 1<sup>st</sup> of every month. See e-transfer policy attached.</p>	<p><b>Monthly Post-Dated Cheques</b>            I will be paying the monthly tuition via post-dated cheque. I agree to write 9 post-dated cheques, dated the 1<sup>st</sup> of every month (September to May). These will be due by the 1<sup>st</sup> of September.</p>
<p><b>Semesterly E-transfer</b>            I will be paying semester tuition via e-transfer. I agree to send 2 e-transfers, one on the 1<sup>st</sup> of September for a 5-month semester, and one on the 1<sup>st</sup> of February for the 4-month semester. See e-transfer policy attached.</p>	<p><b>Semesterly Post Dated Cheques</b>            I will be paying semester tuition via post-dated cheque. I agree to write 2 post-dated cheques, one on the 1<sup>st</sup> of September for a 5-month semester, and one on the 1<sup>st</sup> of February for the 4-month semester. These will be due by September 1<sup>st</sup>.</p>
<p>Monthly Tuition 2023/2024            2-day program - \$154 with Fridays \$238            3-day program - \$231 with Fridays \$315            4-day program – \$308 with Fridays \$392</p>	<p>I understand and agree to the fees due at time of registration and on the 1<sup>st</sup> of every month (or semesterly).</p> <p style="text-align: right; margin-top: 20px;">_____ Signature</p>

**\*\*At this time, we are NOT enrolled in the \$10 per day childcare program.\*\***

We do have subsidies available. Please email [acnsmail@gmail.com](mailto:acnsmail@gmail.com) or [vp.almontenurseryschool@gmail.com](mailto:vp.almontenurseryschool@gmail.com) for more information.



Permissions/Authorizations

<p><b>Medical Emergency</b></p> <p>In the event that I cannot be reached, and my child needs immediate medical attention, I authorize the Cooperative Nursery School of Almonte Inc to make the necessary arrangements.</p>	<hr/> <p style="text-align: center;">Signature of Parent</p> <hr/> <p style="text-align: center;">Date</p>
<p><b>Photo Release</b></p> <p>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.</p>	<hr/> <p style="text-align: center;">Signature of Parent</p> <hr/> <p style="text-align: center;">Date</p>
<p><b>Field Trip Authorization</b></p> <p>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.</p>	<hr/> <p style="text-align: center;">Signature of Parent</p> <hr/> <p style="text-align: center;">Date</p>
<p><b>Social Media Release</b></p> <p>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, 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.</p>	<hr/> <p style="text-align: center;">Signature of Parent</p> <hr/> <p style="text-align: center;">Date</p> <p style="text-align: center;">I do not give permission</p>
<p><b>Hand Sanitizer</b></p> <p>Periodically, we use hand sanitizer instead of washing hands for the children, especially when they put their hands in their mouth or sneeze/blow their nose. I give permission for my child to use hand sanitizer.</p>	<hr/> <p style="text-align: center;">Signature of Parent</p> <hr/> <p style="text-align: center;">Date</p> <p style="text-align: center;">I do not give permission</p>
<p><b>Diaper Cream</b></p> <p>If your child needs diaper cream, we can apply it. It must be parent supplied and put in their backpack, labelled. Please make staff aware of the days that it may be required to be put on.</p>	<hr/> <p style="text-align: center;">Signature of Parent</p> <hr/> <p style="text-align: center;">Date</p> <p style="text-align: center;">I do not give permission</p>



Child's Medical and Immunization Records

Child's Name	Birthdate
Previous Communicable Diseases to Date (specify when if applicable)	
Previous Injuries or Illnesses	

Please complete the following table OR provide a clear photocopy of your child's immunization records

Date			Diphtheria, Tetanus Hib	Pertussis	Polio	Measles, Mumps and Rubella	Meningococcal	Varicella
Y	M	D						

I will be providing originals of my child's immunization records to photocopy.

\*Please note. This information is required by the LGL District Health Unit and may be forwarded to them.

Parent Helper Immunization Records

Please complete the following table OR provide a clear photocopy of the parent helper's immunization records.

Date			Diphtheria, Tetanus (Within last 10 years)	Pertussis	Polio	Measles, Mumps and Rubella
Y	M	D				

I will be providing originals of the Duty Day adult's immunization record to photocopy.



### 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 pitches in to help with the school and to keep our costs down. 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 registrars at [acnsregistrar@gmail.com](mailto:acnsregistrar@gmail.com) or [assistantacns@gmail.com](mailto:assistantacns@gmail.com) or the president at [acnsmail@gmail.com](mailto:acnsmail@gmail.com).

	<p><b>Parent on the Executive Board (8 to 12 Parents)</b>          Jobs include President, Vice President, Treasurer, Registrar, Promotions, Fundraising, Parent Rep, Webmaster and Secretary. Job descriptions vary by position and can be discussed with the current president.          The position is for the whole school year (from June to June). A debriefing will happen in June between the current person and the new person in the position. If your child attends for more than one year, you can continue in the same position or switch.          All positions are required to attend monthly meetings (either via Zoom or in person) and report anything regarding their positions. Meetings last between 1 to 2 hours.          A Vulnerable Sector Check is required to be on the Board</p>
	<p><b>Assisting with Classroom Duties (4 to 6 Parents)</b>          Jobs include making playdough, cutting out for crafts, laundry, fixing books or toys, building new toys, etc.          Most of the jobs would be to take home and bring back when completed. Teachers will hand out tasks on an as needed basis.</p>
	<p><b>Christmas Parade and Fundraising Support (8 to 12 Parents)</b>          Helping set up the Christmas Float for the Almonte Parade. Preparing Candy canes and hand-outs as needed          Assisting Fundraising team with any initiatives. Could include handing out flowers/chocolates or attending fundraising/promotional events.</p>
	<p><b>Monthly Deep Clean (5 to 8 Parents)</b>          Attending the monthly clean one Saturday a month. Usually takes place on the second Saturday of the month. Happens from October to May.          Includes cleaning carpets, washing shelves and baseboards.</p>
	<p><b>Helping with extras (3 to 5 Parents)</b>          Tasks will be on certain days of the year to help with set up of classroom/special days, including year-end celebrations, photo days. Must be available for the time during school hours.  <u>Set up and Take Down of Classroom</u> -- Set up includes cleaning of tables/chairs, helping set up large pieces before school begins (end of August/early September). Take down includes cleaning tables, organizing toys and books after school is completed. One day commitments (a few hours each day).  <u>Set up/Take down for Year-End Celebration</u> -- Setting up and putting away tables and chairs. Cleaning up hall. Potentially a two-day commitment that happens before 9am and after the celebration ends.  <u>Photo Assistant</u> -- Coming in on photo days to help take students down the hall and assist with family photos as needed. During school hours (and a little after), two days of photos.</p>
	<p><b>Short Notice Parent Helper (2 to 3 Parents)</b>          Able to come in on short notice when scheduled parent helper is unable to fulfill their day. May be called in the morning of the day required or the night before. Depending on the situation, may receive a \$40 (or \$50 for Fridays) payment from the scheduled parent.          VSC and Immunizations required to be on file for the Short Notice Helper.</p>
	<p><b>Supply Teacher (2 to 3 Parents)</b>          Must have First Aid and CPR Level C, VSC, and immunizations on file.          May be short notice or scheduled days depending on needs of teaching staff.          Is an as needed and paid position. Email <a href="mailto:acnsmail@gmail.com">acnsmail@gmail.com</a> for more info.</p>





## Family Responsibilities

The Nursery School is a co-operative run by our teachers and our students' families. On top of the volunteering duties, all families are scheduled for mandatory "Duty Days" throughout the year (approximately 4-5 days per year for the 2-day program, 6-8 days per year for the 3-day program, 10-15 days for the 5-day program).

Your chosen adult is required to spend the assigned day assisting in the classroom for the duration of the session. This would include spending time with the children, taking them to the bathroom, washing dishes, sweeping, and mopping, etc. On your Duty Day, you are also required to provide a nutritious snack for the class for 24 students, 16 on Fridays. You can look at the parent handbook for ideas for the snack.

The individual(s) who is chosen to be the Duty Day Adult must provide a clear Vulnerable Sector Check from the OPP (or the affiliated police agency in your residing area). Once acceptance is confirmed, the registrar will send a letter stating the need for the VSC for a volunteer role. It is then to be taken or sent to the OPP. They must also provide a record of immunizations or proof of immunity (see Registration Checklist for list). The VSC and immunization record is required for any adult who will be attending the duty days. These documents are required by the Ministry of Education and the duty day adult cannot attend their days until they are received. This paperwork is due by August 31<sup>st</sup> or within 3 weeks (whichever is later) of registration being confirmed. The registrar will confirm the date with you at registration.

Please indicate who will be doing your duty days.

Name	Primary Phone
Relationship to Child	Secondary Phone
Name	Primary Phone
Relationship to Child	Secondary Phone

### Acknowledgement of Duty Day Adult Paperwork Deadline

I understand the paperwork (VSC and immunization records) for the duty day adult(s) are required by the Ministry of Education and I will provide these documents by deadline given to me or my child may be withdrawn from the program.	
Name	Signature



### Acknowledgement of Co-operative Program

I acknowledge that this is a **Co-operative** program which requires families to be involved with the school. This includes Duty Days, Volunteer responsibilities and any other initiatives or opportunities that may arise. My family and I will assist the school and program in any way possible.

Name	Signature
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### Missing or Switching Days

If your family cannot attend your scheduled Duty Day, it is your responsibility to find another student's family to replace you. The parent representatives from the executive board may be able to help you with the process of finding a replacement. You can either switch days with the replacement family or pay a \$40 fee (\$50 fee for Fridays) to that replacement family/school. You are still required to provide snacks on your scheduled day (unless you switch days with another family). If you cannot provide snacks, you will be asked to submit an additional \$30 fee to cover the cost of snacks. Please let your parent reps know when switching days.

I acknowledge that I am required to find a replacement for any duty days that I cannot fulfill and that I must switch days or pay the fees associated with missing days.

Name	Signature
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Note that due to ratio requirements, you cannot bring siblings (including infants) to your Duty Day.

## **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](mailto:acnsmail@gmail.com) or the Vice President at [vp.almontenurseryschool@gmail.com](mailto:vp.almontenurseryschool@gmail.com) for more information

### **Late Payment Policy**

Late payments will be subject to a late payment fee of \$10 as well as an admin fee of \$3.

Accounts in arrears will be followed up with by the President.

## **Waitlist Policy for the 2023/2024 School Year**

Both Waitlist A and B are only for the dated school year (2023/2024) 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 31<sup>st</sup>, 2024 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<sup>th</sup>, 2023. 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 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 15<sup>th</sup>, 2023, 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 15<sup>th</sup>, 2023). 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 15<sup>th</sup>, 2023, 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. This may cause other children (even if they are older) to move down the list, depending on when the application was received. 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 (or registration package) must be filled out and sent to the registrar [acnsregistrar@gmail.com](mailto: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 3 business 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 3-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.