



New Student Registration Checklist 2024-2025

We encourage families to submit their registration packages (and immunization records) by email to 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 of confirmation from registrar to reserve your spot, otherwise your child's place will be forfeited, which will be arranged with registrar. If you have any questions or concerns, please contact the registrars at assistantacns@gmail.com or acnsregistrar@gmail.com.

To be submitted together, when registering:	
	Completed Application (all 9 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)
To be submitted within two weeks of placement confirmation from registrar:	
	Annual Non-refundable Membership fee of \$50 in the form of cash or e-transfer (can be combined with prepaid tuition)
	Final month of tuition (based on registration paperwork) in the form of e-transfer (can be combined with membership fee). If the child is withdrawn before August 15 th , the final pre-paid month of tuition may be refunded at the discretion of the president, registrar, and treasurer. After August 15 th , 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.
To be submitted later:	
	E-transfers on the 1st of every month , starting September 1 st until May. The treasurer will send a reminder on or before the 1 st of every month.
	Parent Helper immunizations due by August 31st 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 31st 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 (To be revised and sent at a later date) This has vital information for you on how our program rules, and the policies and procedures of the school. It must be reviewed before the start of school, and signed off on the 1 st week of school.



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Child's Information 2024/2025

Every line must be filled out

First Name		Last Name	Usual Name
Gender	Birthdate MM/DD/YY	Address, Town, Postal Code	

****If Child is under the age of 30 months as of September 15th, 2024, please see attached waitlist policy. ****

Known Allergies, Medical Conditions or Special Dietary Needs

Parent/Guardian Information (First Contact – Registrar and Treasurer will contact this person only)

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

Parent/Guardian Information (Second Contact)

Name	Relationship to Child
Address, Town, Postal Code	Phone (Primary)
	Phone (Secondary if needed)
Place of Work	Phone (Work if needed)
Email	To Receive Emails (newsletters, Parent info, etc)
	Yes No

Emergency Contact (other than parents)

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

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



The Co-operative Nursery School of Almonte

Child's Medical Information

Previous Communicable Diseases to Date (specify when if applicable) ie chicken pox, measles		
Previous Injuries or Illnesses ie broken bones, medical conditions		
Doctor's Name	Address	Phone

*We are required to see original vaccination records for the following immunizations: Diphtheria, Tetanus, Hib, Pertussis, Polio, Measles, Mumps, Rubella, Meningococcal, and Varicella. They can either be forwarded from the doctor's office or seen at school and photocopied. Photos/Scanned copies will only be used to hold a child's spot.

Child Development

What things do you see as priorities or goals for your child to learn while attending Nursery School?	
Does your child have any problems or fears that 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?	
Does your child have any developmental challenges that we should be aware of or may need special support for? If yes, please explain. Feel free to contact the school separately to discuss, if preferred.	
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.	



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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 31st and be fully toilet trained.</p>	

How did you find out about the Nursery School? Check all that apply.

- Returning Family
- Google/Online Search
- Posters/Advertising around town
- Friends/Family (Who referred you)
- Talked to someone from the school
- Facebook (Ad or group)
- Online Advertising (Specify where)
- Other
- Please add specifics if possible:



The Co-operative Nursery School of Almonte

Fees

<p>I agree to submit an annual, non-refundable membership fee of \$50 within two weeks of registration confirmation by the registrar and before my child starts the program, payable by either e-transfer or cash.</p>	
<p>I agree to submit the pre-paid final month of tuition (based on registration at time of acceptance) within two weeks of registration confirmation and before my child starts the program, payable by e-transfer.</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 May (or the child's final month). The treasurer will contact the families with the balance owing or the refund to be made.</p>	
<p>I will be paying the monthly tuition via e-transfer. I agree to send 9 e-transfers, the 1st of every month (September to May). An email reminder will be sent out prior to the 1st.</p>	
<p>I understand and agree to the fees due at the time of registration and on the 1st of every month.</p>	
<p>_____</p> <p>Signature</p>	
<p>Monthly Tuition 2024/2025</p> <p>2-day program - \$161 with Fridays \$249</p> <p>3-day program - \$242 with Fridays \$330</p> <p>4-day program – \$322 with Fridays \$410</p>	<p>**At this time, we are NOT enrolled in the \$10 per day childcare program.**</p> <p>Other payment options are available upon request; please reach out to the registrar at acnsregistrar@gmail.com</p>

We do have subsidies available. Please email acnsmail@gmail.com or vp.almontenurseryschool@gmail.com for more information. This is a confidential process between the president, vice president, treasurer and family.

Tax Receipt Information

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

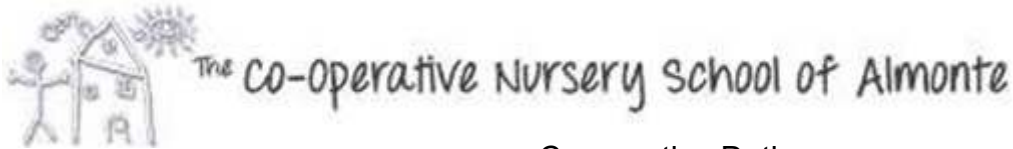
Please indicate who you would like the tax receipts addressed to:

	First and Second Contact (Both parents) – from page 2
	First Contact Only – from page 2
	Second Contact Only – from page 2
	Other - Please list full name(s) and address (with town and postal code) below



Permissions/Authorizations

<p>Medical Emergency</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>Signature of Parent</p> <hr/> <p>Date</p>
<p>Photo Release</p> <p>From time to time, the local newspaper may 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>Signature of Parent</p> <hr/> <p>Date (MM/DD/YY)</p>
<p>Field Trip Authorization</p> <p>Throughout the year, the Nursery School may 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 for bringing and attending with their child to the field trip. I give permission for my child to participate in the field trips organized by the Nursery School.</p>	<hr/> <p>Signature of Parent</p> <hr/> <p>Date (MM/DD/YY)</p>
<p>Social Media Release</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>Signature of Parent</p> <hr/> <p>Date (MM/DD/YY)</p> <p>I do not give permission</p>
<p>Hand Sanitizer</p> <p>Periodically, we may use hand sanitizer for the children. For example, if 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>Signature of Parent</p> <hr/> <p>Date (MM/DD/YY)</p> <p>I do not give permission</p>
<p>Diaper Cream</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. We will not apply diaper cream on your child unless you have requested.</p>	<hr/> <p>Signature of Parent</p> <hr/> <p>Date (MM/DD/YY)</p> <p>I do not give permission</p>



Cooperative Duties

The Cooperative Nursery School of Almonte operates smoothly with our teachers and with participation from our families. 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. This does not need to be a parent, but a friend, grandparent or another relative. Your family may not get your top choice but we will do our best to accommodate it. If you would like more information about any of the jobs, please do not hesitate to contact the registrars at acnsregistrar@gmail.com or assistantacns@gmail.com or the president at acnsmail@gmail.com.

	<p>Parent on the Executive Board (8 to 12 Parents) – Vulnerable Sector Check required 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.</p>
	<p>Fundraising Support (6 to 10 Parents) - VSC not required Assisting Fundraising team with any initiatives. Could include handing out flowers/chocolates or attending fundraising events. Helping plan fundraising events throughout the year.</p>
	<p>Promotions and Christmas Parade (6 to 10 Parents) – VSC not required Helping set up the Christmas Float for the Almonte Parade. Preparing Candy canes and hand-outs as needed. Attending promotional events to advertising the school like At-a-Glance, Mom2Mom sales. Putting up flyers in town or neighboring towns.</p>

Would you be interested in being a **Short Notice Parent**?

YES

NO

The Short Notice Parent needs to be able to come in on short notice when the scheduled parent helper is unable to fulfill their day. You may be called on the morning of the day required or the night before. Depending on the situation, you may receive a \$40 (or \$50 for Fridays) payment from the originally scheduled parent. VSC and Immunizations are required to be on file for the Short Notice Helper.

Would you be interested in being a **supply teacher** for the program?

YES

NO

You must have First Aid and CPR Level C, VSC, and immunizations on file. It may be short notice or scheduled days depending on the needs of teaching staff. This is an as needed and paid position. Email acnsmail@gmail.com for more information.



Family Responsibilities

The Nursery School is a co-operative organization that is run by our teachers and our students' families. As well as the cooperative 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). Fridays are scheduled separately from the regular program; all Friday families will be scheduled for Duty Days on Fridays. The schedules are done in advance, and you can request specific days (or days unavailable days) to align with your family schedule. This must be submitted prior to the schedule being created.

Your chosen adult (which can be more than one) 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 snack ideas.

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 sent via the OPP website. 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 31st or within 4 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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Monthly Cleaning Responsibilities

All families will be required to take part in the monthly deep cleaning of the classroom. This takes place on the second Saturday morning of every month, from October to May. It usually takes about 2 to 3 hours. Anyone in the family can attend the monthly clean (parent, grandparent, even a family friend); they do not need vulnerable sector checks or immunizations on file (as it is outside classroom hours). Families must sign up for at least two monthly cleaning Saturdays throughout the year. Sign up for days and more information will be available during the orientation night or sent in September (or after registration is confirmed).

I acknowledge that there are cleaning days that my family is required to participate in.

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.

Waitlist Policy for the 2024/2025 School Year

Both Waitlist A and B are only for the dated school year (2024/2025) 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 children 30 months of age and older. Waitlist B will begin when the registration list is at capacity for children between the ages of 24 and 30 months old or if the child is under the age of 24 months. Children must turn 2 by April 30th, 2025 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 15th, 2024. 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 children who register and are under the age of 30 months by September 15th, 2024, 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. Children on this list must be 30 months old when they are placed on the list (or by September 15th, 2024). 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 child who are under the age of 30 months as of September 15th, 2024, 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. Once the child 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 their child 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 others on the list.

A spot opens:

For children on any waitlist, the Nursery School will try give families 1 to 2 weeks notice that a spot is opening. 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 on the waitlist.

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 received by (or organized with) the registrar within one week of confirming the spot and BEFORE the student is allowed to start.