



## New Student Registration Checklist 2025-2026

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. The one-time membership fee of \$50 is due at time of registration, but only once a spot is confirmed for your child. A spot will be held for one week until this fee is paid.

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 together, when registering:</b>	
	Completed Application (all 9 pages)
	Child's Immunization Record - photos/scans accepted only for holding spot; originals must be photocopied by a teacher or registrar before start, or email version accepted (if forwarded from doctor's office)
	Annual Non-refundable Membership fee of \$50 in the form of cash or e-transfer ( <b>only sent once space is confirmed with the registrar</b> )
<b>To be submitted within two weeks of placement confirmation from registrar:</b>	
	Final month of tuition (based on registration paperwork) in the form of e-transfer. If the child is withdrawn before August 15 <sup>th</sup> , 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.
	Original vaccination records to be seen and photocopied by director, teacher or registrar, if originals were not sent or seen at time of registration.
<b>To be submitted later:</b>	
	E-transfers on <b>the 1<sup>st</sup> of every month</b> , 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.
	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 <sup>st</sup> week of school.
	<b>If needed (HIGHLY RECOMMENDED for BOTH Programs):</b> 1. Vulnerable Sector Check for Board members and any adults interested in assisting in the classroom. 2. Immunization records for any adults interested in assisting the program. Immunizations include: Up to date Diphtheria & Tetanus (every 10 years), Pertussis (whooping cough), Polio, and Measles, Mumps & Rubella



# The Co-operative Nursery School of Almonte

Office Use Only	
ADM	
WDL	
MBR	
TUIT	
CRC	
IMM	

Child's Information 2025/2026

**\*Every line must be filled out\***

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

**\*\*Children between 18 and 30 months will be enrolled in the Toddler Program,  
Children between 30 months and 5 years will be enrolled in the Preschool Program \*\***

**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 <span style="margin-left: 100px;">No</span>

### 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

## Registration Information - Preschool Program

Monday to Thursday Program Choice – minimum of 2 half days Mon. or Wed. mornings 9am to 11:30am. Mon. through Thurs. afternoons 12:30pm to 3pm				
Enroll in this program.	YES		NO	
Mornings	Monday		Wednesday	
Afternoons	Monday	Tuesday	Wednesday	Thursday
Children must be 30 months by September 15 <sup>th</sup> to be enrolled in this program. If not, they can be enrolled in the Toddler program for Tuesdays and Thursday.				

<b>Friday Program (9am to 1pm) – Kindergarten Readiness</b>		
Enroll my child in this program	YES	NO
**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. Must be enrolled in the Preschool program.		

## Fees – Preschool Program

Monthly Tuition 2025/2026  2-half day program - \$91.20 with Fridays \$136.80 3-half day program - \$136.80 with Fridays \$182.40 4-half day program - \$182.40 with Fridays \$218.80 6-half day program - \$258.40 with Fridays \$304 *If attending on a morning and afternoon in the same day, fees are slightly reduced. Registrar will notify you of the proper fees.	**We are currently enrolled in the subsidized government childcare program (CWELLC).** Other payment options are available upon request; please reach out to the registrar at <a href="mailto:acnsregistrar@gmail.com">acnsregistrar@gmail.com</a>
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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. This is a confidential process between the president, vice president, treasurer and family.

## Registration Information -Toddler Program

Tuesdays and Thursday (9am to 11:30am) – enrollment is for both days		
Enroll in this program	YES	NO
This program is for children between 18 and 30 months of age. Children must be 18 months of age by September 1 <sup>st</sup> , 2025, to be eligible for enrollment. If a child is under the age of 18 months, please fill out the waitlist form.		

## Fees – Toddler Program

Monthly Tuition 2025/2026 for the Toddler Program  2-day program - \$91.20	**We are currently enrolled in the subsidized government childcare program (CWELLC).** Other payment options are available upon request; please reach out to the registrar at <a href="mailto:acnsregistrar@gmail.com">acnsregistrar@gmail.com</a>
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# The Co-operative Nursery School of Almonte

## Fee Acknowledgement – BOTH Programs

I agree to submit an <b>annual, non-refundable membership fee of \$50</b> at the time of registration. It is only to be submitted once the registrar confirms a space available for the child, payable by e-transfer or cash.
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 e-transfer.
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 at the time of the adjustment. Adjustments are for the next month of the program and must be made in writing two weeks before the start of the month.
I will be paying the monthly tuition via e-transfer. I agree to send 9 e-transfers on the 1 <sup>st</sup> of every month (September to May). An email reminder will be sent out prior to the 1 <sup>st</sup> .
I understand and agree to the fees due at the time of registration and on the 1 <sup>st</sup> of every month.
_____ Signature

## 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.

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

<input type="checkbox"/>	Returning Family	<input type="checkbox"/>	Google/Online Search
<input type="checkbox"/>	Posters/Advertising around Town	<input type="checkbox"/>	Online Advertising (Where)
<input type="checkbox"/>	Friends and Family	<input type="checkbox"/>	Facebook (Ad, page or group)
<input type="checkbox"/>	Talked to someone from the school	<input type="checkbox"/>	Other

Please Specify if possible:



**Child's Medical Information**

Previous Communicable Diseases to Date (specify when if applicable) i.e. chicken pox, measles		
Previous Injuries or Illnesses i.e. broken bones, medical conditions		
Any other relevant information		
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 and will not be considered completed until either the director, a teacher or the registrar sees and photocopies the originals. A child CANNOT start until the originals are seen and photocopied for their file.

**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 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.	



**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>Signature of Parent</p> <hr/> <p>Date</p>
<p><b>Photo Release</b></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 aids. 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><b>Field Trip Authorization</b></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><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>Signature of Parent</p> <hr/> <p>Date (MM/DD/YY)</p> <p>I do not give permission</p>
<p><b>Hand Sanitizer</b></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><b>Diaper Cream</b></p> <p>If your child needs diaper cream, we can apply it. It must be the parents 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. The following activities and opportunities are needed for the running of our school. If you would like more information about any of the following opportunities, 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).

### Fundraising and Promotions

We do have promotional and fundraising events throughout the year. Families are required to assist in or with at least 2 events throughout the year. Events can include (but are not limited to) the Almonte Night Markets, the Carleton Place Mom 2 Mom sales, the Almonte Christmas Parade, and food fundraisers (like chocolate or pizza). More information will come as the events roll out during the year.

### Parent Run Executive Board

Our program is a cooperative, non profit, which means we are run by our members (the parents of our kids). There must have at least 8 families on our board to be able to run the school (10 to 12 is ideal). The positions on the board include President, VP, Secretary, Treasurer, Assistant Registrar, Parent Reps, Fundraising/Promotions, and Webmaster. The job descriptions and time commitment vary and can be discussed with the president or registrar. 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 to a new one. 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. We discuss, plan, and vote on policies/procedures, issues/challenges, and activities/opportunities that affect the school now and in the future.

Would you be interested in being on our Executive Board?

YES

NO

Position: \_\_\_\_\_

\*\*You must have a clear, recent vulnerable sector check on file, and must sign an offense declaration yearly to continue to be on the executive board.\*\*

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, paid position.\*\*

### Acknowledgement of Co-operative Program

I acknowledge that this is a <b>Co-operative</b> program which requires families to be involved with the school. This includes Fundraising initiatives, 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, including in assisting with <b>at least two fundraising and promotional events</b> .	
Name	Signature



## Family Responsibilities/Opportunities

### 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 (may change depending on holidays), from October to May at 8:30am. It usually takes about 2 to 3 hours. Anyone in the family can attend the monthly cleaning (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 participate in at least two monthly cleaning Saturdays throughout the year.

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

Please pick your top 4 choices for cleaning days (number 1 through 4). We will do our best to accommodate your top choices. It is on a first come first serve basis and we cannot guarantee your top choices.

	October		March
	November		April
	December		May
	February		

### Additional Volunteering Opportunities

The Nursery School is a cooperative organization that is run by our teachers and our students' families. As well as the cooperative duties, families may choose to volunteer within the program. This is not a mandatory requirement and is HIGHLY recommended, but it does provide new and enriching opportunities for the children. Families can help by scheduling time to show off hobbies, creating art projects, reading books, doing science projects, or other activities with the children.

The volunteering adult or adults (cannot be more than two) 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. The ones required include: Up to date Diphtheria & Tetanus (within the last 10 years), Pertussis (whooping cough), Polio, and Measles, Mumps & Rubella. The VSC and immunization record is required for any adult who will be assisting in the classroom. These documents are required by the Ministry of Education and must be received before someone can assist in the classroom. It is highly recommended that one family member has this paperwork on file at the nursery school.

Please indicate any people and activities that your family would be willing to do in the classroom.

Name	Primary Phone
Relationship to Child	Activity
Name	Primary Phone
Relationship to Child	Activity



# Waitlist Policy for the 2025/2026 School Year

Both Toddler and Preschool Waitlists are only for the dated school year 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.

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 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.

## **Toddler Registration:**

Children must be between the ages of 18 and 30 months as of September 1<sup>st</sup> (or when enrolling in the program if later in the year) to be enrolled in the toddler program. Children younger than 18 months will be added to the Toddler Waitlist, and children older than 30 months will be added to the Preschool program/waitlist.

## **Toddler Waitlist:**

Any child who are under the age of 18 months as of September 1<sup>st</sup> will be added to the Toddler Waitlist. This list will be organized by the date waitlist form or registration package was received by the registrar. Once registration is full for the Toddler Program, all children younger than 30 months will be added to this waitlist. If a child turns 30 months while on this waitlist, they will move to the Preschool Waitlist or may be eligible to be enrolled in the preschool program.

## **Preschool Registration:**

Children must be 30 months as of September 1<sup>st</sup> (or when enrolling in the program if later in the year) to be enrolled in the preschool program. Children younger than 30 months will be added to the Toddler program/waitlist.

## **Preschool Waitlist:**

Once the registration is full, the Preschool Waitlist will be started. Children on this list must be 30 months old when they are placed on the list (or by September 1<sup>st</sup>). They will be placed on the list in order of date that the waitlist application or registration form is received by the registrar.

**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 once 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.