

New Student Registration Checklist 2025-2026

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. 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 or acnsregistrar@gmail.com.

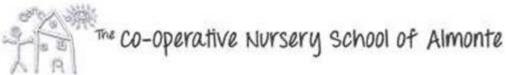
To be subn	nitted together, when registering:
	Completed Application (all 9 pages)
	Child's Immunization Record - photos/scans accepted only for holding spot; originals
	must be photocopied by a teacher or registrar before start, or email version accepted (if
	forwarded from doctor's office)
	Annual Non-refundable Membership fee of \$50 in the form of cash or e-transfer (only
	sent once space is confirmed with the registrar)
To be subn	nitted within two weeks of placement confirmation from registrar:
	Final month of tuition (based on registration paperwork) in the form of e-transfer.
	If the child is withdrawn before August 15th, the final pre-paid month of tuition may be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 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.
To be subn	nitted later:
	E-transfers on the 1 st of every month , starting September 1 st until May. The treasurer
	will send a reminder on or before the 1 st 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 st week of school.
	If needed (HIGHLY RECOMMENDED for BOTH Programs):
	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



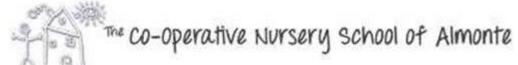
The Co-operative Nursery School of Almonte

Office	Use Only
ADM	
WDL	
MBR	

Child's Information 2025/2026 *E			very line must be filled out*		
First Name Last Name		Last Name	Usu	al Name	IMM I
Gender	Birthdate MM/DD/YY	Address, Town, Posta	al Code		
	Children between	30 months and 5 years	will be enrol	lled in the Toddler Prog led in the Preschool Pro Special Dietary Nee	ogram **
	Guardian Informatio	n (First Contact – R	egistrar and	Treasurer will contact to	his person only)
Name				nip to Child	
Address	, Town, Postal Code		Phone (Pr	imary)	
			Phone (Se	econdary If needed)	
			Phone (W	ork if needed)	
Place of	Work		Email		
Parent/0	Guardian Informatio	n (Second Contact)			
Name			Relationsh	nip to Child	
Address	, Town, Postal Code		Phone (Pr	imary)	
			Phone (Se	econdary if needed)	
Place of Work			Phone (W	ork if needed)	
Email			To Receiv	e Emails (newsletters, l	Parent info, etc.)
				Yes	No
	cy Contact (other than p	parents)	15.1.0		
Name			Relationship to Child		
Phone (Primary)			Phone (Se	econdary if needed)	
Person(s) Authorized to Pic	k up (other than Pa	rents and	Emergency contact)
Name	s) Authorized to Pic	Relationship to Child		Phone	
Name		Relationship to Child		Phone	
Name		Relationship to Child		Phone	



Registration Informa							
Monday to Thursday P Mon. or Wed. mornings	rogram Cho s 9am to 11:	ice – mini 30am. Mo	mum of 2 h on. through	alf days Thurs. afte	rnoons	12:30pm to 3pr	n
Enroll in this program.		YES			NO		
Mornings	N	londay			Wedi	Wednesday	
Afternoons	Monday		Tuesday		Wedn	esday	Thursday
Children must be 30 me the Toddler program fo	onths by Se r Tuesdays	ptember ′ and Thur	15 th to be er sday.	nrolled in th	is progra	am. If not, they	/ can be enrolled in
Friday Program (9a	m to 1pm)	- Kinde	rgarten R	eadiness			
Enroll my child in this p	rogram			YES	3		NO
**To be enrolled in the fully toilet trained. Must	Friday prog	ram, your I in the Pr	child must eschool pro	turn 3 year gram.	s old on	or before Dece	ember 31 st and be
Fees - Preschool Pro	ogram			_			
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 enroused subsidized government chi (CWELLC).* Other payment options are request; please reach out to acns registrar@gminutes.				childcare program C).** are available upon ut to the registrar at			
We do have subsidies a more information. Th	is is a confi	dential pro	cess betwe	@gmail.cor een the pres	n or <mark>vp.a</mark> sident, v	almontenursery ice president, t	school@gmail.com for reasurer and family.
Tuesdays and Thursda				t is for both	days		
Enroll in this program			YES NO		NO		
This program is for chil September 1 st , 2025, to waitlist form.	dren between be eligible	en 18 and for enrolli	30 months ment. If a c	of age. Ch hild is unde	nildren m er the ag	nust be 18 mon le of 18 months	ths of age by s, please fill out the
Fees – Toddler Pro							
for the T	Tuition 2025 Foddler Proo	gram		**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			
2-day program - \$91.20						isregistrar@gm	



Fee Acknowledgement – BOTH Programs
I agree to submit an annual, non-refundable membership fee of \$50 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 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.
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 st of every month (September to May). An email reminder will be sent out prior to the 1 st .
I understand and agree to the fees due at the time of registration and on the 1 st 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 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.	

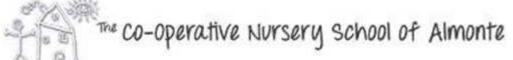
How did you find out about the Nursery School? Check all that apply.

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

Please Specify if possible:

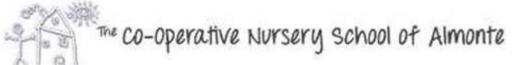


Child's Medical Information			
Previous Communicable Dise	ases to Date ((specify when if applicable)	i.e. chicken pox, measles
Previous Injuries or Illnesses	i.e. broken boı	nes, medical conditions	
Any other relevant information	n		
Doctor's Name	Address		Phone
Doctor's Name	Addless		Filone
doctor's office or seen at school a	s, Rubella, Meni and photocopied eted until either t	ngococcal, and Varicella. The . Photos/Scanned copies wil the director, a teacher or the r	y can either be forwarded from the I only be used to hold a child's spot egistrar sees and photocopies the
What things do you see as pr goals for your child to learn w Nursery School?	hile attending		
Does your child have any pro fears that the teachers should of?	blems or I be aware		
Is there a second language s home? If so, which one(s)?	ooken at		
Are there any siblings at hom many and what are their ages	s?		
Does your child have any device challenges that we should be may need special support for please explain. Feel free to conschool separately to discuss,	aware of or ? If yes, ontact the		
Is the child toilet trained? This requirement for the Monday to	is not a	YE	<u> </u>
program. Children must be fu trained to be registered for the program.	lly toilet	NO	
Any additional information we about your child?	should know		
Additional Information			
Do you have any hobbies or a would be of interest to childre you would be willing to share'	n and that		
Do you have a place where a would be suitable for prescho visit? Examples would include bush or farm.	ol children to		



Permissions/Authorizations

Permissions/Authorizations	
Medical Emergency	
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.	Signature of Parent
Photo Release	Date
Prioto Release	
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.	Signature of Parent Date (MM/DD/YY)
Field Trip Authorization	
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	Signature of Parent
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.	Date (MM/DD/YY)
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, reminders, and photos from what we are doing in	Signature of Parent
class. I give permission for my child's face to appear in photos, videos that are uploaded to our closed Facebook group only.	Date (MM/DD/YY)
Hand Sanitizer	I do not give permission
Periodically, we may use hand sanitizer for the children. For example, if they put their hands in their mouth or sneeze/blow their	Signature of Parent
nose. I give permission for my child to use hand sanitizer.	Date (MM/DD/YY)
Dianay Craam	I do not give permission
Diaper Cream	
If your child needs diaper cream, we can apply it. It must be the parents supplied and put in their backpack, labelled. Please make	Signature of Parent
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.	Date (MM/DD/YY)
	I do not give permission



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 or asssistantacns@gmail.com or the president at 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 chec continue to be on the executive board.	k on file, and	I must sign an offense declaration yearly to			
Would you be interested in being a supply teacher	er for the pro	ogram?			
YES	NO				
**Vou must have First Aid and CPR Level C. VSC. and	immunizatio	ns on file. It may be short notice or schedul			

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 Co-operative program school. This includes Fundraising initiatives, Volum opportunities that may arise. My family and I will as including in assisting with at least two fundraising	nteer responsibilities and any other initiatives or sist the school and program in any way possible,
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 receive 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 <u>acnsregistrar@gmail.com</u>. 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 1st (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 1st 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 1st (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 1st). 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.