



# Stittsville Co-operative Nursery School

27 Hobin Street, Unit 1  
Stittsville, Ontario K2S 1G8

☎ 613-836-1500 ☎ fax 613-836-2309 ✉ SCNS@bellnet.ca

April 2018

Dear Parent:

Thank you for considering the Stittsville Co-operative Nursery School for your child. Please read this letter carefully as this registration package contains a lot of important information.

**Current member (and SCNS Alumni) pre-registration: April 5<sup>th</sup>, 2018 through Friday, April 13<sup>th</sup>, 2018**

**Open House (visit the school and meet the teachers): Saturday, April 14<sup>th</sup>, 2018 9am-12:30pm**

**Open registration: Saturday, April 14<sup>th</sup>, 2018 – begins at 10:00 am**

The Stittsville Co-operative Nursery School is a co-operative, non-profit business, licensed by the Ministry of Education, Early Learning Division. The Nursery School is owned and administered entirely by its members, and the involvement of ALL families is essential to the success of the program. Before registering your child, please be aware of the following important commitments of membership in the Nursery School.

**Upon registering, parents must agree to:**

**1. Rotational Classroom Parent Volunteer Days:**

Being involved in your child's preschool experience is rewarding for everyone. We hope every family will participate but we understand in some cases that is not always possible. Please discuss your situation with the school if you cannot fulfil the parent classroom volunteer expectation. You will be scheduled, at most, once per month, and the school can be very accommodating with desired days that suit your needs.

**2. Police Record Check - Vulnerable Sector:**

All adults participating in the program are required, by the Ministry, to have an approved Police Record Check (PRC) for service with the Vulnerable Sector (The application process is now electronic/online and SCNS will supply you with a Volunteer Letter which makes this PRC free of charge.

**Families with an approved PRC on file, and are enrolling their children for consecutive years can continue to use their original PRCs until the 5<sup>th</sup> anniversary of the most recent PRC on file. In Lieu of a new PRC, returning Staff and parents will be required to sign a Criminal Offence Declaration to confirm there have been no changes to the police record standing since the original PRC was approved.**

**3. Participate on one of the committees that help the school run smoothly:**

As a co-operative, ALL families are required to participate on a committee that helps run the school. Committee work ranges from; Executive and Executive support positions, indoor/outdoor maintenance, Fundraising and Grocery shopping. Every position is an essential part of the success of the nursery school operation.

If you are interested in filling one of the Executive or Committee Team Leader positions, please indicate your interest on Appendix C and return the form with your registration package.

All other members will serve on one of the school's committees. Please see the **Parent Handbook** for a description of these positions.

#### 4. Fundraising:

The monthly tuition fee includes a \$10 Fundraising levy. As a non-profit organization, the school relies on fundraising to help offset the operational costs of running the school. The Fundraising committee organizes campaigns throughout the year for voluntary participation. Your support is encouraged and appreciated.

#### 5. Attend Mandatory General Orientation Meeting (GOM) and the Annual General Meeting (AGM)

General meetings of the membership are held twice a year. We are required by the Incorporations Act to hold these meetings and parent attendance is mandatory. Missing them may result in a fine.

The **General Orientation Meeting (GOM)**, held in September, and serves a few purposes; to orient parents into the Nursery School, to present the operating budget for the year, to elect the Executive Committee and for parents to sign up for their committee assignment.

The **Annual General Meeting (AGM)**, held in February/March, is to present and accept the audited financial statements from the fiscal year ending on August 31<sup>st</sup> and to appoint the external accountants.

#### 6. Agree and sign-off on Ministry mandated policies:

SCNS is responsible for ensuring that the Child Care Early Years Act (CCEYA) policies are read, reviewed and agreed to by everyone who is in the classroom in a staff or volunteer position. Once your child has been successfully enrolled, an email will be sent to every family with a link to read the policies and a link to electronically agree to them.

The **Parent Handbook** should be your go-to source for all of the information you need about our school. In an effort to save trees the handbook will be on our website, under the Registration tab in the Registration package folder. We will have a few copies at the school for you to look at but parents should read the online copy before enrolling their child. If you have any questions regarding the Handbook and/or the policies of the school, please contact the school and we would be happy to help you.

#### Open House/Registration:

Please come fully prepared to our open house/registration day. If you already have your registration package bring it along with any questions you may have for the teachers, staff or current parents.

Registration packages will be available at the school and on our website. The \$60 Registration fee will hold your child's spot if you need to get additional cheques. We will start taking registrations at 10am to give everyone a chance to see the school. If you have any questions regarding the registration process, please contact Candice Gillis, SCNS Registrar, at [registrar@scns.ca](mailto:registrar@scns.ca) (best option) or 613-717-4531.

Thank you,  
Stittsville Co-operative Nursery School



**STITTSVILLE CO-OPERATIVE NURSERY SCHOOL**

**APPENDIX A**

**2018-2019 Registration Form**

For Stittsville Co-Op Nursery School use:  
Assigned to class: \_\_\_\_\_ :

<b>2 year old program</b> (2 yrs old December 31st) <b>Tues &amp; Thurs</b> ~ 9:15am-11:45am (\$148.60) <b>Wed &amp; Fri</b> ~ 9:15-11:45am (\$148.60) <b>Tues – Fri</b> ~ 9:15-11:45am (\$287.20)		
<b>3 year old program</b> (3 yrs old December 31st) <b>Mon-Wed-Fri</b> ~ 9am-11:30am (\$235.25) <b>Tues &amp; Thurs</b> ~ 9-11:30am (\$183.25) <b>Mon-Fri</b> ~ 9-11:30am (\$408.50)		
Child's Surname:	Child's Given Name:	Child's Sex:   M <input type="checkbox"/> F <input type="checkbox"/>
Date of Birth: (dd/month/yy)	Health Card Number:	
Home Address: City/Postal Code:	Home Telephone Number: (     )     -	
Family Email Address (es): <i>(Please print clearly)</i>		
Mother's Given Name:	Mother's Surname:	Mother's Cell Number:     N/A <input type="checkbox"/> (     )     -
Mother's Company Name: Company Address:  I'm a stay-at-home parent. <input type="checkbox"/> I work from home. <input type="checkbox"/>	Mother's Work Number:     N/A <input type="checkbox"/> (     )     - Ext.	
Father's Given Name:	Father's Surname:	Father's Cell Number:     N/A <input type="checkbox"/> (     )     -
Father's Company Name: Company Address:  I'm a stay-at-home parent. <input type="checkbox"/> I work from home. <input type="checkbox"/>	Father's Work Number:     N/A <input type="checkbox"/> (     )     - Ext.	
Caregiver's Name:	N/A <input type="checkbox"/>	Caregiver's Phone Number:     N/A <input type="checkbox"/>
Doctor's Name:  Doctor's Address (required for licensing):	Doctor's Telephone Number: (     )     -	
Please specify if your child has any allergies, special needs or behaviours that may require special care or attention:  <div style="text-align: right;">N/A <input type="checkbox"/></div>		
Emergency Contact Name ( <u>other than</u> parents):	Emergency Contact Telephone Number: (     )     -	
Additional Release Names: (People to whom your child may be released - <u>other than</u> parents, caregiver, or emergency contact named above. ** Must be 18 or older**):		



# STITTSVILLE CO-OPERATIVE NURSERY SCHOOL APPENDIX B

## 2018-2019 Registration Form

### Parent Classroom Volunteers

If you are unable to attend your scheduled parent classroom volunteer day, please try to switch duty days with another parent in your child's class. We understand that illness and emergencies come on suddenly and you might not have time to make other arrangements. Please call the school as soon as you can let us know not to expect you.

### Conditions of membership:

Our Nursery School is a co-operative and the involvement of ALL parents is an essential part of the success of our organization. Parents should be prepared to:

1. Participate in rotational parent volunteer days in the classroom.
2. Pay monthly fees by post-dated cheques
3. Attend or send a representative to the General Orientation Meeting (September) **and** the Annual General Meeting (February/March).
4. Participate on one of the committees that help make the school run smoothly.

Missing committee assignments and/or mandatory SCNS meeting (GOM and AGM) may result in a fine being levied by the Vice president. See Fine section of the parent handbook for more details.

### Privacy Policy:

In accordance with Canada's anti-spam legislation (CASL) and our privacy policies, SCNS is required to get written approval from families with regards to phone number & email distribution to staff and class members, daily classroom activity photos sent by email at the end of the day, photos of your child being submitted to the newspaper and/or posted on the SCNS Facebook page.

Consent statements	Initials
By initialing this statement, you give SCNS <b>consent to receive electronic messages from SCNS, SCNS Executive Team and SCNS Staff.</b> We will not share your email address with any other organization and you may withdraw your consent at any time.	
By initialing this statement, you give SCNS <b>consent to distribute your phone number &amp; email to the SCNS members in the capacity of your committee members and/or parents in your child's class.</b>	
By initialing this statement, you give SCNS staff <b>consent to send classroom activity pictures taken during program to the families in your child's class.</b>	
By initialing this statement, you give SCNS Executive (Community Relations Director) <b>consent to post classroom activity pictures on the SCNS Website and/or Facebook page.</b>	
By initialing this statement, you give SCNS Executive (Community Relations Director) <b>consent to submit classroom activity pictures to the local newspaper. Only first names will be published.</b>	

### Agreement:

I have read and agree to abide by the conditions and policies of The Stittsville Co-operative Nursery School Incorporated, as set out in the **Registration Package, Parent Handbook and the Child Care Early Years Act (CCEYA) Required Policies.**

I hereby release the Co-operative and its Officers and/or the School and its Teachers from any or all responsibility or liability arising from any accident which may occur, from any cause whatsoever or enroute to and from the school premises.

Parent/Guardian Signature:	Relationship to Child:	Date:
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**\*\* Before processing your application for enrolment, all sections of the Registration Package must be completed.\*\***  
*The Stittsville Co-operative Nursery School Incorporated is licensed by the Ministry of Education, Early Learning Division.*



# STITTSVILLE CO-OPERATIVE NURSERY SCHOOL

## APPENDIX C

### 2018-2019 Parent Involvement Form

Child's Name:	Class:
Participating Parent(s)' Name(s):	Phone: 613-
Previous Committee Position (if applicable):	

#### Parent involvement requirements::

- 1) Rotational parent classrooms volunteer days in your child's class
- 2) To attend the General Orientation Meeting (GOM) in September AND the Annual General Meeting (AGM) in February.
- 3) Participate on one of the Committees that run the school. .
  - If you are interested in an Executive or Committee Coordinator position, please indicate positions of interest to you in order of preference e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>. You will be contacted by the current Executive to discuss the duties/time commitment and position details.
  - **Please note that some positions require specific qualifications.**
  - For other general committee positions; parents will have the opportunity to sign up at the General Orientation Meeting (GOM) on a first come, first served basis. Please refer to the Parent Handbook for a description of the school's Committee and Executive positions.

<u>EXECUTIVE POSITIONS</u> (attend monthly meetings)		<u>EXECUTIVE SUPPORT</u> (do not attend monthly Executive meetings)	
President		WEBSITE & Social Media Support (WORDpress experience)	
Vice-President/Secretary			
Treasurer (Excel , a printer & scanner required)		<u>COMMITTEE TEAM LEADERS</u>	
Registrar		Indoor/outdoor Maintenance Team Leaders (4 needed)	
Fundraising/Social Director			
Community Relations Director (FACEBOOK and other Social Media experience)			

On occasion, the Nursery School requires some guidance beyond the scope of our normal operations. Do you, or anyone in your family, have an area of expertise that we may call upon if the need arises? (i.e.) publishing, law, finance, education, art, music, computers, graphic design? If yes, please specify.

Name:	Expertise:
Name:	Expertise: