



**The Village of Brooklin Co-operative Playschool (“VBCP”)  
REGISTRATION PACKAGE**

**We would like to welcome all new and returning students to the  
Village of Brooklin Co-operative Playschool for 2011/2012!**

**REGISTRATION CHECKLIST**

Parents/Guardians are required to provide the following:

1. Eleven (11) cheques made payable to the VBCP: **\*\*These cheques must be submitted with a completed Registration Package to hold your child’s spot.\*\***
  - The first cheque - \$85.00 (membership fee + insurance + processing) must be paid upon submission of the Registration Package;
  - The second through the eleventh cheques (Tuition Fees) must be post dated for the 1<sup>st</sup> day of each month, from September to (and including) June.
2. A copy of your Child’s **Vaccination Record** ( i.e. Ontario Immunization Card, Doctor’s Letter)
3. A copy of your Child’s **Birth Certificate**
4. A completed **Durham Region Health Department Pink Immunization Request Form** (to be provided by the VBCP upon submission of this Registration Package)
5. A copy of a **Vulnerable Persons Criminal Reference Check** for those who will be volunteering in the classroom (“Duty Day”) – Duty Day requirement is for the Morning Programs.

**We are unable to allow your child to attend classes unless the above noted documents are submitted to us (other than the Vulnerable Persons Criminal Reference Check which is to be provided by the volunteer by the first scheduled Duty Day).**

We look forward to the school year ahead as much as you and your child do. Our staff is honoured to have the opportunity to encourage your child to make new friends, have new educational experiences, and grow as individuals in a supportive and playful learning environment.

Office Use Only

Admission Date:		Discharge Date:
TT	M/M/E	T/M/T

**VBCP TUITION FEE SCHEDULE**  
**2011/2012**

- An initial fee of **\$85.00** is payable upfront to secure a child’s enrolment in the program and is comprised of the following:

Non-refundable membership fee of \$35.00 and \$10.00 processing fee are to be paid upon submission of application as well as an annual fee of \$40.00 for insurance. After August 2011, this latter fee is also non-refundable.

- Monthly tuition fees for the program for one child are as follows:

<b>PROGRAM</b>	<b>Participating Family</b>	<b>Non-participating Family</b>
Tuesday/Thursday a.m. program	<b>\$103.00</b>	<b>\$206.00</b>
Monday/ Wednesday / Friday a.m. program	<b>\$145.00</b>	<b>\$290.00</b>
Tuesday/Wednesday/Thursday p.m. program <b>Kindergarten Readiness</b> **no Duty Day**	<b>\$145.00</b>	<b>\$290.00</b>

- Participating Family
  - For morning programs only (afternoon is exempt from this requirement)- required to volunteer in the classroom (“Duty Day”) at least one time per month, per enrolled child (volunteer is required to arrive early and stay the duration of the relevant class which is approximately 2 ½ hours, in order to meet the Duty Day requirement). Such volunteer may be someone other than the parent. Please see VBCP Duty Day Policy on page 12.
  - required to join a VBCP Committee. Please see page 13.
  - required to participate in the 3 mandatory fundraisers over the course of the school year. Please see VBCP Fundraising Policy on page 8 for opt out options and further information.
  
- Non-participating parents
  - not required to perform a Duty Day
  - not required to join a Committee
  - not required to participate in mandatory fundraisers
  
- Families with more than one child enrolled in the program are entitled to a \$10.00 per month discount on the tuition fees of each additional child enrolled in the program.
  
- A NSF charge of \$30.00 will be levied against any returned cheques. After *2 NSF cheques* VBCP will require cash upfront for the remaining months.



VBCP FAMILY AND CHILD INFORMATION SHEET

**Name of child:** \_\_\_\_\_ **Age:** \_\_\_\_\_

1. How do you think your child will react to beginning school?

2. How does your child react to people he/she does not know?

3. Does your child have a favourite blanket or toy to which he/she is attached and if so under what circumstances does he/she use it?

4. List any behavioural habits your child may have (e.g. thumb sucking etc.)?

5. What does your child do when he/she is :

Angry: \_\_\_\_\_

Sad: \_\_\_\_\_

Happy: \_\_\_\_\_

Afraid: \_\_\_\_\_

6. What makes your child fearful?

7. Describe your child's play habits (e.g. age/gender of playmates)?

8. How would you describe your child's personality (e.g. shy, aggressive etc)?

9. Word use for bowel movement? \_\_\_\_\_ Urination? \_\_\_\_\_

10. Does your child have extended family living in the home (grandparents, aunts etc)?

11. Names and ages of siblings in the home?

12. Do you have any concerns regarding your child's speech and language development?

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13. Has your child ever had a hearing test? If yes, results?

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14. Has your child ever had a speech assessment done? If yes, results?

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15. Do you have any concerns regarding your child's social/emotional development (i.e. their patterns of interaction with other children; their ability to cope in new situations, etc.)? If yes, please expand?

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16. Do you have any other special concerns about your child that you would like to share with us?

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17. In what areas can your family be of help to the school? Please circle: advisor/lawyer, auditor, accountant, bookkeeper, carpenter, dancer, driver, gymnast, musician, photographer, puppeteer, scientist, seamstress, singer, other.

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18. Would you consider being an emergency (paid) supply teacher? No qualifications needed.

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19. Are you a qualified teacher or ECE?

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20. Can you obtain a discount (or donation) on products or services that may be used by the school (e.g. art supplies, paper cups, paper plates, computer paper, photocopying etc.)?

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**VBCP ALLERGY AND ANAPHYLAXIS POLICY (Overview)**

Reference: DNA R.R.O., Reg. 262, s.36.1

Dear VBCP Parent/Guardian:

There are children at the Village of Brooklin Cooperative Playschool with anaphylactic allergies. While the school cannot guarantee that it is free of foods & non-food items that may lead to a severe allergic or anaphylactic reaction, the VBCP will make every reasonable effort to reduce any risks to children with severe allergies or anaphylaxis.

As per Ministry standards, the VBCP has an Allergy and Anaphylaxis Policy, which includes the following:

- 1. A **strategy** to reduce the risk of exposure to anaphylactic causative agents.
- 2. A **communication plan** for the distribution of information on life-threatening allergies, including anaphylactic allergies.
- 3. Development of an **individual plan**, with input from the child’s physician, for each child with an anaphylactic allergy that includes emergency procedures in respect to the child.
- 4. **Training** from a physician or parent on procedures to be followed in the event of a child having an anaphylactic reaction at the school or on a field trip.

The VBCP supplies a daily Peanut–Free snack for all children attending our program, as outlined in the policy. As a result, we request that no unauthorized food or drink be brought into the school. If your child is entering the school after eating peanut butter or other such products, please ensure that his/her hands are thoroughly washed and that his/her teeth are brushed. A peanut allergy, in particular, can be so severe that even touching or inhaling a trace amount can trigger a life threatening reaction.

Staff, parents and volunteers will be provided with training from a parent of an anaphylactic child, or one or both of our teachers on the procedures in case of an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and how to administer medication. An acknowledgment form will be signed in this regard. Any person who will be participating in a Duty Day as a parent/guardian/volunteer or as a supply teacher will be required to take part in the information session in September, prior to the first day of school. Any parent/guardian/volunteer entering the school after September will also be required to meet with the teachers/VBCP assigned parent prior to the respective Duty Day to review the policies and procedures and sign the acknowledgment form.

In accordance with our VBCP Allergy and Anaphylaxis Policy, parents/guardians are to advise the teachers in the event that:

- 1. Their child develops an allergy and requires medication.
- 2. Any change occurs to their child’s existing individual plan or treatment.
- 3. Their child has outgrown an allergy and no longer requires medication.

**You will be provided with a copy of the VBCP Allergy and Anaphylaxis Policy at a later date. We ask that you review the Policy. We will then require that you sign and return an acknowledgement form to confirm your awareness and understanding of our policies and procedures regarding allergies. We also require that volunteers meet with a VBCP assigned parent or teachers to review the policy and sign an acknowledgment, prior to volunteering in the classroom.**

Date: \_\_\_\_\_ Signature of parent/guardian: \_\_\_\_\_

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Personal information gathered by the VBCP is kept in confidence. Our personnel are authorized to access this information; safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also

## VBCP REGISTRATION AGREEMENT

Given the “co-operative” structure of this organization, the success of our playschool depends on the participation of parents. This agreement is intended to emphasize how important it is that each parent seriously consider and understand what is involved in joining a cooperative effort. Therefore, in consideration of the enrolment of a child in the VBCP program, each member must agree to the following conditions in order for our school to function successfully:

1. I agree to pay the applicable tuition fees as detailed in the Tuition Fee Schedule for **2011-2012**;
2. I agree to attend the following:
  - the **Orientation meeting** in September
  - general meetings (as they may be called from time to time)
  - duty parent training days, and any emergency meetings called by the Executive Board;

**As a parent/guardian of a child enrolled in a morning program**, I agree to arrive (or have a volunteer in my place arrive) promptly at 8:30 am for my scheduled Duty Days (parent/guardian/volunteer is required to arrive early and stay the duration of the relevant class which is 2 ¼ hours, in order to meet the Duty Day requirement). I understand that I am required to perform (or have a volunteer perform in my place) at least one Duty Day per month, for each child I have enrolled, and that it may be necessary for me (or said volunteer) to perform **TWO or more** depending on numbers for enrolment. If I am ill, my assigned volunteer is ill, or my child is ill, I will be responsible for finding a replacement from the membership list;

3. I agree to join a committee of the VBCP and acknowledge that this will require a contribution of my time outside of school hours;
4. I agree to contribute financially as well as personally to all fundraising events (e.g. product sales etc.) and, where I am not willing or able to participate in one or all events, will pay the appropriate opt out fee (please see **VBCP Fundraising Policy** for more information);
5. I agree to have a **Vulnerable Persons Criminal Reference Check** performed on me prior to my child starting school (this condition applies to **anyone** performing a Duty Day such as the other parent, guardian, grandparent, caregiver or other such volunteer);
6. I agree to execute and comply with the VBCP Confidentiality Agreement which prohibits me from sharing knowledge I gain about matters pertaining to the VBCP and any children enrolled in the school, including their behaviour, emotional maturity, relationships with others, etc; and
7. I agree to comply with all the policies and procedures of the VBCP, including but not limited to the VBCP Behaviour Management Policy and Procedures, the VBCP Allergy and Anaphylaxis Policy, the VBCP Duty Day Policy (in the case of the Morning Program) and the VBCP Fundraising Policy.

**I declare that I have read this agreement and will fulfill my obligations. If I do not, I understand that I may be asked to withdraw my child from the program.**

Signature of parent/guardian: \_\_\_\_\_ DATE: \_\_\_\_\_

**I agree that photos may be taken of my child at the school or on a field trip for use in promotional materials related to and for the benefit of the VBCP.**

Signature of parent/guardian: \_\_\_\_\_ DATE: \_\_\_\_\_

### VBCP FUNDRAISING POLICY

As a cooperative organization, we rely heavily on the fundraising efforts of the families of each student enrolled in our school. Fundraising is important to our organization as it allows us to offer lower tuition rates, thereby making our school more available to those who may not otherwise be able to afford such a program for their children.

For the 2011-2012 school year, we have the following 3 mandatory fundraisers planned:

- 1. Fall Mums
- 2. Little Caesar's Pizza Kits
- 3. Chocolate Bars

We recognize that not all families may care to participate in an individual fundraiser for the VBCP, or in any fundraisers at all for the school. As such, the VBCP provides three options for families who do not wish to participate in one or all fundraisers:

**1. Individual fundraiser opt out:**

You may **OPT OUT of up to one (1)** of the mandatory fundraisers for a fee of **\$40**. Such amount is payable by the end of the month for which the respective fundraising activity is scheduled.

**2. Full year fundraiser opt out:**

For families who want to be exempt from fundraising entirely, you may **OPT OUT of all** the mandatory fundraisers for a fee of **\$225** paid up front at the start of the school year. Such amount must be received by September 30<sup>th</sup> of the relevant school year. After this date, the availability of this OPT OUT expires. In the event that a student is enrolled at a time subsequent to this date, this OPT OUT will be available to the child's family for 30 days from his/her first day of school; the dollar amount will be prorated accordingly.

**3. Non participating tuition fee:**

This is detailed in our Registration Package and on our website. For families who do not wish to participate in fundraising activities, as well as Duty Days and committees, payment of the non-participating tuition fee will exempt said family from any of these obligations.

Signature of parent/guardian: \_\_\_\_\_

DATE: \_\_\_\_\_

## **VBCP CONFIDENTIALITY AGREEMENT**

I acknowledge that in my capacity as a volunteer or staff member of the Village of Brooklin Cooperative Playschool (the "VBCP") there exists the possibility that I may become privy to certain information pertaining to a VBCP registered student's behaviour patterns, emotional maturity and relationship to others, information pertaining to families of VBCP registered students, information pertaining to VBCP staff members and/or information pertaining to issues relating to the VBCP.

I understand that great care must be taken not to share this knowledge outside of the school environment or with any other VBCP members. I agree to maintain the confidentiality of any and all information pertaining to any VBCP registered student, staff member and/or information pertaining to issues relating to the VBCP that may become known to me as a volunteer or as a staff member of the VBCP.

Signature of parent/guardian: \_\_\_\_\_ DATE: \_\_\_\_\_

## VBCP BEHAVIOUR MANAGEMENT POLICY AND PROCEDURES

Reference: DNA R.R.O., Reg. 262, ss.44-47

The Village of Brooklin Cooperative Playschool believes that behaviour management must be exercised in such a way that the rights of the child are respected and the child's self esteem is enhanced. Children's behaviour will be addressed through encouragement and positive direction by following the management steps below:

1. A misbehaving child is spoken to
2. The child is redirected to something else
3. If the above fails, the child is given a "time-out" on a chair, to be timed no longer than 1 minute for each year of age
4. The parent is advised

### Corporal Punishment

Corporal punishment is not permitted. This includes:

1. Striking a child directly or with any object, shaking, shoving, spanking or forcing a child to repeat physical movements or forcing food on a child
2. Harsh, belittling or degrading responses of any form (verbal, emotional, physical ) that would humiliate a child or undermine a child's self-respect
3. Denial of usual comforts including shelter, clothing, bedding and food
4. Confinement in a lockable room, isolation or physical restraint when used as a form of punishment

### Set An Example:

1. Use a quiet manner, speak at the child's level physically as well as mentally so that they understand you
2. Demonstrate warmth and sincerity
3. Try the calm approach
4. Treat all the children with politeness. Acknowledge their dignity as individuals
5. Recognize and encourage positive behaviour
6. Let the children feel that you are available for help if they need you
7. Children's attempts at independence should be encouraged

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Witnessed By

\_\_\_\_\_  
Date

**VBCP MEDICAL CERTIFICATION**

I, \_\_\_\_\_, do hereby attest to the fact that I am free from all Communicable diseases  
(Parent/guardian name)

including Tuberculosis. I have sought the appropriate information and medical advice (if necessary) to ensure that I will not be exposing the enrolled children to any serious communicable disease.

Medical forms are available for those parents seeking the advice of their physicians. Parents are responsible for any expense arising from the completion of these forms.

Signature of parent/guardian: \_\_\_\_\_ DATE: \_\_\_\_\_

## VBCP DUTY DAY POLICY

In keeping with the Ministry Guidelines, it is essential that classes be fully staffed each day with a Ministry approved teacher/E.C.E. and one assistant. In addition, we require one volunteer (parent/guardian/ other such person) to assist with each of our classes in the Morning Programs. The Afternoon Kindergarten Readiness Program does not require a duty parent, although parents/guardians are still welcome to volunteer if they so choose.

I understand that I am (or a volunteer in my place is) required to do **AT LEAST ONE** Duty Day **PER MONTH, FOR EACH CHILD THAT I HAVE ENROLLED**, and that it may be necessary for me (or a volunteer in my place) to perform **TWO OR MORE** Duty Days, depending on total enrolment and the number of days in each month.

I acknowledge that my Duty Day may be fulfilled by someone other than myself; such volunteers may include the other parent, grandparent or caregiver, or other person, provided that the school is notified and said person is in possession of a recent **Vulnerable Persons Criminal Reference Check** (valid for up to 2 years).

I acknowledge that in some instances, doubling up of a Duty Day may occur where more than one volunteer is present on a given day.

I acknowledge that a Duty Day is not an entire day, but rather, requires approximately 2  $\frac{3}{4}$  hours of time (required to arrive early and stay the duration of the relevant class which is 2  $\frac{1}{4}$  hours for the morning classes, in order to meet the Duty Day requirement).

I acknowledge that I am required to attend my Duty Day on my own (or have a volunteer in my place attend my Duty Day on his/her own). No other children, other than my child/children enrolled in the class, may accompany me (or the volunteer in my place) on my Duty Day.

As a parent/guardian of the Village of Brooklin Cooperative Playschool, I agree that if I am (or my assigned volunteer is) unable to attend my scheduled Duty Day that it is my sole responsibility to arrange for an appropriate replacement (you may use the membership list to recruit a replacement).

Should I miss a Duty Day and fail to provide a replacement (which may include, but is not limited to, any other VBCP parent/guardian), I agree to pay a penalty of **\$40.00** for that day. In the occurrence of a second missed Duty Day and failure to provide a replacement, I agree to pay a penalty of **\$80.00**. Should I arrive late or have to leave early (without providing coverage) I agree to pay a penalty of **\$10.00**. If a fee is required, you will be advised with payment due the same day of school the following week. If not received within one week, a written notice will be provided and the school will not be available to your child until payment is received

**Please note:** This fee will be used to subsidize the salary of an EA who will have to be called to substitute that day.

Signature of parent/guardian: \_\_\_\_\_

DATE \_\_\_\_\_

## VBCP ROLES AND RESPONSIBILITIES OF PARENT COMMITTEES

This is an information sheet about the **roles and responsibilities** of the parent committees. In order to ensure that the playschool is run smoothly, and with fiscal economy, all parents are required to **take on a role on one (1) of the 5 main committees** of the school. Each position is vital to the running of a fun, safe, and organized school environment.

Using the sheet below, **please select 2 committees** that interest you and that might work with your daily schedule. The Committee Chair will assess these forms and try to accommodate everyone's first requests. **A third choice** may be required in the event that committee positions are not adequately filled. We adhere to strict Ministry of Ontario standards regarding health and safety issues, therefore, some committees may take priority in their filling.

Please take a look at the descriptions below, and select 2 committees, accordingly. You will be contacted in September regarding your assignment.

**Fundraising Committee:** Parents will be required to assist the Fundraising Chair to organize different fundraisers throughout the year, including the silent auction portion of the Spring Carnival. You may be required to approach vendors, hand out information packages to parents, collect money, and/ or hand out product to parents once it has been received. (FYI frozen product must be distributed upon arrival, requiring parents to be available during daytime hours). You may be assigned to one major fundraiser each year.

**NEW!! Events Committee:** Parents will be required to assist the Events Chair with the various school events including, but not limited to, the Spring Parade, Spring Carnival and Silent Auction, Harvest Festival and the Christmas Concert.

**Toy Cleaning:** This committee is required to ensure that the designated sections of toys in the classroom are cleaned on a rotational basis each week. As this is our largest committee, parents can typically expect to be assigned a rotation by the Committee Chair about once per month; this may change based on enrollment. Cleaning takes between 10 and 30 minutes and siblings are welcome to accompany the parent. Cleaning should happen between **11:15am and 12:50pm in the classroom** following Ministry guidelines. We would ask that you do not clean while class is in session. Your duty **MUST** be completed in the week that it was assigned.

**Crafts:** Parents from each class may participate in this committee. They will work on a rotational basis. These parents will be required to cut out shapes/assemble crafts for the teacher for each month of the school year. Detailed instructions will be sent home with materials. More parents may be assigned to this committee depending on enrollment.

**Laundry:** This requires a parent **who can pick up the laundry every other Friday after school (by 11:30 a.m.) and return it on Monday before school begins (8:45 a.m.)**. You will be required to wash all dishtowels, hand towels, and dress up clothes each week. This committee will be run on a rotational "term" basis, with two parents assigned from Sept to Jan and two from Feb to June.

Name of Parent \_\_\_\_\_ Class your child is in \_\_\_\_\_

Contact Number \_\_\_\_\_ Email Address \_\_\_\_\_

1<sup>st</sup> Committee Choice \_\_\_\_\_ 2<sup>nd</sup> Committee Choice \_\_\_\_\_