



Lansing Co-operative Nursery and Preschool

January 2018

Dear Parents:

Thank you for your interest in Lansing Co-operative Nursery School. This is to provide information to you regarding registration for our school. The monthly fees for the 10-month programs are itemized on the reverse side of this page.

In order to **guarantee** your child's registration, please submit the following:

- A completed registration package.
- A cheque dated **June 1, 2018** for the non-refundable \$50 one-time membership fee (new students only).
- A cheque dated **June 1, 2018** for the non-refundable \$95 registration fee per child each year.
- A cheque dated **June 1, 2018** for the **non-refundable** deposit of the last month's (June 2019) tuition fee.
- A cheque dated **June 1, 2018** for the non-refundable \$50 mandatory first aid training fee (for duty day parents only).
- Post-dated monthly cheques dated the 1st of each month from September 1, 2018 to May 1, 2019.
- Proof of Child's Age (new students only)
- Copy of the Child's Immunization Record.

If you require additional information about any of our programs, please call the school at (416) 225-4581.

Yours truly,

Leslie Beveridge
Director

2018-2019 PROGRAM AND FEE SUMMARY

MORNING NURSERY SCHOOL 9:00-11:45 a.m. Age: 2½ - 4 Years

5 Days (With 3 Duty Days Per Month)	5 Days (With No Duty Days)	4 Days (With 2.5 Duty Days Per Month)	4 Days (With No Duty Days)	3 Days (With 2 Duty Days Per Month)	3 Days (With No Duty Days)
\$485	\$645	\$425	\$550	\$345	\$450

PRESCHOOL - Eligible children must be 3 years of age by December 31st, 2018.

3 Full Days - (Hot Lunch included) 9:00 - 4:00 p.m.	4 Full Days (Hot Lunch Included) 9:00 – 4:00 p.m.	5 Full Days (Hot Lunch Included) 9:00 – 4:00 p.m.
\$875	\$1045	\$1160

AFTERNOON PRESCHOOL - Eligible children must be 3 years of age by December 31st, 2018.

3 Half Days 1:00 - 4:00 p.m.	4 Half Days 1:00 - 4:00p.m.	5 Half Days 1:00 - 4:00p.m.
\$420	\$505	\$580

Discounts:

- 10% for second child enrolled during the same year.
- Discounts do not include duty fees.

Important Notes:

1. Please make cheques payable to **Lansing Co-Operative Nursery School** and write your child's name on the front of each cheque.
2. Each new member is charged a one-time non-refundable **\$50** membership fee.
3. A non-refundable **\$95** registration fee is required per child each year.
4. A mandatory first aid training fee of **\$50** is required for duty day participants.
5. Monthly Tuition includes the annual field trip fees of **\$35** for the Nursery Program and **\$45** for the Preschool Program.
6. A charge of **\$45** applies for missed duty days.
7. Pre-Registration if offered to current families until **March 31st, 2018**

A Co-Operative Overview

What is a Co-Op Nursery School?

A co-operative nursery school is operated and administered by the parents of children attending the school. Each parent is a full participating member of the co-op through their active participation on either the Executive Committee or at least one of the various committees that are necessary to ensure the school has a successful year. The full co-operation of all members is vital to the smooth operation of the school.

Why choose a co-operative?

As a parent at a co-operative nursery school, you have a say in how the school operates during the time your child is attending. If you are part of the Executive Committee, you represent the parents and make decisions based on the best interests of the families of the school.

As a duty day parent, you have a unique educational opportunity not likely to be repeated in future school years. Parents can be genuinely involved with their child's first school experience.

What will you gain from a co-op?

- Support during child rearing and an opportunity to meet other parents.
- Time to observe your child and other children in a group setting.
- Access to experts on child development (e.g. workshops).
- A say in decision-making and a vote on policies for the centre.
- A chance to contribute your existing abilities and develop new ones.

What will your child gain from a co-op?

- The experience of having parent and child mutually sharing and participating in activities.
- An opportunity to experiment physically and intellectually in a place specifically designed and equipped for young children.
- An atmosphere in which curiosity and creativity are encouraged.

Parent participation is the special ingredient leading to quality experiences that our co-operative nursery school provides for children and their parents. With teachers and parents working in partnership, your child's early education experience will be positive, enriching and fun!



Lansing Co-operative Nursery and Preschool

PARENTAL INVOLVEMENT OPPORTUNITIES

As Lansing Co-operative Nursery School is a co-op school, we rely on parental involvement to ensure the school is well managed and runs smoothly. Parent participation also enhances the children's experience at the school.

Parental involvement can either be at the Executive or Committee (Team) level as outlined below. **Each family must choose one of the positions below:**

Executive Positions – All Executive positions are 12 month assignments. Members of the Executive Board are required to attend monthly meetings throughout the school year.

President	Chairperson of the Board
Vice-President	Heads the Human Resources Team
Treasurer	Heads the Treasury Team
Registrar	
Secretary	Heads the Communication Team
Maintenance/Housekeeping Leader	Heads the Maintenance/Housekeeping Team
Special Events Leader	Heads the Special Events Team
Fundraising Leader	Heads the Fundraising Team
Publicity Team Leader	Heads the Publicity Team
Duty Day Coordinator	

Team Positions (Non-Executive) – The positions marked with * are shared by 2 or more parents

Treasury Team	Accounts Payable (this function will be filled by our external bookkeeper) Accounts Receivable
Publicity Team	Open House Marketing
Communications Team	Newsletter Web Page Parents' Room *Yearbook/Photographer/Phone
Library Team	Scholastic Books Librarian
Shopping Team (all purchases financed by the school)	*Grocery Shopping Purchaser
Arts and Toys Team (one member will head this team)	*Art Distribution Art Assistant Play dough Glue/Paint Pot Washing *Toy Washing/Sorting Easel Washing
Special Events Team	*Field Trip Coordinating *Parties, Potluck
Maintenance/Housekeeping Team	Laundry Tidying school entrance/Parents room *Dusting *Washing/disinfecting of chairs/tables Sweeping *Maintaining grounds Washing sleep mats *Making minor repairs Caring for fish tank/plants Maintaining lights, furnace filters
Fundraising Team	Works with team to plan/implement fundraising events

Registration Policy for the 2018-2019 School Year

Registration files:

Please ensure that your child's file is complete. For the file to be complete, you must provide all of the information listed on the application forms, including immunization records, doctor's name, insurance information, emergency contacts, etc. In the event that your file is not complete, Lansing staff or the registrar will make every effort to let you know. If your file is not complete at the start of the school year, your child will not be allowed to attend school. However, you will still be required to pay the tuition in order to hold the spot. The special circumstances will be left to the Director's discretion.

Toilet training:

Our license from the Ministry indicates that children attending Lansing must be toilet trained. Lansing does not have appropriate facilities for changing diapers or pull-ups. While the occasional accident is to be expected, children must be toilet trained. The staff will make every effort to remind your child to go to the bathroom as well as take him/her once or twice in the morning.

If your child is not toilet trained by his or her school start date, you have 2 choices:

1. You may withdraw your child by notifying the school in writing at least **one month prior** to his/her school start date for a full refund of all fees except the registration and membership fees.
2. You may continue to pay tuition to hold your spot while you work on toilet training at home. Your child will then return to school once he/she is trained.

If your child starts school and it becomes obvious to staff that your child is not fully toilet trained, you will be notified and will have the same two choices as above.

ANAPHYLAXIS POLICY:

There are children at Lansing who have severe allergies which can cause an anaphylactic reaction. An anaphylactic reaction is an allergic reaction so severe it can cause death. Nuts and peanuts are a common trigger for anaphylaxis. As a result, Lansing **does not** permit nuts, peanuts or nut/peanut products to be brought into our school.

If your child is entering the school after recently eating peanut butter or other such products, please ensure that hands are thoroughly washed and teeth are brushed. A peanut/nut allergy can be so severe that even touching or inhaling a trace amount can trigger a life-threatening reaction.

We provide snack for children attending our programs, but if for lunch or a health reason your child is bringing in any food for personal consumption it must be nut/peanut free. Lansing must be informed in writing if it is necessary for you to supply snack for your child. Please inform your child that they are not permitted to share food.

PART B: CHILD AND FAMILY INFORMATION

CHILD INFORMATION:

Child's Name _____
First Name Last Name

Date of Birth ____/____/____ Male Female Languages Spoken _____
day month year

Address _____
Number Street Unit City Postal Code

Child is a: Returning student New student

Is there another sibling enrolling in the same year? Yes No

If yes, please specify name and program:

MOTHER/LEGAL GUARDIAN:

Name: _____ Email Address: _____

Tel (Home): _____ Bus: _____ Cell: _____

Home Address _____
(if different from above)

Occupation _____

FATHER/LEGAL GUARDIAN:

Name: _____ Email Address: _____

Tel (Home): _____ Bus: _____ Cell: _____

Home Address _____
(if different from above)

Occupation _____

Primary Contact Telephone: _____
(In case of emergency, this number will be called first.)
Primary E-mail Address: _____ (*ALL* school communication
from the Director and the Board of Directors will be sent to this address—please ensure your email
address is current and up-to-date.)

Alternate Caregiver's Name

Family information we should be sensitive to?

EMERGENCY CONTACTS (In case parents cannot be reached):

1. Name _____ Contact Number: _____
Relationship to child: _____

2. Name _____ Contact Number: _____
Relationship to child: _____

Persons authorized to pick up child: Mother Father Other (Please list below)

1. Full Name _____ Contact Number: _____
Relationship to child: _____

2. Full Name _____ Contact Number: _____
Relationship to child: _____

PART C: MEDICAL INFORMATION

Child's Doctor _____ Phone _____

Address _____
Number Street Unit City Postal Code

Child's Health Card Number _____

Does your child have any allergies or food restrictions of which we should be aware? Yes No

If yes, please list: _____

Does your child have any medical, behavioural or other problems of which we should be aware?

Yes No

If yes, please explain: _____

Is your child toilet trained? Yes No Almost (Note: Child may not wear diapers or Pull-ups to school)

Has your child had any Communicable Diseases (Chicken Pox, Whooping Cough, Strep Throat, Mumps, etc): Yes No

If yes, please list: _____

PART D: COMMITTEE WORK

School Committee Selection:

1st choice: _____ 2nd choice: _____

PART E: 2018-2019 PARENTS' CONTRACT

This agreement provides protection for our families and our program. In order to assure that we can provide the services to which our children are entitled, it is essential that the financial status of our program be stable. Expectations must be clear and consistent.

This agreement is also a parental guarantee that you will financially support the enrolment space which has been committed to your child(ren).

1. I/we understand and agree that at the time of registration a non-refundable registration fee of \$95 and a non-refundable one-time membership fee of \$50 must be provided to Lansing Co-operative Nursery School dated June 1, 2018 along with payment of June's 2019 tuition and a non-refundable mandatory first aid training fee of \$50 (for duty day parents only) dated June 1, 2018. June 2019 tuition is payable June 1, 2018 and is non-refundable in ALL cases.
2. I/we agree to provide Lansing Co-operative Nursery School with post-dated cheques for all year's tuition, one for each month dated the first of the month from the first month your child attends to May 2019.
3. I/we understand and agree that no refund will be given for vacation or sick days.
4. I/we understand and agree that to withdraw a child from Lansing Co-operative Nursery School one (1) month's written notice is required and that my post-dated cheques will be returned to me, with the exception of last month's tuition (June 2019), which is **non-refundable**.
5. I/we understand and agree that for any cheque returned by the bank due to non-sufficient funds (NSF) a charge of \$45 will be added automatically as a processing fee.
6. I/we further understand that my/our child(ren) may be withdrawn at the sole discretion of Lansing Co-operative Nursery School should fees be outstanding for more than one month or upon the third instance of a returned cheque.
7. I/we agree to participate in the required duty days per month OR pay an additional amount as per the Fee Summary. A charge of \$45 will be applied for each outstanding duty day. I/we understand that duty days must be performed by a parent. Another family member or the family's caregiver may participate in the duty day program if approved by the Supervisor and/or the Board. Duty Day participants must understand and speak basic English. Duty day participants **MUST** provide Lansing with TB test (skin or chest x-ray) results AND a completed waiver allowing a police record check. Duty day participants will not be allowed to participate in the program and a duty fee applies until these documents are submitted to Lansing. I/we also understand and agree that the duty day hours are from 9:00 am to 11:45 am.
8. Duty day participants must complete a standard first aid training course (16 hours) provided at the school or completed on their own time.

9. I/we agree to serve on one (1) School Committee or on the Board of Directors. I/we will attend to its duties and demonstrate a Co-operative attitude.
10. I/we agree to attend the General Membership meeting, usually September.
11. I/we agree to participate in two (2) of three (3) clean-up days per year (Fall, Winter and Spring). Each clean-up day will be announced in advance and will require commitment of two hours.
12. I/we understand that the program runs from September to June and follows the same holiday schedule as the public schools.
13. I/we understand that Lansing Co-operative Nursery School is governed by the Child Care & Early Years Act.
14. I/we understand that I am responsible for informing Lansing Co-operative Nursery School of any medical condition(s) my child has at the time of registration or acquires prior to the commencement of the program. I/we also understand that if the condition is communicable that I will keep my child at home until he/she is no longer contagious.
15. I/we understand and agree that a child who is ill should not be at school. A child who is ill on arrival will be asked to leave and a child who becomes ill must be picked up from school as soon as possible by the parent or another authorized adult.
16. I/we agree that in the event of an emergency, my child may be sent to a hospital in an ambulance, and an Emergency Department Physician may secure proper treatment for my child.
17. I/we give my permission for Lansing Co-operative Nursery School staff to seek medical treatment for my child should they be unable to reach me.
18. I/we have read and understood the Lansing Anaphylaxis Policy as stated above.
19. I/we understand and agree that the School Board of Directors has the right to terminate the registration of a child when it is considered by the Board to be in the best interest of the School or the child.
20. I/we understand and agree that my child will ONLY be released from the School to the pre-authorized adults listed in the Registration Form. The school has the right to deny release of a child to a person that is not authorized for pick-up in the Registration Form. I/we agree to notify the Supervisor in writing should there be any changes or additions to the pre-authorized adults to pick up my child.
21. I/we are responsible of notifying the School in writing of any changes of address, home phone numbers, work phone numbers or cellular numbers.
22. I/we understand and accept that the School hours are: 9:00 am to 11:45 am for the Nursery School Program; and 9:00 am to 4:00 pm for the Preschool program. I/we understand that a late pick up fee of \$1.00 per minute may be charged to those families who repeatedly arrive late at pick-up; this fee is due and payable on the next day of school.

23. I/we give permission for my child to go off school property within the boundaries of Kenneth Avenue, Dudley Avenue, McKee Avenue and Byng Avenue. I/we will be notified of all walks in advance.
24. I/we have been made aware of the confidential nature of information concerning children, their families and the staff, and the confidentiality of such information will be respected.
- a) I will exercise all reasonable care and caution in (1) protecting printed or written confidential information from casual observation, unauthorized perusal or other such abuse and in (2) refraining from openly discussing matters of a confidential nature.
- b) I also understand that client or staff information which shall come to my knowledge will be considered confidential and shall not be released to any other person or agency without signed authorization from the parent(s) or staff.
- c) Any breach of the aforementioned or failure to uphold the terms of the confidentiality agreement may be subject to sanctions at the discretion of the Board of Directors. Such sanctions may include, but are not limited to, dismissal.
25. I/we agree and indemnify Lansing Co-operative Nursery School from any and all claim for damages arising as a result of an accident, injury, or otherwise sustained by my child arising from participation in any school activities where negligence is not the cause.
26. I/we have read and understood Lansing Co-operative Nursery School Registration Package and agree to abide by the School's policies and procedures. I/we also understand that my child will not be admitted to Lansing until all the documents and cheques listed above have been completed in full, signed and submitted to Lansing, my registration is incomplete and my child's space will not be guaranteed at Lansing Co-operative Nursery School.
27. I/we understand that fundraising is an important component at Lansing Co-operative Nursery School. I/we understand that all Lansing families will be invited to participate in fundraising events/campaigns over the school year, and I/we agree to be contacted by email in the future as alumni as part of the School's fundraising efforts.

I/we have read, understood and accept the terms and conditions of the contract described above. I/we understand that failure to adhere to these terms may result in the withdrawal of the child(ren) from Lansing Co-operative Nursery School.

I/we have read and understood Lansing Co-operative Nursery School Registration Package and agree to abide by the School's policies and procedures.

My signature below confirms my understanding of the policies and procedures as outlined by the school and within the Registration package. I also acknowledge my responsibility to comply with the procedures outlined within this policy and above contract. Any breach of the aforementioned or failure to comply with the policies and/or procedures may be subject to sanctions at the discretion of the Board of Directors. Such sanctions may include, but are not limited to, dismissal.

Mother/Legal Guardian:

Father/Legal Guardian:

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____