



BELVOIR CO-OPERATIVE NURSERY SCHOOL

NURSERY SCHOOL PROGRAM

Registration Package 2020-2021

FEES FOR THE 2020 – 2021 SCHOOL YEAR

Registration Fee \$35.00 per child, non-refundable

Tuition Fee Prices are subject to change without notice
Please note these are our recommended days, if you need alternate days please enquire

OPTION 1: If you wish to Buy-Out and **not work** your duty days:

# of Mornings per Week	Monthly Fee	
2 (Tues/Thurs)	\$210.00	(\$8.07 per hour)
3 (Mon/Wed/Fri)	\$295.00	(\$7.56 per hour)
5 (Mon to Fri)	\$420.00	(\$6.46 per hour)

There is NO TAX on these rates as
Belvoir is a not-for-profit business

OPTION 2: If you wish to **work** your duty days:

# of Mornings per Week	Monthly Fee		Duty Days Required to Work per Month
2 (Tues/Thurs)	\$120.00	(\$4.62 per hour)	2
3 (Mon/Wed/Fri)	\$180.00	(\$4.62 per hour)	3
5 (Mon to Fri)	\$250.00	(\$3.85 per hour)	4

Fundraising

Each family is required to submit a cheque for \$200 (per family, not per child), or \$20 per month of enrolment. Cheque should be dated the first day of school and will be cashed. Once you have reached your fundraising goal, we will issue a refund cheque. If you do not wish to fundraise, you may buy-out with the cheque mentioned above. A payment schedule may be arranged with our administrator.

Bingo

Each family is required to work 2 bingos (Starting September to December 2020) and submit a cheque for \$150 (per family, not per child). If you register January to June 2020, you are required to only work 1 bingo and submit a cheque for \$75. Cheque should be dated the first day of school and will be cashed. Once you have worked your 2 bingos, we will issue a refund cheque. If you do not wish to work your bingos, you may buy-out with the cheque mentioned above. A payment schedule may be arranged with our administrator.

Other Fees

- NSF cheque fees: \$45
- Late payment: \$10 per day after the first 15 days. At 30 days past due, account will be suspended and child will be unable to attend the program until the account is settled. Account suspension will result in a vacancy spot in the program.
- Late Pick-Up: \$5 for the first 10 minutes late. Additional time is \$5 / 5 minutes

COMMITTEE DESCRIPTIONS

Although we do our best to accommodate your preference, you may be **designated** to a committee, please rank your selections and list any limitations on participation (work schedule/transportation, etc) on the Registration Form.

1. CLEANING – Responsible for cleaning the interior of Belvoir and any laundry required
2. MAINTENANCE – Responsible for any handiwork needed inside or in the playground as well as yard work (mowing the grass and raking the leaves, etc)
3. FUNDRAISING – Responsible for organization and execution of all fundraisers for the school year
4. CLASSROOM RESOURCE – Responsible for helping organize Scholastic Book Orders, setting up crafts, purchasing classroom supplies, and assisting the teacher as requested
5. BOARD OF DIRECTORS – Responsible for running the school and making major decisions

BELVOIR CO-OPERATIVE NURSERY SCHOOL REGISTRATION FORM 2020-2021

Return completed
form to
belvoircoop@gmail.com

Childs Name _____ M F Other _____ DOB _____
(circle or bold one) (year/month/day)

Address: _____

Program Start Date (and please indicate if you have an anticipated end date):

Program Selected:

Tues/Thurs ☐ Mon/Wed/Fri ☐ Mon to Fri ☐ Alternate Days ☐ Please specify _____
Working Duty Days Yes ☐ No ☐

Mother/Guardian: _____		Father/Guardian _____	
Address: Same as above OR _____		Address: Same as above OR _____	
Home # _____	Cell # _____	Home # _____	Cell # _____
Workplace _____	Work # _____	Workplace _____	Work # _____
Full Work Address _____		Full Work Address _____	
Email _____		Email _____	

Siblings: Name _____ DOB _____	Name _____ DOB _____
Name _____ DOB _____	Name _____ DOB _____

Emergency Contact (other than parents); that child can be released to in the case of an emergency when neither parent can be contacted		
Name _____	Relationship _____	Phone# _____

Child's Ontario Health Card Number _____	
Doctor _____	Phone # _____
Doctor Address _____	
Allergies (food, medication) _____	
Does your child have any condition or behaviour that requires special attention, medication or special diet or food restrictions?	

I hereby give permission for _____ to receive medical treatment in the event that I cannot be contacted

Communicable Disease History (check if child has had any of the following)			
Red Measles <input type="checkbox"/>	Chicken Pox <input type="checkbox"/>	German Measles <input type="checkbox"/>	
Scarlett Fever <input type="checkbox"/>	Whooping Cough <input type="checkbox"/>	Mumps <input type="checkbox"/>	

My child _____ may be released at the end of class to (other than parents):			
Name _____	Phone _____	Relationship _____	
Name _____	Phone _____	Relationship _____	
(Please list any others on back)			

Is there any other information you wish to share to help make this a positive transition for you and your child? Do you have any concerns about your child's development? Are they involved with other programs or agencies? (tyke-talk etc.)

BELVOIR CO-OPERATIVE NURSERY SCHOOL ANNUAL REGISTRATION AGREEMENT

The emphasis in a co-operative program is parental involvement. This helps keep the tuition costs lower. As such, accepting responsibility for the following duties is mandatory. As a member of Belvoir Co-Operative Nursery School, I hereby agree to the following obligations:

- ☐ I have submitted 1 cheque/etransfer in the amount of \$35.00 for the registration fee. Submitting this fee secures my position in the registered class.
- ☐ I have submitted _____ tuition cheques in the amount of \$_____ each, post dated to the 1st day of each month.
OR
- ☐ I will etransfer the monthly tuition of \$_____ on the 1st day of each month
- ☐ I have submitted 1 fundraising cheque for \$200.00 or the equivalent of \$20/month dated my child's start date. I understand that this cheque will be returned to me when I have reached my fundraising goal (\$200 or \$20 per month of enrolment). I understand that Belvoir is financially independent, and I may be asked to further assist with major fundraising activities throughout the year.
- ☐ I have submitted 1 bingo cheque for \$150 (\$75 if registering for January 2021 start). I understand that this cheque will be returned to me when I have worked my 2 bingos (1 if registering for January 2021 start).
- ☐ I will complete my scheduled duty day responsibilities and actively participate in the program my child is enrolled or make arrangements for a suitable substitute.
OR
- ☐ I will opt out of duty days for the buy-out rate.
- ☐ I will act in the co-operative spirit and will attend **a minimum of 3** parent meetings and assist with events as needed. Insufficient participation at our parent meetings is detrimental to our program, so non-attendance may result in suspension from the program.
- ☐ I will join and actively participate on one of the following Committees, ranked 1-5 in the order of preference (1 is most preferable):

Rank		Restrictions on Committee Participation
<input type="text"/>	CLEANING	_____
<input type="text"/>	MAINTENANCE	_____
<input type="text"/>	FUNDRAISING	_____
<input type="text"/>	CLASSROOM RESOURCE	_____
<input type="text"/>	BOARD of DIRECTORS	_____

- ☐ I will notify the Program Administrator of any changes in my contact information or changes in my child's health records such as additional immunizations or information such as change of address, place of work, etc.
- ☐ I accept responsibility for the transportation of my child to and from the school or school events and declare indemnity to the school against all claims which may be made on behalf of the child while traveling to or from school and school events.
- ☐ I will give the school 30 days written notice should I decide to withdraw my child from the program. I understand that June's tuition is refundable only if the 30-day written notice is received by the last day of the previous month. The administrator will prorate all fundraising and major event participation at the time of the withdrawal to see if the family has met their requirements up to the withdrawal date. If the family has not fulfilled these responsibilities, they will be charged accordingly.
- ☐ I understand that there is an NSF of \$45.00 charged for each NSF Cheque. After 2 returned cheques, Belvoir will require cash for payment of my account
- ☐ I understand that there is a late pick-up fee. This is a rate of \$5.00 per every 5 minutes late.

** Parent's signature: _____ Date: _____

** Administrator's signature: _____ Date: _____

For information on how to apply for assistance with child care fees, please visit:

- London residents: www.london.ca/childcare
- Middlesex County residents: www.middlesex.ca/departments/social-services/child-care

BELVOIR CO-OPERATIVE NURSERY SCHOOL PERMISSION FORM

FIELD TRIPS

Field trips and special activities/parties are planned throughout the school year during school hours. The children are accompanied by the teacher and participating parents. For some events, siblings are invited to join the class. Most field trips require children to be driven, however there may be some walking trips (i.e. the local Fire Station).

- ☐ I agree to secure transportation for my own child for field trips with Belvoir Co-operative Nursery.
- ☐ I hereby give permission for my child, _____ to be driven to field trips in a vehicle by another Belvoir Nursery School member. During trips, my child will be in an appropriate car/booster seat as approved or supplied by me, and driven by a Belvoir Nursery School member who has liability insurance as indicated below.
- ☐ I agree to provide transportation in my vehicle for other member's children on field trips with Belvoir Co-operative Nursery.

In order to drive **other people's children**, you must have \$1,000,000 liability coverage on your insurance policy.

- ☐ I have \$1,000,000 liability coverage Driver's Licence #: _____

PHOTOS

From time to time, photographs of the children in classroom activities may be used in photo albums, displays, yearbooks, newspapers, our website, Facebook page, instagram, community posters or mail outs. Your permission is granted to allow your family to participate by checking the following:

- ☐ I hereby give my permission to Belvoir Co-Operative Nursery School, to use my child/family image in photographs for any of the school purposes as mentioned above.
- ☐ I agree that any photos I take at Belvoir Co-operative Nursery School or any events involving said school depicting any child or member outside of my family will be handled in an appropriate manner and dispersed only to staff or families within the school.

CONTACT

Each member may receive a list of current members, phone numbers, email address and social media information to allow members to communicate with each other more effectively.

- ☐ I hereby give my permission to Belvoir Co-Operative Nursery School, to include me on the contact list.
- ☐ I agree to use this list solely for the purpose of contacting other members for reasons associated with the nursery school. I will not use or distribute this contact list for any business or other purpose.

OATH OF CONFIDENTIALITY

☐ I, the undersigned, knowing that my actions may affect the lives of children and their families, will respect the privacy of the people I work or volunteer with at Belvoir Co-Operative Nursery School. I will not disclose nor give to any person any information or document that comes to my knowledge or possession by reason of my being employed or volunteering, including the names of the children and families with whom I come in contact, except to professional organizations as required.

DECLARATION OF CONFLICT OF INTEREST

☐ I, the undersigned, agree to declare a conflict of interest where the possibility of personal benefit either directly or indirectly could interfere with making judgments or decisions in the best interest of the school. The best interest of the school must be placed at all times above member and staff's own private interests.

BY SIGNING BELOW, I HEREBY GIVE CONSENT TO ALL ITEMS LISTED ABOVE (Please have all duty day persons sign and date)

1st year registration: Parent's signature: _____ Date: _____ Alternate duty persons signature: _____ Date: _____ School Year 20__/20__

2nd year registration: Parent's signature: _____ Date: _____ Alternate duty persons signature: _____ Date: _____ School Year 20__/20__

3rd year registration: Parent's signature: _____ Date: _____ Alternate duty persons signature: _____ Date: _____ School Year 20__/20__

MIDDLESEX-LONDON HEALTH UNIT

VACCINE PREVENTABLE DISEASE FOR CHILDREN IN CHILD CARE CENTRES

The **Health Unit** as well as your **Child Care Centre** requires a **copy** of your child's immunization record. If you do not have a record, you may be able to obtain a copy from your Doctor or healthcare provider.

Please make one copy of the immunization record (yellow card) and provide to Belvoir Cooperative Nursery School.

Please complete the information below and attach this form to the second copy of your child's record and send to the Middlesex-London Health Unit. You may also choose to submit your child's record online (<https://mlhu.icon.ehealthontario.ca>) however MLHU will still require the form below.

You can forward this information to MLHU by:

- Mail or drop off (50 King Street, London, N6A 5L7)
- Fax to 519-663-0416
- E-mail to shots@mlhu.on.ca

Name of Child: _____ Male ☐ Female ☐

Date of Birth: ____/____/____ (year, month, day)

Ontario Health Card Number: _____

Address: _____

Child Care Centre Attending: _____

Parent/Guardian Name: _____ Telephone: (____) _____

When your child receives any vaccinations OR if you have any questions, please contact the Health Unit Vaccine Preventable Disease Program at 519-663-5317 ext. 2330.

Please be aware that personal health information collected on this form may be released, when requested, to your physician, other Health Units, a hospital, youth centers, daycares and or the Children's Aid Society to ensure vaccines are administered at the appropriate intervals and/or to prevent duplicate vaccinations.

☐ Please check if you do not wish to have your information released.

☐ I consent to the Ontario Health Card Number (OHCN) recorded on this form being stored at my child's day care.

If your child receives any further vaccinations OR if you have any questions, please contact the Vaccine Preventable Disease Program at 519-663-5317 ext. 2330.

Personal information is collected under the authority of the Health Protection and Promotion Act R.S.O. 1990 (as amended), the Immunization of School Pupils Act, 1990, s.8 (as amended) and the Day Nurseries Act, R.S.O. 1990 (as amended) and is used to maintain an immunization record on your child and take appropriate action to prevent certain vaccine preventable diseases. The immunization information is also used to monitor immunization status in the community. Should you have questions about the collection and maintenance of this information, please contact Dr. Bryna Warshawsky at 519 663-5317 ext. 2330. Ce document existe également en français.
Revised February 2012

1st year registration: Parent's signature: _____ Date: _____ School Year 20__/20__

2nd year registration: Parent's signature: _____ Date: _____ School Year 20__/20__

3rd year registration: Parent's signature: _____ Date: _____ School Year 20__/20__

BELVOIR CO-OPERATIVE NURSERY SCHOOL

HEALTH RECORD OF DUTY PERSON(S)

The following medical information is required for **ALL** persons who will be performing duty days.

Note: Immunization is not required if the person objects on the grounds of religion or conscience *in writing*, or when the person's Doctor gives medical reasons *in writing* as to why the person should not be immunized.

** Under the jurisdiction of Child Care and Early Years Act, health information is collected and kept on file.

Tetanus-Diphtheria (Td) Booster – required every 10 years unless a dirty wound is incurred 5 years or more after receiving booster, in which case a Tetanus toxoid is required.

*The London Middlesex Health Unit recommends one adult dose of Tdap booster, (Adacel)

Measles, Mumps, Rubella (MMR) Vaccine – Immunity can be checked with simple blood test. Any woman of child-bearing capacity should have this vaccine unless known to be immune. (1 dose after 1st birthday, if born prior to 1970 considered immune, generally checked for rubella when expecting)

Name of Duty Person	Tetanus Date of Immunization (month and year, must be within last 10 years)	MMR Date of Immunization or results of TITRE

OTHER INFORMATION RE: DUTY DAYS

Do you have a situation that requires you to choose preferred duty days each month? (e.g. Part time work):

Are you interested in becoming a "Pay Me Duty Person." who earned \$45 per session, when replacing a parent who is unable to fulfill their duty day?

Yes ☐ No ☐

Are you interested in becoming a "Pay Me Bingo Person," who earns \$60 per session, when replacing a parent who is unable to fulfill their bingo event duty?

Yes ☐ No ☐

Are you a RECE or equivalent interested in occasional supply teaching in our Nursery School Program?

Yes ☐ No ☐

Belvoir Co-operative Nursery School

Behaviour, Allergy, Volunteer Supervision & Playground Safety Policies

These policies must be signed off on by all duty day persons

A) BEHAVIOR MANAGEMENT POLICY (Child Care and Early Years Act 2.5.11)

Children's behaviour will be guided in a positive and consistent manner that is developmentally appropriate to the child's actions and age. Behaviour Management will assist the child to learn appropriate behaviour and will be implemented as soon as possible after the inappropriate behaviour occurs. It will promote self-discipline, ensure safety, and promote respect for others and for equipment. If the inappropriate behaviour continues, the child may be asked to sit away from the group for a short period of time.

- Physical punishment of a child will not be used at the Nursery School by any adult, child or group of children.
- No deliberate or degrading measures are to be used on a child that would humiliate or undermine a child's self-respect.
- A child shall not be deprived of basic needs, including food, shelter or clothing.
- No child, who has been withdrawn from other children, shall be punished by locking or barricading him/her in a room or structure.
- The physical restraint of a child is prohibited
- **The staff and volunteers will consistently:** anticipate situations, use positive reinforcement, model appropriate behaviour and language, use redirection, provide choices, establish well defined limits for children, and use logical and natural consequences that are related to the behaviour.

BEHAVIOUR GUIDANCE

B) MONITORING OF BEHAVIOUR MANAGEMENT PRACTICES POLICY

- At the initial interview of a new employee or volunteer, there will be a discussion of Belvoir Co-operative Nursery School's Behaviour Management Policy. At this point, the Belvoir Co-operative Nursery School can ensure there is compatibility with the new employee/volunteer and the Co-operative's philosophy and legislative requirements.
- During hiring and annually thereafter, all staff will be made clearly aware of the policy entitled "Behaviour Management Policy".
- All parents and staff will review, sign and date the "Behaviour Management Policy" and its procedures twice yearly, at registration and again in January. These records will be kept for 2 years. Community partners or support persons are also required to sign-off on these policies annually.
- All parents are required to immediately report to the teacher and/or the board if any unusual discipline problem(s) arise.
- All unusual discipline problems and behaviour management techniques used in these situations will be recorded in the "Belvoir Behaviour Management Book". The "Belvoir Behaviour Management Book", will be filled out by the teacher. Observations of the teacher's behaviour management techniques will be filled out by the President or the Administrator, (unless the administrator is also the teacher in which case observations will be filled in by the President.) It will be kept in the locked filing cabinet and will be reviewed and signed regularly by the President or the Administrator. Documentation should include how the inappropriate behaviour was dealt with, what action was taken, those involved, etc.
- The teacher's behaviour management techniques will be observed during class time by the President and/or the Vice President at least once annually and the President shall record these observations in the Behaviour Management Book.

C) CONTRAVENTION OF BEHAVIOUR MANAGEMENT POLICY

Any violation of the behaviour management practices will be reported to the board and may result in suspension or termination of employment or volunteer opportunities at Belvoir Co-operative Nursery School.

Belvoir Co-operative Nursery School

Behaviour, Allergy, Volunteer Supervision & Playground Safety Policies

These policies must be signed off on by all duty day persons

1.2 ALLERGIES:

Allergy lists shall be posted on the refrigerator in the kitchen and by the snack area at all times. This list should be kept up to date and consulted regularly by staff, supply staff, parents and volunteers. This list will also identify any food restrictions.

1.3 ANAPHYLACTIC POLICY (Section 36.1 Child Care and Early Years Act.)

Belvoir has a strategic plan established in the event that one of the children attending the child care program has a known anaphylactic allergy. A communication plan has been set in place to accommodate this life-threatening allergy and a plan has been set forth to educate the staff/students and volunteers on each individual child's case. Also an emergency plan has been developed with complete input from the child's parents on procedures to follow in the event of an anaphylactic reaction.

A) Strategy to Avoid Exposure

Parents and staff will be advised and asked to sign a release saying they will not offer foods that are a known reactant of a child with an anaphylactic allergy at Belvoir. Allergy lists will be posted in a visible area. If anaphylactic medication is needed the location will be posted so each staff will have knowledge of its location. Each parent will be notified of a child that is attending Belvoir that has a known anaphylactic allergy. Staff will avoid using craft and sensory material if it is a known allergy to a child attending. The strategy will be revised as per child attending with anaphylactic allergy.

B) Communication Plan

Belvoir will provide general information on life-threatening allergies including anaphylactic allergies, to staff and volunteers. Belvoir will avoid, to the best of our ability, exposure to the known allergen of your child. Allergy lists will be posted in the kitchen and by the snack area. The staff and volunteers will monitor foods provided to the children to ensure that no known allergens are served.

The program will obtain accurate information from the parent about the child's medical condition including whether the child is at risk of an anaphylactic reaction. Staff, parents, and volunteers will be advised if there is a child attending Belvoir who has a life-threatening allergy and foods or causative agents to avoid. Staff, parents and volunteers will sign a form indicating they are aware of the anaphylactic allergy; have reviewed the IEP and Anaphylaxis Policy and training.

C) Child's Individual Emergency Plan (IEP)

Each child at Belvoir that has a known anaphylactic allergy will have their own individual emergency plan (IEP) set forth for their individual needs as identified by the parents of the child attending. All staff, including casual call-in and volunteers will be trained on the procedures and are required to read each plan before they begin employment or providing guidance at the day nursery and at least annually afterwards.

The individual emergency plan (IEP) will include a description of the child's allergy, monitoring and avoidance strategies, and signs and symptoms of an anaphylactic reaction. It will also include the parents consent for the staff to administer the allergy medication in the event the child has an anaphylactic reaction. Emergency contact information will also be on the individual emergency plan (IEP).

Parents will advise the Belvoir staff if an anaphylactic allergy develops or if the child is no longer requiring the medication.

D) Training

Staff and volunteers will be provided training from the parent of the child with the anaphylactic allergy. This will include how to recognize the signs and symptoms of Anaphylaxis and the procedure for administering the medication.

VOLUNTEER AND STUDENT SUPERVISION POLICY

All volunteers and students participating during class time must submit a current criminal reference check. They must also sign off on the same policies as required of duty parents (behaviour, playground, allergy, severe allergy awareness, and confidentiality, conflict of interest and photo policies).

At no time, will a volunteer, visitor or student be left alone with any child(ren) in the program. Note: This does not apply to duty day persons who are considered staff for the day. This does not apply to babysitters provided for the membership meetings outside of program hours.

Belvoir Co-operative Nursery School

Behaviour, Allergy, Volunteer Supervision & Playground Safety Policies

These policies must be signed off on by all duty day persons

PLAYGROUND SAFETY POLICY

Supervision – Both the teacher and the duty parent(s) are required to supervise the children while outdoors and the ratios must be maintained.

Usage

- Typical usage is daily: 9:00-9:30 am OR 11:45am to 12:15pm

General Playground

- No climbing on the fence.
- No leaving fenced-in play yard
- The gate is to remain closed at all times.
- Pylons indicate an area is closed
- There shall be no smoking/vaping in or around the yard. There shall be a no smoking sign posted in the yard.
- Any changes to the playground layout or equipment must be reported in advance to the Ministry.
- All equipment must be returned to shed when not in use.
- Children are not allowed inside the shed.
- Children are not to be behind shed or out of sight lines
- All sheds shall remain locked at the end of the school day.

Duty Day Supervision

- Raking and picking up sticks should be done each morning
- Wipe off any wet areas that would be a safety hazard
- Maintain proper child behaviour and make sure children are safe and entertained at all times

Maintenance

- All equipment is maintained in a safe and clean condition and kept in a good state of repair – CCEYA sec 16 of Reg. 262
- Daily inspection and checklist to be done by the nursery school staff before the children enter the playground.
- Visual inspection to be done by nursery school staff prior to the children entering the playground.
- Monthly Inspection to be done by the nursery school staff at the first of each month to monitor for defects and deficiencies in playground structures.
- Seasonal inspection to be done with changing of seasons. Any maintenance required should be noted and completed
- Annual inspection completed by a certified playground inspector.
- Keep paths clean.
- Inspection, injury, repair and maintenance logs must be maintained and kept on record for two years.
- Any changes to the playground equipment, layout or design will be report to the Ministry of Education prior to installation.

Please note these policies will be updated with any changes to the playground or policies, and will require an updated signature by all duty day persons.

Signing denotes having read Belvoir's Behaviour, Allergy, Playground and Volunteer Supervision Policies and agrees to abide by the content there in:

1st year registration: Parent's signature: _____ Date: _____ Alternate duty persons signature: _____ Date: _____ School Year 20__/20__

2nd year registration: Parent's signature: _____ Date: _____ Alternate duty persons signature: _____ Date: _____ School Year 20__/20__

3rd year registration: Parent's signature: _____ Date: _____ Alternate duty persons signature: _____ Date: _____ School Year 20__/20__

***Please have all duty day persons sign and date**