



Station Road Co-operative Nursery School, Centre 2000, Erin
Box 44, Erin, ON, N0B 1T0 www.stationroad.ca (519) 833-2882

ROADRUNNER (JK/SK) ENROLLMENT APPLICATION 2011/2012

Date: _____		Desired Start Date: _____	
Child's Name: _____			
Last	First	Middle	
Date of Birth: _____		Program: ROADRUNNER, 4 or 5 years old by Dec. 31st, 2011 on alternate Fridays from 9:00am to 2:45pm when children do not have a scheduled Friday at the local public school programs. Fee: \$75/month (10 payments from Sept. 2011-June 2012)	
Day	Month Year		
Full Home Address:			
Street or Emergency# _____			
PO Box/Rural Route _____		City/Town _____ Postal Code _____	
Parent or Guardian's Address if different from above:			
Street or Emergency# _____			
PO Box/Rural Route _____		City/Town _____ Postal Code _____	
Parent/Guardian's Name: _____		Parent/Guardian's Name: _____	
Relationship: _____		Relationship: _____	
Phone Numbers: _____		Phone Numbers: _____	
Home _____		Home _____	
Work _____		Work _____	
Cell _____		Cell _____	
E-mail address(es) for school correspondence and newsletters: _____			
Do you wish to receive hard copies of school newsletters and correspondence in your school mailbox?			
Yes No			
Has your child ever attended nursery school before? No Yes - Where? _____			
How did you discover Station Road Nursery School? _____			

A non-refundable registration fee of \$25.00, payable to Station Road Nursery School (SRNS), must be returned with this application. If you already have a child registered in another program at SRNS, this fee is waived.

REGISTRATION is based on order of date registered. Once registered, withdrawal from program requires 30 days written notice without financial consequence.

Notice of Collection – The information on this form is collected under the authority of the Day Nurseries Act, under the guidance of Ministry of Community and Youth Services and will be used for ability of Station Road Nursery School to provide a quality early education program. The use of "E-mail address" is used to communicate any program information, monthly school newsletters, or legislative requirements. The use of "If your child has ever been to nursery school before" is used to assess your child's transition needs. "How did you discover Station Road Nursery School" assists the school in analyzing our marketing effectiveness. Any questions about this collection should be addressed directly to the nursery school.

Signature of Parent or Guardian _____ **Date:** _____

Office use Only Date Registration Fee Received: _____	Cash	Cheque	Initial: _____
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ROADRUNNER ENROLLMENT AND REGISTRATION CHECKLIST

Please return with the following documentation to register your child:

- Enrollment Application
- \$25 Registration fee (waived if a sibling is enrolled in another SRNS program)
- Personal Information Form (2 sided)
- School Policies (sign back)
- Behaviour Management (sign)/Parent Code of Conduct (all adults involved sign back)
- Membership Agreement (sign)
- Member ship Agreement – Member's copy – sign and KEEP
- Immunization Data Form (include Health Card # and sign)
- 2 copies of your child's immunization record/yellow card
- 10 post-dated cheques payable to SRNS for the 1st of the month, September 2011- June 2012



SCHOOL POLICIES FOR 2011/2012 SCHOOL YEAR

Child's Name:	Date:
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Dear Parents,

Please review the following school policies carefully for the 2011/2012 school year.

[Privacy Policy](#)

I agree that my personal information will be collected, held, used, and shared responsibly by Station Road Co-Operative Nursery School Inc. The collection of information will be used only for the purposes of providing me/my family member(s) with programs and services provided by Station Road Co-Operative Nursery School Inc. and any other organization authorized by them in compliance with the Day Nurseries Act, which governs their operations.

I understand a copy of Station Road Co-Operative Nursery School's Privacy Policy is available in the Parents Manual provided at the Orientation.

Insurance

Station Road Nursery School subscribes to a group insurance policy. This coverage includes general liability and property and accident coverage. However, this does **NOT** include any **AUTOMOBILE** coverage for parents driving children to and from school or on school related field trips.

It is recommended that each individual should carry, at the very least, \$1,000,000 liability coverage.

Remember, driving someone else's child only once a month qualifies as driving on a regular basis.

It is extremely important that each individual carries this additional insurance for your protection and the protection of the child.

I understand that adequate insurance coverage for my automobile is my responsibility.

Consent to Participate in Activities Outside the Classroom

As part of their program, teachers may occasionally wish to take the children on short walks around the School premises (i.e., walk to library, nature walk and other areas in and around the community centre). The regular level of supervision will be provided during all of these activities and the usual routine will not be disrupted, such as snack time or pick-up/drop-off times.

My signature on the back of this form, confirms my consent for my child to take part in the above-mentioned activities, throughout this school year.

Consent to Photograph and/or Videotape

As part of the responsibility of marketing our school to potential members, Station Road Nursery School, on occasion, invites local press such as local newspapers to take photographs (on film and/or digital) of classroom activities and/or special events. The school only provides the first names of students involved in such photographs. All media personnel will be accompanied by a nursery school staff member and supervised at all times while at the school.

The school also has a school photographer who will take pictures (on film and/or digital) in the classroom and during special events or field trips. Such photographs may be used on display at the school, on the school's brochure or other marketing materials, or on the school's website. No children's names will be displayed.

Although it is very rare for a television company to visit the school, the details regarding the Press would also apply to television images.

On a yearly basis a class picture of each student will be taken along with the class teacher(s) by a professional photographer which the school contracts. The option of having an individualized student picture will be dependent on the parent/guardian completing a photograph order form. Please note that the school has an agreement with our Photographer that he/she or his/her represented company agrees that such pictures and film images belong to the individuals in the images and they will not sell, distribute, trade, or otherwise provide any image to any other individual/business.

More informally, parents, staff, and community members will at times, take pictures or video recordings at school events and these photos may appear on display at the school, in the school newsletter, and possibly on the school's website. At times, while parents are taking a picture/recording of their own child, another child will also be in the frame and caught in the picture/recording. All members will not sell, distribute, trade, or otherwise provide such images to anyone else.

My signature below, on this form, confirms my consent for my child to be photographed and/or videotaped as referenced above, throughout the school year.

AUTHORIZATION FOR EMERGENCY TREATMENT

In case of a medical emergency, I / we understand that every effort will be made to contact the parents or guardian of my child.

However, in the event I / we cannot be reached or the emergency requires immediate medical assistance, the Station Road Nursery School Supervisor or her designate is authorized to obtain essential attention from a legally qualified medical practitioner by calling "911". I understand any applicable ambulance charges are my personal responsibility.

I hereby acknowledge that I have read and agree to the policies of Station Road Co-operative Nursery School.

Signature of Parent/Guardian: _____ Date: _____

If you have any questions, concerns and/or complaints related to Station Road Co-Operative Nursery School Inc.'s collection of personal information, please contact the school at (519) 833-2882 and a member of our staff or Board of Directors will be happy to assist you.



BEHAVIOR MANAGEMENT POLICY

2011/2012 School Year

Children are disciplined in a positive manner at a level appropriate to their actions and ages in order to promote self-discipline, ensure health and safety, respect the rights of others and maintain equipment.

As a staff member, parent or volunteer, you must comply with the regulations in the *Day Nurseries Act, Regulation 08-02-06*.

The following forms of discipline will not be used:

1. Corporal punishment shall not be permitted.
2. Deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect, including verbal, emotional and physical, shall not be permitted.
3. Deprive a child of basic needs, which include food, shelter, clothing, or bedding shall not be permitted.
4. Locking or permitting to be locked for the purpose of confining a child, the exits of the centre, or using a locked room or structure to confine a child who has been withdrawn from other children, shall not be permitted.
5. Require a child to maintain an uncomfortable position, shall not be permitted.

Once a child is familiar with the program and a verbal reminder does not stop the unacceptable behavior, disciplinary action is required.

The staff will discuss their expectations regarding your role in maintaining and promoting acceptable behavior in the classroom.

Each staff member, parent or volunteer is required to review this policy with staff upon commencing duties and annually afterwards. Each staff member, parent or volunteer is required to sign the record indicating he/she has read and understands the Behavior Management Policy for Parents and Volunteers.

The Board of Directors must ensure that a record is kept and retained for two years after the entry is made.

This agreement must be signed below that you have reviewed and understand the policy as indicated.

I, _____ have read and understand the Behavior Management Procedures
(Staff/Parent/Volunteer signature) of Station Road Nursery School and I agree to follow them.

Reviewed date _____ Please print name: _____

I, _____ have observed and witnessed that the above-mentioned
(Program Supervisor) has complied with the Behavior Management Policy as outlined.



MEMBERSHIP AGREEMENT FOR 2011/2012 SCHOOL YEAR

Child's Name:	Date:
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We understand that a co-operative is an organization whose successful operation depends on the participation and sharing of responsibilities by all co-operating families.

1. **CLASSROOM DAYS:** Participating members shall be parents, guardians or caregivers of each enrolled child and shall be consistent throughout the year. We understand we **must** arrive for classroom duty by 8:20 a.m. to assist staff in getting the school ready for the children. We understand it is our responsibility to find a replacement within the membership if we cannot make it the day we are scheduled. (This does not apply to semi-participating and non-participating members.)
2. **MEETINGS:** We understand attendance at the General Meetings and September Orientation Meeting is compulsory for all members.
3. **SCHOOL TASKS:** Each participating and semi-participating family understands their responsibility for completing an assigned task and for contributing to the operation of the school throughout the year. Non-Participating members are not required to assume an assigned task.
4. **BUNNY BRUNCH:** We understand that community events are an important part of the continued success of SRNS. Our largest community event is the Bunny Brunch, which usually takes place before Easter. We agree to assist with either the preparation before the event, participation during the event, or tear down after the event. The success of this traditional event relies heavily on enthusiastic membership participation.
5. **FINANCES:** We understand that we must pay the year's fees by a lump sum or by 10 equal post-dated cheques (dated the 1st of each month for September-June) at registration.
6. **MEMBERSHIP PACKAGE:** We understand that we will be provided with the Parent Manual, Class List and Task List to facilitate our understanding of our membership responsibilities and privileges.

To maintain the high standards of the program and to foster healthy relationships among the parents, teachers, and children, we agree to abide by the Agreement outlined above. We understand non-compliance may result in penalty fees and/or our being asked to withdraw from the school.

Signature of Mother/Guardian:
Signature of Father/Guardian:

MEMBER'S COPY



MEMBERSHIP AGREEMENT FOR 2011/2012 SCHOOL YEAR

Child's Name:	Date:
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SCHOOL'S COPY