



August 8, 2011

Welcome to Station Road!

Please find enclosed the Station Road Nursery School 2011/2012 enrollment and registration package. **This complete package and \$65 registration fee will be accepted on a first come, first served basis** providing the program is not already filled.

- The enrollment application AND all forms in the registration package must be filled out completely in order to be accepted. Photocopying of documents can also be done at the school during school hours.
- Post-dated monthly cheques will be due after the registrar confirms there is space available in the class. Please call Kathryn Holleran (905)873-9369 for this information if you would like to submit everything at once. The tasks are selected on a first come, first served basis and availability provided you have submitted your registration packages and cheques.

The Board of Directors and Staff are pleased to offer most of the same programs that were offered this year, as well as some new ones. Roadrunners is being offered to JK or SK age children on the alternate Fridays that they are not scheduled at their local public school. We've added an additional 2 year old class called Lady Bugs, that will be offered on Monday and Wednesday mornings. Our FABULOUS staff – Kim Goertz (Lady Bugs), Chricket Yule (Honey Bees), Tracy Stott (Teddy Bears and Koala Bears), Kim Newman (CA & Chef Extraordinaire), Connie Lewis (French Instructor), and Dottie Petersen (CA,) will continue sharing their enthusiasm and educational talents with our children. Our teachers are exceptional people and make Station Road what it is.

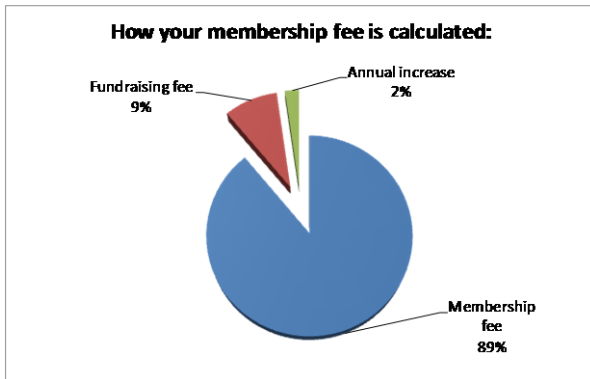
Station Road members are not required to do any fundraising throughout the year which was overwhelmingly supported in the membership survey conducted in Fall 2010. In the past, a fundraising fee has been an additional payment, however, we now have the fundraising fee rolled into the monthly membership fees. There are a number of advantages in doing this:

- Instead of 1-3 lump sum payments, the fee is in 10 smaller payments
- You will be eligible to receive a tax receipt for both the membership and fundraising fees (in the past, we were not able to provide tax receipts for fundraising fees)

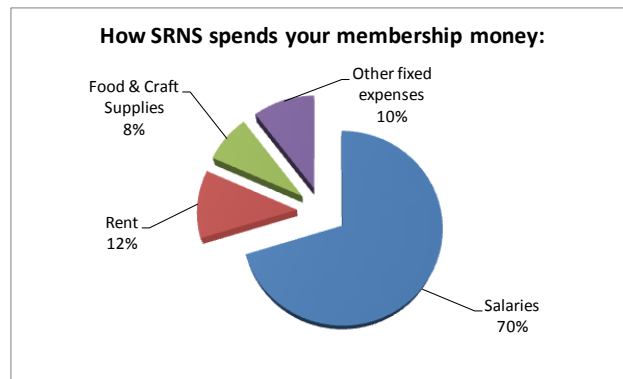
For all programs, there will be a 2% increase to the fees. This is to allow the school to provide the staff with a nominal increase in their hourly rate and to cover increasing costs such as the rent and school supplies. As you know, Station Road is a non-profit charitable organization and our budgets and fees are developed on that basis. We aim to cover all school costs with a small cushion for unanticipated expenses.

Please refer to the following charts which illustrate how the monthly membership is calculated and where this money goes into the operation of the school:

MONTHLY MEMBERSHIP FEE BREAKDOWN



SCHOOL OPERATING EXPENSES



So now it's up to you! Spots are filled in priority of participating, semi-participating and then non-participating memberships on a first come, first served basis.

Should you have any questions about our programs or the registration process, please do not hesitate to contact the Co-Presidents, Johanna Magee at jhmagee@sympatico.ca, or Becky Walker at bwalker@ccs4u.org, or the Registrar, Kathryn Holleran at kholleran@rogers.com. Thank you so much for choosing Station Road!

Sincerely,

Kathryn Holleran,
Registrar & Teddy Bear Parent
Station Road Co-operative Nursery School



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

ENROLLMENT APPLICATION 2011/2012

Date: _____		Desired Start Date: _____	
Child's Name: _____			
Last	First	Middle	
Date of Birth: _____		Program name (i.e. Teddy Bears): _____	
Day	Month	Year	Membership Level (i.e. Participating): _____
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:	E-mail address(es) for school correspondence and newsletters:	
Relationship:	Relationship:	Do you wish to receive hard copies of school newsletters and correspondence in your school mailbox? Yes No	
Phone Numbers:	Phone Numbers:		
Home	Home		
Work	Work		
Cell	Cell		
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 \$45.00, payable to Station Road Nursery School (SRNS), must be returned with this application by April 30th, 2011. After April 30th, the fee will be \$65.00.

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:** _____

As a **CO-OPERATIVE NURSERY SCHOOL**, we are able to offer different levels of membership and our fees vary according to the level of parent participation. The types of memberships available are:

- PARTICIPATING** – requires being a classroom helper 2-3 mornings per month and being responsible for an assigned school task or being on the Board of Directors
- SEMI-PARTICIPATING** – requires being responsible for an assigned school task or being on the Board of Directors
- NON-PARTICIPATING** – no classroom help or school task required (limited space available)

REGISTRATION is based on order of date registered. However, participating spots are given the first priority to ensure class size ratios are met. Semi-participating and then non-participating spots will be available once enough participating spots are filled. Waiting lists will be used to keep order of registration. For Honey Bees, children must be 2 years old in order to start the program. Therefore, the registration fee should be post-dated to 30 days prior to your child's start date. If the program fills prior to your child's start date, the registration fee will be refunded.

Fully completed registration packages and post-dated cheques are due no later than 7:00pm on May 11, 2011 at the Annual General Meeting. Complete registration will allow semi and participating members to choose their task on a first come, first served basis at this mandatory meeting in which the new Board of Directors will also be elected. Once registered, withdrawal from a program requires 30 days written notice without financial consequence.

FEES: All fees are paid monthly and based on ten equal payments (September – June) for the year. Due to a majority vote in 2009, SRNS no longer runs fundraisers. Therefore, the monthly fee now includes the tuition fee and the fundraiser fee (previously paid in lump sums) for ease of payment.

Please choose a program below:	Tuition+ Fundraiser fees = September to June Monthly Fees				
Program	Weekdays	Time	Participating	Semi-Participating	Non-Participating
LADY BUGS - Mornings Only <i>Must be 2 years old, but not 3 years by Dec. 31st. Children are enrolled in order as they turn 24 months.</i>	Mon. & Wed.	9:00am-11:30am	<input type="checkbox"/> \$131	<input type="checkbox"/> \$196	<input type="checkbox"/> \$263
HONEY BEES - Mornings Only <i>Must be 2 years old, but not 3 years by Dec. 31st. Children are enrolled in order as they turn 24 months.</i>	Tues. & Thurs.	9:00am-11:30am	<input type="checkbox"/> \$131	<input type="checkbox"/> \$196	<input type="checkbox"/> \$263
KOALA BEARS - Mornings Only <i>Must be 3 years old by Dec. 31st.</i>	Tues. & Thurs.	9:00am-11:30am	N/A	<input type="checkbox"/> \$196	<input type="checkbox"/> \$263
TEDDY BEARS - Full Day (Hot lunch provided) <i>Must be 3 years old by Dec 31st</i>	Mon, Wed. & Fri.	9:00am-2:45pm	<input type="checkbox"/> \$330	<input type="checkbox"/> \$397	<input type="checkbox"/> \$463

A ROADRUNNERS Program for 4-5 year olds is also being offered alternate Fridays, please see other enrollment form.
 Please advise the Registrar or indicate below, if you do not see a program that suits your needs. With enough requests, we may adjust programs. Station Road reserves the rights to add, alter, or cancel classes based on registration response.

Comments:

For Office Use Only:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration Fee Received:	Date:	Cash	Cheque	Post-Dated Cheque



PERSONAL INFORMATION FORM 2011-2012 SCHOOL YEAR

Personal Information Form - This information is collected under the authority of the Day Nurseries Act, under the guidance of Ministry of Children and Youth Services

Child's Name: Last First Middle

Date of Birth: _____ Day Month Year	Home Address: _____ _____ _____ Postal Code: _____
Gender: <input type="radio"/> Female <input type="radio"/> Male	Home Phone Number: _____

Parent or Guardian's Name & Address (if different from above):

Name: _____ Address: _____
 _____ Postal Code: _____ Phone Number: _____

Mother's/Guardian's Name: _____ Occupation: _____	Place of Employment: _____ Address _____ _____ Postal Code: _____
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Father's/Guardian's Name: _____ Occupation: _____	Place of Employment: _____ Address _____ _____ Postal Code: _____
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Emergency Contact: (if parent cannot be reached) Name: _____ Relationship _____ Address: _____ _____ Postal Code: _____	Phone Numbers: Home _____ Work _____ Cell _____
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Authorized person(s) who may pick up child (include parents names if applicable):

Physician's Name: _____ Phone: _____	
Complete Address: _____	
_____ Postal Code: _____	
Previous Communicable Diseases? Please provide dates:	
Please list any special medical conditions:	
Please list any known allergies:	
Does your child require medication for allergies/ medical conditions? If so, please list.	
Does your child have a special diet? Please specify.	
Please comment on your child's development giving information that would be useful to the program in the provision of care (ie. habits, fears, favorite activities, routines).	
Other Comments/information:	
Date:	Parent's Signature:

Office Use Only

Date of Admission:	Date of Discharge:
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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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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.

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

SCHOOL'S COPY



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.

Parent Code of Conduct

We all have the right to be safe and feel safe in our school community. Station Road Nursery School's Code of Conduct sets clear standards of behaviour that apply to all individuals involved in our school community including parents or guardians, volunteers, teachers, and/or Board members.

These standards apply whether they are on school property or at school-sponsored events and activities.

Safety:

All members of the school's community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code.

All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name-calling, and shouting) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.

Inappropriate behaviour or harassment of any kind towards a student, parent or teacher will result in immediate intervention up to and including the family's expulsion from the school and/or police intervention. This type of behaviour includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.

No weapons are allowed on school property or at school functions. The consequences for failure to comply will include but is not limited to the family's expulsion from the school.

Alcohol and illicit drugs are not allowed on school property or at school functions. The consequences for failure to comply will include but is not limited to the family's expulsion from the school.

Communication:

The privacy and confidentiality of our parents, guardians, teachers, volunteers, and students is important to us. All concerns and comments should be addressed with the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Supervisor. Failing resolution with the Supervisor, the matter will be referred to the appropriate member of the Board of Directors.

Public criticisms and gossip are both unacceptable. There should be no discussion of concerns with other parents in the school hallways, the parking lot, or via electronic mediums such as Facebook, Myspace, personal blog sites or other forms of electronic information sharing.

School cubbies and mailboxes are to be used solely for the purpose of communicating between parents and Station Road Nursery School. They are not to be used for business promotion.

Pictures:

Pictures taken at the school or during school events, by the school photographer, may be retained by the school and used at the discretion of the staff and/or Board of Directors. Pictures taken at the school or during school events by friends or family are for the private use of the family, and should not be posted for public viewing, either on the internet or other media.

This code of conduct must be signed by any and all adults who are involved in your child's experience at Station Road Nursery School including parents, grandparents, siblings and care givers.

I have read the Code of Conduct and agree to terms as stated. I have been given the opportunity to review this document, ask questions if required, and confirm that no further clarification is necessary.

Child's Name: _____

Signature

Printed Name

Date

Signature

Printed Name

Date

Signature

Printed Name

Date

*This code of conduct must be signed by **any and all adults** that will be involved in your child's experience at Station Road Nursery School including parents, grandparents, siblings and care givers.*



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.

PARTICIPATING MEMBERS ONLY



HEALTH HISTORY FORM FOR DUTY PARENTS (PROVIDERS) 2011/2012 SCHOOL YEAR

Name of Day Nursery / Home Child Care Agency: Station Road Nursery School

Name of Duty Parent (Provider): _____

IMMUNIZATION RECORD

Without exception, an updated immunization record must be provided for each duty parent **before that person is scheduled to participate in the program**. An official doctor's note with the physician's signature and location of the practice with the following information is also acceptable.

*****Attach a copy of your immunization record to this form*****

1. **Tetanus Booster** (must be within the **last 10** years), Date: _____

2. **TB Skin Test** (A one-step test must be within the **last 2** years)

Date: _____ Results: _____

You may obtain these through your own family doctor or at the Wellington-Dufferin-Guelph Public Health Unit where appointments can be made by calling 1-800-265-7293 in Guelph (x4715) or Orangeville (x5650).
TB skin testing has a charge of \$20 payable at the public health unit.

Do you have any health conditions or problems that may require special attention?

Please explain: _____

Allergies: _____

To the best of my knowledge, I am in good general health and fully able as a duty parent (provider) to participate in the day Nursery / Home Child Care Agency named above. Should I require any emergency medical attention, I will allow **Station Road Nursery School** to release the above stated medical history or conditions to medical staff.

Signature of Duty Parent (Provider)

Name (please print)

Date

ENROLLMENT AND REGISTRATION CHECKLIST

Due and Accepted on Registration Day, February 10th

- Enrollment Application
- \$45 Registration fee (\$65 after April 30th)
- 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 (has rates on the back)
- Immunization Data Form (include Health Card # and sign)
- 2 copies of your child’s immunization record/yellow card

OPTIONAL for Semi and Non-Participating Members (for field trip participation)

MANDATORY for PARTICIPATING MEMBERS

- OPP – Volunteer Screening Process *(driver’s licence number and past 5 years addresses, sign back by the ‘X’), we submit these for Wellington County residents
- ID #1 (Birth Certificate, Passport, Driver’s Licence, Firearms Licence)
- ID #2 (Birth Certificate, Passport, Driver’s Licence, Firearms Licence)

*if you live outside Wellington County, you must go to your local detachment and ask for a Volunteer’s Criminal Record Check and Vulnerable Sector Screen , obtain a form (we may have to sign it), there is a fee associated dependent on the area, and submit when you receive it back

PARTICIPATING MEMBERS ONLY

- Health History Form
- 1 copy of your (duty parent’s) immunization record/yellow card
- Tetanus booster documentation
- TB skin Test documentation (\$20 at public health unit)

Due and accepted at Annual General Meeting – May 11th

- 10 post-dated cheques payable to SRNS for the 1st of the month, September 2011- June 2012
- Task Selection Form (for participating and non-participating members)