

Nottingham Co-op Preschool



est. 1961

Welcome to Our Co-operative Preschool!

Nottingham Co-operative Preschool Inc. was founded in 1961 as Oakville's first co-operative preschool. It is a non-profit corporation owned and operated by its members – parents/guardians of the children registered in the school. The co-operative school philosophy encourages all parents to be involved in their child's preschool experience. Parents/guardians help during school hours by participating within the school on a monthly basis.

Members will also assume a large or small role in the operation of the school, from management responsibilities to committee member positions. Every contribution is essential to the efficient running of our school, and provides many other benefits, including:

- Parents have a say in how the school is run.
- Participating in the classroom allows parents to see how their child interacts in the classroom environment.
- Affords the opportunity for parents to have very close communication with the teachers.
- The cost of attending the preschool is reduced since all work, apart from the paid teaching staff, is performed by the parents. The school works very well if everyone **co-operates** and does her/his share.

What Are My Responsibilities?

Classroom duty days:

Parents registering for the 3PM, JK or SK programs are exempt from classroom duty. Parents are, however, still required to perform committee duties.

Committee duty:

- The functions of the preschool are divided among several committees and Board positions. Please see page 10 for the committee registration form and Appendix A for descriptions of the positions.
- Some limited spots may be available in cases where you may need to opt out of committee responsibilities. Again, these spots are granted at the discretion of the Board of Directors. A \$500 committee buyout fee applies.

Note: Paying \$500 for the committee buyout fee does not exempt you from classroom duties or year-end clean up.

How Do I Return the Completed Package?

- The **completed** registration package, along with the appropriate fees and assurance cheques, must be given to the Registrar to secure a position. Please ensure that **all boxes** on **all forms** are completed in their entirety. This includes the Record of Immunization (all information, including doctor's full address and telephone number must be completed).
- **JK and SK** students are required to submit the first month's fees **ON OR BEFORE February 1, 2017** to secure a position.
- The school is officially closed over the summer. If you need to contact the Registrar during the summer, please leave a message at (905) 827-1442, or send an email to registrar@nottinghampreschool.com and you will be contacted within a week.
- Please return any outstanding paperwork to the school at 1469 Nottingham Gate, Oakville, ON. L6M 1X7. You may drop off any communications at the Church office, which is open during limited times over the summer.
- You will receive a confirmation letter in June 2017, and in late August 2017, you will receive information regarding the Parent Orientation Evening held in late August, prior to the start of classes (both via e-mail).

Parent volunteers perform the Registrar, Treasurer, and Committee Co-ordinator positions.

Note Your help to minimize their workload, by ensuring your package is complete and returned promptly, is greatly appreciated.

REGISTRATION FORM

Child's Information					
NAME Last First		NICKNAMES		SEX Male <input type="checkbox"/> Female <input type="checkbox"/>	
DATE OF BIRTH Year Month Day			E-MAIL ADDRESS		
HOME ADDRESS Street City Prov. Postal Code			HOME PHONE # LANGUAGE SPOKEN AT HOME		
Mother's Information		Father's Information			
NAME		HOME #	NAME		HOME #
		CELL. #			CELL. #
HOME ADDRESS (if different) Street City Prov. Postal Code			HOME ADDRESS (if different) Street City Prov. Postal Code		
EMPLOYER NAME		BUSINESS PHONE #	EMPLOYER NAME		BUSINESS PHONE #
BUSINESS ADDRESS Street City Prov. Postal Code			BUSINESS ADDRESS Street City Prov. Postal Code		
Caregiver's Information		Doctor's Information			
NAME		HOME / CELL. #	NAME		BUSINESS PHONE #
HOME ADDRESS Street City Prov. Postal Code			BUSINESS ADDRESS Street City Prov. Postal Code		
Emergency Contacts					
These are authorized persons, other than parents, to whom child may be released. The Emergency Contacts must be within 1 hour of the school and have an appropriate car seat. Identification may be required. NOTE: EMERGENCY CONTACTS CANNOT BE THE CHILD'S PARENTS!					
NAME		HOME #	NAME		HOME #
CELL #			CELL #		
Allergies/Conditions		Consent			
List any medical conditions, food restrictions, or allergies (to food, drugs, materials or environment). Provide details on the page 3 - "Authorization for the Administration of Medication".		I give consent for the school to obtain medical attention considered necessary by qualified personnel in the event of an injury or sudden illness. I understand the above child will be transported to the closest hospital and I will be contacted as soon as possible.			
		_____ Parent / Guardian's Signature		_____ Date	
Previous communicable diseases:					
Program Selection					
<input type="checkbox"/> 3PM	Five afternoons 12:45 – 3:15 pm		age 3 by December 31/17		
<input type="checkbox"/> JK	Five afternoons 12:45 – 3:15 pm		age 4 by December 31/17		
<input type="checkbox"/> SK	Five afternoons 12:45 – 3:15 pm		age 5 by December 31/17		
Is your family: <input type="checkbox"/> New to the school <input type="checkbox"/> Returning					
FOR OFFICE USE ONLY <input type="checkbox"/> Registration Fee Received		Registration date:		Start date:	

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION

Child's Name: _____

Provide any instructions concerning any specific requirement in respect of diet, rest or exercise. Attach additional pages if necessary.

Provide details regarding medical conditions and/or allergies, including severity of allergy, type of reaction, symptoms and medication and/or treatment required. Please include as much information as possible. Attach additional pages if necessary.

I authorize the administration of the following medication(s) to the child named above. I agree to release Nottinghill Co-operative Preschool and its staff from any liability in connection with the administration of this medication.

The procedures for the administration of the medication(s) are as follows (include medication name, dosage, time and method of administration, and any other pertinent information). Describe in detail.

Note to parents of children with severe food allergies:

Please be aware that Nottinghill Co-operative Preschool does not have exclusive use of the facilities in Glen Abbey United Church. Nottinghill Co-operative Preschool runs a peanut and nut-free program, however the Church leases its space to other tenant when our classes are not in session. As a result we cannot guarantee that the Preschool will be free of food allergens. We do strive to make it safe and promote a peanut and nut-free environment.

Parent/Guardian: _____ **Date:** _____
Print name Signature

WITHDRAWAL POLICY

- **Written notice must be received by the Registrar two full months prior to a child's withdrawal from the school.*** For example, since all fees are withdrawn one month in advance, notice must be provided on or before Sept. 30 for a child leaving the school Nov. 30 so that no fees will be withdrawn for months which the child will not be in attendance. **No partial monthly fees will be refunded.**
- **According to Nottingham Co-operative Preschool bylaws (Article 2, Section 5) no fees are refundable after April 30th.**
- **There is no reduction of fees for illness or holidays.**

**Families withdrawing from the school on or before September 30, 2017, must give notice prior to August 1, 2017. Otherwise, the tuition cheques drawn on August 1st and September 1st will be cashed.*

PARENTAL CONSENT

Child's Name: _____

- yes** I consent to having my e-mail address, home telephone number and name included in a class list that will be distributed to the other families in my child's class.
 no
- yes** I give consent for the child named above to go on spontaneous small outings with the school, under supervision of the teacher and duty parents (e.g. walk along the nature trail behind the church).
 no
- yes** I give consent for the school to obtain medical attention considered necessary (by qualified personnel) in the event of an injury or sudden illness. I understand the child named above will be transported to the closest hospital and I will be contacted as soon as possible.
 no
- yes** I will not hold any person or persons in attendance at the school responsible in case of accident, contraction of illness or loss of personal property.
 no
- yes** I give permission for the child named above to be photographed and/or video taped during the school program. These pictures and tapes may be displayed in the school, shown at school events, and used in the school newsletter which is emailed to parents. The pictures, including those in the newsletter, will not appear on the school's website unless Nottingham Co-operative Preschool receives written consent from a parent/guardian in advance of posting.
 no

Parent/Guardian: _____ **Date:** _____
Print name Signature

Child's Name: _____

GUIDELINES, POLICIES AND PROCEDURES

Even if you are not volunteering, one parent/guardian MUST initial/sign the following policies. Each person volunteering (e.g. mom and dad and grandma) for classroom duty days must initial pages 5-9 indicating that the volunteer has read and understood the information on the following pages and will follow the guidelines contained herein, as required by the *Child Care and Early Years Act*. A copy of the necessary policies and procedures are contained in the Parent Handbook, which you will receive upon registration.

All volunteers must initial that they have read each Policy.

**Parent/Guardian
Initials**

PROTECTION OF CONFIDENTIAL INFORMATION

- All parents should be aware of the confidential nature of information concerning children and their families, and the confidentiality of such information will be respected.
- All information in the registration package will be kept confidential. Please note that a class list with the parent names, home telephone number and e-mail address will be provided to other parents in your child's class. Please advise the Registrar if you do not wish to have your information included in the class list.

INSURANCE

- The preschool subscribes to a group insurance policy with The Co-Operators. This policy includes general liability, property and accident coverage. It does not include any automobile coverage for parents and volunteers driving children to and from school or on related trips.
- It is recommended that each parent or volunteer carry, at the very least, \$1 million liability. We feel that it is extremely important that each individual carry this additional insurance to ensure the protection of yourself and other children.
- I understand that adequate coverage for my automobile is my responsibility.

FIRE DRILL PROCEDURES

According to the fire regulations, a fire drill will be conducted on a monthly basis. I am responsible for reading and following the fire drill procedures that are posted in each room, and to be aware of the emergency exits from each area.

SANITARY PRACTICES

I am responsible to read and comply with the sanitary practices that are posted and given to me in the areas of food preparation and washroom routine).

SERIOUS OCCURRENCE AND REPORTING OF CHILD ABUSE

I understand that it is my legal responsibility to report all suspected cases of child abuse and serious occurrences such as injuries or accidents to the teaching staff. It is also my responsibility to review the school's policies and procedures regarding these issues, which will be included in the Parent Handbook.

Child's Name: _____

ILLNESS

If your child shows signs of illness (fever, vomiting, diarrhea, green discharge from nose, pinkeye) or shows signs of having a communicable disease, you **MUST KEEP THE CHILD HOME** so the illness is not spread among other children, parents and teachers. Please inform the teachers of the details of any communicable disease.

**Parent/Guardian
Initials**

ALLERGIES AND ANAPHYLAXIS

Nottingham Co-operative Preschool supports an "Allergy Smart" environment for the children in our care. Nottingham will establish an environment that will reduce the risk of reactions in children and adults with life threatening allergies. Each child with an anaphylactic allergy will have an individual anaphylaxis action plan in the event of a reaction. The supervisor or classroom teacher will review the individual anaphylaxis plans with each volunteer prior to starting volunteer service.

I understand that it is my responsibility to review Nottingham's Anaphylaxis Policy and Procedure, a copy of which will be included in the Parent Handbook, as well as the individual anaphylaxis action plans to indicate that I fully understand each child's specific allergy, symptoms and know how to administer an epinephrine auto-inject pen.

MEDICATION

Nottingham Co-operative Preschool will only administer drugs or medications in accordance with the Ministry of Education guideline and Nottingham's Emergency Medication Policies and Procedures. I understand that it is my responsibility to review Nottingham's Emergency Medication Policies and Procedures, a copy of which will be included in the Parent Handbook.

EMERGENCY & LOCK DOWN PROCEDURES

Nottingham Co-operative Preschool has developed certain measures to ensure the safety of the children. These measures include procedures to be followed in the event of an evacuation or lockdown.

I understand that it is my responsibility to review Nottingham's Emergency & Lockdown Procedures, a copy of which will be included in the Parent Handbook, and to ask questions where necessary.

POLICY REGARDING CHANGING CLOTHING AND/OR DIAPERING

Nottingham Co-operative Preschool does not refuse admission to a child on the basis of toilet training.

The parent and/or caregiver of a child who is not yet toilet trained shall be required to provide Nottingham Co-operative Preschool with written permission to change said child, in the event it becomes necessary, during a program. In the absolute discretion of the duty parent and/or teacher, the parent and/or caregiver of a child may be contacted to come to the premises of Nottingham Co-operative Preschool to clean and change a child personally, or that parent and/or caregiver may, upon being contacted, give special verbal permission to the duty parent and/or teacher for the applicable party to proceed with cleaning and changing the child in question. **The above also includes changing a child due to wet or soiled clothing during school programs.**

Child's Name	Permission (Yes/No)	Parent/Caregiver Name and Phone Number	Signature

CHILD CARE SUPERVISION FOR VOLUNTEERS AND STUDENTS

The purpose of this policy is to meet the requirements as outlined under the regulation O.Reg. 137/15 of the *Child Care and Early Years Act* and to also meet the requirements of the Ministry of Education for the development and implementation of the supervision of volunteers and placement students at Nottingham Co-operative Preschool.

At Nottingham Co-operative Preschool, two participating parents may take the place of an unqualified staff when Ministry Approval has been given. When under the direction and in the same classroom as an R.E.C.E. (Registered Early Childhood Educator) an E.A. (Education Assistant) may account for the same ratio of children as an R.E.C.E. This includes taking children to and from the washroom. A duty parent/volunteer is not permitted to take any child other than their own to the washroom nor be alone with a child in the classroom/cubbies/hallways/playground. Direct unsupervised access (ie. when the adult is alone with the child) is not permitted for persons who are not employees of Nottingham Co-operative Preschool. In order for the duty parent to take children to the washroom they must be accompanied by another duty parent or an R.E.C.E./ E.A. staff member.

The Lead R.E.C.E. teacher will direct and supervise the Volunteer regarding appropriate ratios per classroom/age group of children, as set out below. The monitoring of Nottingham Co-operative Preschool's volunteers will be conducted as per our behaviour management monitoring policy and procedure.

Toddler class:

- 1 Trained R.E.C.E. or E.A. under the supervision of an R.E.C.E. in the same classroom. 1:5.
- 2 Duty Parents under the supervision of an R.E.C.E. in the same classroom. 2:5.

Preschool class:

- 1 Qualified R.E.C.E. or E.A. under the supervision of an R.E.C.E. in the same classroom. 1:8.
- 2 Duty parents under the supervision of an R.E.C.E. in the same classroom. 2:8.

J.K. Class:

- 1 Trained R.E.C.E. or E.A. under the supervision of an R.E.C.E. 1:8.

S.K. Class:

- 1 Trained R.E.C.E. or E.A. under the supervision of an R.E.C.E. 1:12.

Procedure:

- All employees are required to review Nottingham Co-operative Preschool's Policies, Procedures and Practices regarding the supervision of volunteers at Nottingham Co-operative Preschool.
- All employees will review their roles and responsibilities when directly supervising and working with volunteers annually.
- The Supervisor/Assistant supervisor are responsible for ensuring that volunteers are provided with an orientation to the centre, appropriately trained and supervised.
- The Volunteers have a responsibility to contribute to their orientation by seeking information, asking questions, and assistance as required.
- The Staff and Volunteers' Areas of Supervision/Duties are posted in the classrooms. The Fire Procedures/Evacuation locations and nearest Fire Exits are also posted in the classrooms near the Emergency Cupboards and Main Entrance to the Classroom. The Volunteers will review these policies with an R.E.C.E. Teacher and sign off as understanding each specific procedure on our Fire Management Chart.
- The Parent Handbook, including the policy for the Supervision of Duty Parents and Students will be reviewed at the Parent Orientation meeting held prior to the commencement of classes in September.
- The lead R.E.C.E. teachers will ensure that a daily Volunteer/Student Behaviour Management Practices Chart and checklist is filled out on each Volunteer/Student that attends a session in the classroom daily.
- A Volunteer/Students Behaviour Management Follow-Up Practices form is in place when needed.
- In case of a disagreement over direction provided by an employee, the volunteer or student may address this issue in writing to the Supervisor/President/HR of Nottingham Co-operative Preschool.

Mandatory Orientation and Training:

Prior to starting volunteering at Nottingham Co-operative Preschool, the Volunteers will each have a meeting with an ECE teacher which will include a comprehensive discussion regarding Nottingham Co-operative Preschool's philosophy and DNA requirements, a review of the student or volunteers roles and responsibilities while at Nottingham Co-operative Preschool, including ethical behaviour (College of ECE Code of Ethics and Standards of Practice) prior to working with children in the classrooms.

The Volunteers will all be required to review and sign off on all policies and procedures prior to working with the children for the first time and annually thereafter. The Volunteers will have ongoing training through impromptu daily meetings /conversations. The volunteers will be made aware of all applicable policies and procedures at Nottingham Co-operative Preschool, including but not limited to, the following:

- The Behaviour Management Policy
- Emergency Policies and Procedures
- Anaphylaxis Policy and Procedure and All Individual Plans/Epipen Pouch and Location
- Serious Occurrence Policy
- Diaper Policy
- Volunteer/Student Behaviour Management Practices Chart
- Parent Handbook
- Protection of Confidential Information
- Child Care Supervision for Volunteers and Students
- Playground Policy
- Code of Conduct

All accident, injuries and hazards must be reported immediately to any employee/Supervisor at Nottingham Co-operative Preschool. Incidents include violence, theft, threatening behaviour, abuse or any (potentially) unsafe situation.

Record Retention:

All records documenting that the volunteer has reviewed and signed off applicable policies and procedures will be kept on file at Nottingham Co-operative Preschool for two years.

Contravention of Policies and Procedures and Disciplinary Action:

The volunteers who fail to adhere to the policies and procedures of Nottingham Co-operative Preschool may face disciplinary action, up to and including dismissal. Nottingham Co-operative Preschool believes in fairness and openness and where the Volunteers can expect a commitment to resolving conflict and receiving support and constructive criticism. If disciplinary action is required, Nottingham Co-operative Preschool will follow the same steps as its staff policies.

VOLUNTEER FORM

We welcome you to Nottingham Co-operative Preschool and we hope that your volunteer/educational experience is rewarding and enjoyable. The Volunteers are an important and highly valued part of our organization.

What can you expect?

Nottingham Co-operative Preschool will introduce you to how a licensed childcare program operates and your role here at Nottingham Co-operative Preschool. We will provide you with information and training regarding our policies and procedures to assist you in meeting the responsibilities of your role.

We will provide this orientation prior to you spending time in the classroom with our employees and the children.

We will review the performance standards we expect from our volunteers and placement students here at Nottingham Co-operative Preschool.

We will review all policies and procedures that are applicable to your role at Nottingham Co-operative Preschool.

We will schedule regular informal meetings with you on a regular basis to discuss how you are adjusting to your role, to answer any questions, provide support and discuss successes and challenges.

We will respect your skills, dignity and individual goals and do our best to support you in the achievement of your goals.

We will consult with you and keep you informed of any upcoming changes in policies, procedures or programs.

We will provide you with a safe workplace free from harassment or violence.

We will try to resolve fairly any problems, concerns or challenges you may have while you volunteer, or are placed with us as a student.

What we expect from our volunteers

We expect you to help Nottingham Co-operative Preschool fulfill its philosophy of providing a high quality child care program and learning experience.

We expect you to perform your role to the best of your ability.

We expect you to follow Nottingham Co-operative Preschool's policies, procedures and standards of practice.

We expect you to maintain the confidentiality of all information shared with you related to Nottingham Co-operative Preschool, children and their families, employees, and other volunteers.

VOLUNTEER 1

I, _____ have read, understood and have had the opportunity to ask questions and hereby agree to abide by all of Nottingham Co-operative Preschool's policies, procedures, including confidentiality.

Date: _____ Volunteer Signature: _____

Date: _____ Nottingham Co-operative Preschool Supervisor: _____

VOLUNTEER 2 (IF APPLICABLE)

I, _____ have read, understood and have had the opportunity to ask questions and hereby agree to abide by all of Nottingham Co-operative Preschool's policies, procedures, including confidentiality.

Date: _____ Volunteer Signature: _____

Date: _____ Nottingham Co-operative Preschool Supervisor: _____

COMMITTEE REGISTRATION FORM

CHILD'S NAME: _____ New member Returning member

Volunteer's Name	Email address	Phone Number

Program: 3PM JK SK

Choose one of the following volunteer options:

- See **Appendix A** for committee and Board descriptions.
- Only one committee placement per family is required.
- Late registrations will be assigned a committee according to where they are needed.
- The Committee Coordinator will endeavor to meet your requests while balancing the needs of the school.

Committee Position: List committee choice in order of preference

	Chairperson	Member
1. _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>

*To help the Committee Coordinator with placement, please circle **all** below which best describe your needs:*

Daytime Evenings require scheduled and consistent duties I am flexible

Other? Please describe: _____

Position previously held: _____
Note: This is for information purposes only and you are **NOT** guaranteed the same position you previously held

Committee buyout (limited number of positions):

- If you have been awarded a committee buyout position by the Board of Directors, please sign below and submit a \$500 cheque to the Registrar with your package
- Committee buyout does **NOT** exclude you from year end cleanup.

Signature for buyout: _____

NOTE: Please list any other interests or skills you would like to share with the school
 (example: accounting, music, computers, professional interests):

Please tell us how you heard about us:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Friend/relative | <input type="checkbox"/> Billboard |
| <input type="checkbox"/> Web site /Facebook | <input type="checkbox"/> Flyer | <input type="checkbox"/> Door hanger |
| <input type="checkbox"/> Other (please specify) _____ | | |

CHILD MEDICAL FORM

IMMUNIZATION REQUIREMENTS

Children must be immunized according to the recommended immunization schedule for their age.

Age	Vaccine
2 months	DPTP, Hib
4 months	DPTP, Hib
6 months	DPTP, Hib
after 1st birthday	MMR
18 months	DPTP, Hib
4-6 years	DPTP, MMR

DPTP diphtheria, pertussis (whooping cough), tetanus, polio
 Hib haemophilus influenza type b (meningitis)
 MMR measles, mumps, rubella (German measles)

EXEMPTIONS

If you have chosen not to have your child immunized for medical, religious, or conscientious reasons, then you must supply one of the following:

- Conscientious or religious exemption statement
- Medical exemption statement

These exemption forms are available from the Halton Region Health Department (905) 825-6060.

NOTTINGHILL CO-OPERATIVE PRESCHOOL CHECKLIST

Child's Name: _____

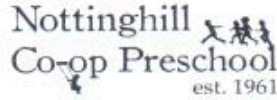
Form Name	Parent Check	Registrar Check
Registration form, complete with ALL details (Page 2)	<input type="checkbox"/>	<input type="checkbox"/>
Medication authorization, completed signed (Page 3)	<input type="checkbox"/>	<input type="checkbox"/>
Withdrawal Policy/Parental consent form (Page 4)	<input type="checkbox"/>	<input type="checkbox"/>
Guidelines, policies and procedures, read and initialed or signed as indicated (Pages 5 - 9)	<input type="checkbox"/>	<input type="checkbox"/>
Committee registration form (Page 10)	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Immunization (return both copies)	<input type="checkbox"/>	<input type="checkbox"/>
Cheques payable to Nottinghill Cooperative Preschool	Parent Check	Registrar Check
Registration fee (non-refundable) one fee per family @ \$75	<input type="checkbox"/>	<input type="checkbox"/>
Monthly fees (see table below) Cheques or Pre-authorized Payment Form (Page 13)	<input type="checkbox"/>	<input type="checkbox"/>
Committee assurance* 2 post-dated cheques @ \$250 Dated Sept. 1/17 and Feb. 1/18	<input type="checkbox"/>	<input type="checkbox"/>

Monthly Fees	Monthly Payments**	Date of Payments
<input type="checkbox"/> 3PM \$340	<input type="checkbox"/> For JK/SK ONLY Post-dated cheque for \$340	February 1, 2017 (counts as Sept fees)
<input type="checkbox"/> JK/SK \$340	<input type="checkbox"/> Pre-authorized monthly automatic withdrawals from bank account; or	FOR 3PM: Aug. 1, 2017 to May 1, 2018
	<input type="checkbox"/> Post-dated cheques	FOR JK/SK: Sept. 1, 2017 to May 1, 2018

*The Nottinghill Co-operative Preschool Board of Directors reserves the right to cash these assurance cheques for non-compliance with committee duties. Prior to cashing the aforementioned cheque(s), the Board of Directors will issue a written warning to the party in non-compliance. Note that one committee assurance cheque will be cashed with no prior warning for failure to participate in Year-End Clean Up day. Otherwise, these cheques will be returned to you at the end of the school year. Assurance cheques are not required for persons having a committee buyout position.

** Please contact the Registrar if you have an alternative preferred method of payment. Credit card payments cannot be accepted. **There will be a fee of \$45.00 charged for all NSF cheques/payments.**

Please note any information or requests pertinent to the Registrar



PRE-AUTHORIZED PAYMENT FORM

Dear Parents:

We are pleased to offer pre-authorized payment for Nottingham Co-operative Preschool programs. This payment procedure is simple and easy for both you and the School. All you have to do is the following:

- Complete and sign the authorization form;
- Attach a blank cheque marked "VOID";
- Return Pre-Authorized Payment Form and cheque to the Registrar;
- Keep the Terms and Conditions for your records.



If you have any questions, please contact the School's Registrar at (905) 827-1442.

Pre-Authorized Payment Authorization	
<i>Please Print</i>	<i>Please Print</i>
Account Holder Name(s) _____	#1 Child's Name _____
Address _____	Program _____ amount _____
City, Province _____	#2 Child's Name _____
Postal Code _____	Program _____ amount _____
	Phone _____
<p>I (we) authorize Nottingham Co-operative Preschool to process a debit, in paper, electronic or other form in the amount of \$ _____ from my (our) account # _____ on the 1st day of each month beginning _____, _____ with the final payment on the 1st day of _____, _____.</p> <p style="text-align: center;"> <small>Total</small> <small>Month</small> <small>Year</small> <small>Month</small> <small>Year</small> </p> <p>The service is for (check one) Personal _____ Business Use _____</p> <p>This authority is to remain in effect for the period outlined above or until Nottingham Co-operative Preschool has received written notification from me (us) of its change or termination. This notification must be received at least 30 days before the next debit is scheduled at the address provided below. I (we) may obtain a sample cancellation form, or for more information on my (our) right to cancel a PAD Agreement, I may contact my financial institution or visit www.cdnpay.ca.</p> <p>I (we) acknowledge that I (we) have read, understood and accepted all the provisions contained in the Terms and Conditions of the Pre-Authorized Payment Authorization and that I (we) have received a copy.</p> <p>Signature _____ Date _____</p> <p>I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit www.cdnpay.ca.</p>	
<p>FOR OFFICE USE ONLY</p> <p>Preschool Registrar _____</p> <p>Entered by Accounting _____ Date _____</p> <p>Changes made by _____ Date _____</p>	

COMMITTEES / BOARD OF DIRECTORS

Your responsibility

Each Nottinghill family is required to participate on either the board of directors or one of our 10 committees. The Board of Directors is elected/acclaimed at the Annual General Meeting held each January. Committee chair positions are available to any member of the school, either new or returning. Each family is expected to contribute a minimum of two and a half hours a month to committee work. We encourage you to request a position that most suits your talents, and family timetable. If you do not choose a committee, one will be chosen for you. If you join the school after September, you will be placed where you are most needed.

A very limited number of spaces are available to families who are not able to participate on the Board of Directors or a committee. In lieu of the Board/committee obligation, an annual fee of \$500 is to be paid upon registration and approval by the Board of Directors. Families may not be exempt from both committee work and duty days. All families must participate in the year-end cleanup, even if they have secured a committee buyout.

Board of Directors

Each year, a group of parents volunteers time and energy to work on the Board of Directors. Along with the teachers, these parents work closely to operate our business, making financial decisions, fulfilling administrative duties, meeting our membership's needs, and using foresight to promote longevity in our school.

President	<ul style="list-style-type: none"> • Chairs monthly board meetings • Oversees Board's activities and assists Board members as necessary • Prepares and submits to Ministry of Education application for renewal of Licence to Operate • Oversees and coordinates with Supervisor the maintenance of Ministry records/requirements • Acts as liaison with Ministry of Education and Halton Region • Update and submit Form 1A (change in Directors) • Reviews Policies and Procedures with Supervisor; updates as necessary with Board approval • Updates Parent Handbook and prepares Year-At-A-Glance • Co-signs all school documents/contracts and may co-sign all cheques • Responsible, with VP HR, for hiring of new staff and preparing yearly teacher contracts • Plans, organizes and chairs Annual General Meeting • Communicates regularly with Supervisor and teachers • Warns non-compliant families with respect to duty and committee requirements and cashes duty day/committee assurance cheques as necessary • Regularly communicates with Church and negotiates and renews lease with Church • Oversees maintenance of Website and Facebook page
Vice-President (Marketing)	<ul style="list-style-type: none"> • Attends monthly board meetings and presents ideas/updates as necessary • Assists with AGM, Orientation Night and Open House as well as social/fundraising events • Can assume Chair of Board in President's absence • Prepares advertising proposal for school year to be approved by the Board • Responsible for preparing advertising material and coordinating advertising • With input from Board and teachers, books and coordinates outside programming & field trips (e.g. Dash sports, school photos, etc.) • Books with Church gym times etc. for outside programming • Responsible for preparing, distributing, collecting and compiling information re Annual Survey
Vice-President (Special Events)	<ul style="list-style-type: none"> • Attends monthly board meetings and presents ideas/updates as necessary • Assists with AGM, Orientation Night and Open House as well as social/fundraising events • Can assume Chair of Board in President's absence • Provides social and fundraising committee with Board approved schedule of events • Acts as liaison between the Board and/or teachers and the social and fundraising committees • Attends meetings with social and fundraising chairs and/or committees on a monthly basis • Oversees special fundraising projects and/or preschool social events • Organizes and oversees year-end picnic • Books venues (e.g. Church) for social and fundraising events

Vice-President (Human Resources)	<ul style="list-style-type: none"> • Attends monthly board meetings and presents ideas/updates as necessary • Assists with AGM, Orientation Night and Open House as well as social/fundraising events • Can assume Chair of Board in President's absence • Responsible, with President, for hiring of new staff and preparing yearly teacher contracts • Meets regularly with Supervisor to review staff performance and address staff concerns • Observes all classes at least twice per year (more if necessary) • Prepares one written performance review per teacher per year • Coordinates maintenance of supply list and scheduling of supply teachers with Supervisor • Collects and approves employee time sheets and vacation requests and forwards to Treasurer
Treasurer (has 1 assistant when required)	<ul style="list-style-type: none"> • Attends monthly board meetings and presents ideas/updates as necessary • Assists with AGM, Orientation Night and Open House as well as social/fundraising events • Monthly duties: <ul style="list-style-type: none"> ○ Prepare cheques for payroll, source deductions, invoices, duty parents, parent reimbursements and co-ordinate for second signature ○ Prepare and submit tuition deposits via cheque and pre-authorized payment payments on first of the month ○ Deposit cheques from school fundraisers, class field trips and programs as required ○ Follow up on NSF cheques (if required) ○ Respond to financial questions from parents, teachers, Board Members, and Halton ○ Reconcile bank account as necessary • Yearly duties: <ul style="list-style-type: none"> ○ Prepare budget at beginning of year ○ Prepare recommendation for tuition fees (with President) to present to the Board ○ Update letter and submit annual Supplementary Unemployment Benefits (SUB) ○ Prepare T4s (January) and Records of Employment (as required) ○ Calculate and submit WSIB premiums (quarterly) ○ Prepare/assist with funding grants ○ Prepare report on teacher wages and classroom sizes re Halton Wage Subsidy ○ Prepare tax receipts for parents (as requested) ○ Reconcile committee assurance cheques with clean-up day sign-ups ○ Calculate additional pay cheques for teachers (sick days, health benefit, bonuses etc.) with input from Board Members.
Registrar (has up to 2 assistants)	<ul style="list-style-type: none"> • Attends monthly board meetings and presents ideas/updates as necessary • Assists social/fundraising events • Organizes registration of returning students at AGM • Coordinates and oversees Orientation Night with President and teachers • Plans, organizes and oversees the Open House • Updates Registration Package annually • Prepares, distributes and collects registration packages and ensures all student paperwork is complete per Ministry requirements • Provides Region of Halton with Immunization information • Provides Supervisor with class lists, attendance sheets and emergency cards • Provides Treasurer with cheques/payment information and current student enrollment • Provides Committee Coordinator with Committee Request forms • Provides Duty Scheduler with student information and confirms families ready for duty • Updates various parties when a student withdraws or enrolls • Responds to registration inquiries and explains school policies to parents • Coordinates tours for prospective students • Maintains list of enrolled students and waiting lists (as necessary) • Sends emails to members on behalf of Board, teachers and/or Committees • participates in pre-registration and open house registration • Checks school email regularly • Sends registration confirmation letters via email
Recording Secretary	<ul style="list-style-type: none"> • Attends monthly board meetings and presents ideas/updates as necessary • Assists with AGM, Orientation Night and Open House as well as social/fundraising events • Prepares and circulates Board meeting Agendas at least 2 days prior to meeting • Records minutes of all Board Meetings and distributes to Board and posts for membership within 10 days of meeting • Records minutes of Annual General Meeting • Maintains minute book of Corporation, including Articles of Incorporation, By-laws, Directors Register, Members Register and Minutes of meetings • Assists other Board members as needed

Committee Coordinator	<ul style="list-style-type: none">• Attends monthly board meetings and presents ideas/updates as necessary• Assists with AGM, Orientation Night and Open House as well as social/fundraising events• Updates committee binders annually• Solicits volunteers for Committee Chair positions• Assigns families to committees• Acts as liaison between Board, committees, and teachers• Maintains updated committee lists
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Committees

Each committee requires a chairperson who is responsible for communicating regularly with the Committee Coordinator and organizing times for members to fulfill their duties. Committee chairs need to maintain and update information in committee binders. All families should expect to contribute a minimum of two and a half hours a month of committee work to the school. Failure to work with committee chairs in order to fulfill this commitment will result in a written warning, and, further to that, the cashing of a committee assurance cheque. Please note that you may be asked to perform tasks not specifically included in the descriptions below, but that have been assigned to your committee.

Assistant Registrars: Data Administrators (2 people)	<ul style="list-style-type: none"> Assists teachers and the Registrar with administrative duties such as typing and photocopying (some work to be done prior to start of school) Prepares monthly calendar (information provided by Supervisor) and provides to Registrar for emailing to membership Purchase supplies for teachers as needed Send emails to membership if school is closed (e.g. snow days) Assist Registrar with Orientation Night, AGM, and Open House Registration Assist Registrar with preparation of registration packages, confirmation letters, and obtaining student information as requested
Assistant Treasurer	<ul style="list-style-type: none"> Deposits monthly fees and other cheques as necessary Assists treasurer as needed
Children's In-class parties	<p>An active and fun-filled group of parents who help the teachers organize special events such as Halloween parties, winter celebrations, our Mother's Day Tea and the graduation ceremonies.</p> <ul style="list-style-type: none"> Sets up and takes down any decorations or special props for celebrations as directed by teachers Purchases necessary supplies for all parties Committee must be comprised of a representative from each class and requires a commitment to be available during the daytime
Classroom maintenance	<p>Our very own team of rubber-glove clad scrubbers and scourers tackles the mess made by our children and leaves the classrooms spic and span. This team is also responsible for steam cleaning the classroom rugs several times throughout the year. It's not glamorous, but it's evening work, and it's a great way to get to know other parents.</p> <ul style="list-style-type: none"> Work on this committee is scheduled, one evening per month 7-9 pm The first cleaning takes place late August prior to the start of school and each committee member must attend all cleanings or find a replacement person.
Duty Schedule Coordinator	<ul style="list-style-type: none"> Prepares monthly duty day and emergency duty day schedule Emails schedule to Registrar for distribution one week before start of each month Responds to inquiries and requests regarding duty days.
General Maintenance and Repairs	<p>These heroes of our preschool rake leaves, pull weeds, plant flowers, and fix anything that's broken. Most of these responsibilities can be done on weekends/evenings, and a commitment must be made to perform tasks over the summer break.</p> <ul style="list-style-type: none"> Assemble and repair equipment and toys as needed Change batteries in the door alarms monthly Enhance and maintain outdoor play area (includes mowing lawn and weeding) Emergency backup for snow shoveling (not all members are needed for this) Purchase necessary supplies Assist in set-up/tear down of preschool event, including Family Fun Night and the Silent Auction
Newsletter (1person)	<p>The newsletter is a crucial link between the teachers/Board and our membership. Work can be done on evenings/weekends. A background in journalism or public relations is an asset (but not required) as well as computer skills.</p> <ul style="list-style-type: none"> Gathers and assembles articles written by Board members, teachers and committees for a monthly newsletter that is approved by the President Edits and produces the newsletter, and forwards to Registration for distribution via email
Social Committee	<p>This group of enthusiastic cheerleaders promotes our school culture by planning and organizing social events, such as play-dates at indoor playgrounds, our annual Family Fun Night and our annual Movie Night</p> <ul style="list-style-type: none"> Prefer Committee be comprised of a representative from each class Assists with year-end picnic

Program enhancement	<p>If you've got a flare for decorating, this committee is for you. These talented folks decorate our classrooms with the guidance of the teachers. This work is usually done at lunchtime</p> <ul style="list-style-type: none"> • Enhances monthly classroom theme through decorations and props • Collects and returns theme related library materials as specified by teachers • Helps teachers with program needs by cutting out shapes, etc. • Purchase necessary supplies • Assist teachers with monthly toy rotation
Snack	<p>Our children are provided with a daily dose of nutrition thanks to this committee. All items are store bought to ensure the safety of our children with allergies. Committee members are on a rotating duty and provide healthy, fresh snacks for all classes. Members shop for and drop the items off in the kitchen weekly by 8:15am.</p> <ul style="list-style-type: none"> • Committee members do not need to be at the school during snack time
Fundraising	<p>As a non-profit cooperative, this committee is extremely vital. Its role is to spearhead existing fundraising ventures as well as research and present new fundraising opportunities for Board approval. Previous fundraising experience is not necessary!</p> <ul style="list-style-type: none"> • Organize and implement the Silent Auction held in February each year • Arrange other fundraising ventures (e.g. Mabel's Labels)
Scholastic Administrator (1 person)	<p>This person oversees the Scholastic book purchasing program by distributing and collecting order forms and the purchases when they arrive. Each Scholastic order generates funds for the preschool to put towards new books and educational supplies.</p>
Website Administrator (1 person)	<p>Our website is a vital tool in promoting our school to new families. This person, under the direction of the Board, will be responsible for updating content (e.g. to advertise the Open House) as well as uploading monthly calendars and newsletters. Photographs of children do not appear on the website unless written permission is received.</p> <ul style="list-style-type: none"> • Familiarity with WordPress is an asset