

# 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:

- Forming close relationships with other families
- Classroom participation - this allows parents to see how their child interacts in the classroom environment.
- Close communication with the teachers.
- Reduced fees - 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?

### Committee duty:

- The functions of the preschool are divided among several committees and Board positions. Please see page 7 for the committee registration form and Appendix B for descriptions of the positions.
- If you decide to opt out of committee responsibilities, a \$500 committee buyout fee applies.  
*Note: Paying \$500 for the committee buyout fee does not exempt you from year-end clean up. All families are required to participate in the year-end clean-up or pay a \$50 opt-out fee, which is separate from the committee buyout fee.*
- Committee assurance cheques: 2 post dated cheques of \$250 each will be held at the school and returned to you on the clean up day or the last day of school if you have paid the \$50 opt-out fee, provided you fulfill your committee requirements. One cheque should be dated Sept 1, 2023 and the other February 1, 2024.
- The Nottingham Co-operative Preschool Board of Directors reserves the right to cash these assurance cheques for non-compliance of committee duties. Prior to cashing the aforementioned cheque(s), the Board of Directors will issue one written warning to the family in non-compliance. Note that one committee assurance cheque will be cashed with no prior written warning for failing to participate in the year-end clean up day.

### Classroom volunteer days (Pending COVID-19 Policies):

- Families may (but are not required to) provide one or more volunteers (e.g. mother, father, grandparent, caregiver, etc.) to assist teachers in the daily running of the classroom, on a rotating basis (approximately once per month).
- Any parents/caregivers that wish to volunteer will need to submit a Criminal Record Check as well as additional documentation required by the Ministry of Education. See Appendix A for details.

## How Do I Return the Completed Package?

- The **completed** registration package, along with the appropriate fees, must be given to the Registrar to secure a position. Please ensure that **all boxes** are completed in their entirety or marked "N/A" if not applicable. This includes the Record of Immunization (all information, including doctor's full address and telephone number must be completed).
- The Criminal Record Check (see Appendix A), which is only required if you choose to volunteer in the classroom, may take longer to complete. **However, it must be returned NO LATER THAN seven days prior to your first classroom volunteer day.**
- Please return any outstanding paperwork, including the *original* Criminal Record Check, to the school at 1469 Nottingham Gate, Oakville, ON L6M 1X7 during the school year.
- The school is officially closed over the summer. If you need to contact the Registrar during the summer, please send an email to [registrar@nottinghampreschool.com](mailto:registrar@nottinghampreschool.com) and you will be contacted within a week.
- You will receive e-mail communication during the summer months confirming your child's class placement (or waiting list spot, if applicable). You will also receive e-mail communication in late August regarding the Parent Orientation Evening held in late August or early September, prior to the start of classes.

<b>Note</b>	<b><u>Parent volunteers perform the Registrar, Treasurer, and Committee Coordinator positions. Your help to minimize their workload, by ensuring your package is complete and returned promptly, is greatly appreciated.</u></b>
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### Child's Information

NAME Last First		NICKNAMES	SEX Male <input type="checkbox"/> Female <input type="checkbox"/>
DATE OF BIRTH Year Month Day		HOME ADDRESS Street City Prov. Postal Code	
PRIMARY EMAIL ADDRESS FOR SCHOOL COMMUNICATION		PRIMARY PHONE # FOR SCHOOL COMMUNICATION	LANGUAGE SPOKEN AT HOME

### Parent 1 Information

### Parent 2 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 the 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: CANNOT BE 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 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.

List previous communicable diseases:

Parent / Guardian's Signature

Date

### Program Selection

<input type="checkbox"/> 2am	Tuesday & Thursday 9:00-11:30 am	age 2 by December 31/23	
<input type="checkbox"/> 3am	Mon. / Wed. / Fri. 9:00-11:30 am	age 3 by December 31/23	
<input type="checkbox"/> 3pm	<input type="checkbox"/> FT: Mon-Fri, 12:30-3:30 pm	age 3 by December 31/23	
	<input type="checkbox"/> PT: Mon. / Wed. / Fri. 12:30-3:30 pm		
<input type="checkbox"/> JK/SK	Mon-Fri, 12:30-3:30 pm	age 4 by December 31/23 (JK)	age 5 by December 31/23 (SK)

**SEE FEE SCHEDULE ON PAGE 4 FOR DETAILS.**

**FOR OFFICE USE ONLY:**

Date of Admission:

Date of Discharge:

# AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION

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. 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. Attach additional pages if necessary.

## Note to parents of children with severe food allergies:

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

## PARENTAL CONSENT

<input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>	I consent to having my email address, home telephone number and name included in a class list that will be distributed to the other families in my child's class.
<input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>	I give consent for the child named above to go on spontaneous small outings with the school, under supervision of the teacher (e.g. walk along the nature trail behind the church).
<input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>	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.
<input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>	I agree to release Nottingham Co-operative Preschool and its staff from any liability in connection with the administration of medication in accordance with the instructions included above.
<input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>	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.
<input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>	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, sent to parents via our Remind application (or equivalent) and used in the school newsletter which is emailed to parents.
<input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>	I give permission for photographs of the above-named child to be posted on the school's website and social media pages.

Child's Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
 Print name

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## FEE SCHEDULE

**Registration Fee** (non-refundable, payable at registration, one per family).....\$75

### Monthly Fees

Monthly fees are based on the program that your child is enrolled in as per the schedule below. Monthly fees are paid on the first of the month, one month in advance. For example, September fees are payable on August 1st and June fees are payable on May 1st. *The only exception is for the JK/SK class: the first monthly fee for the JK/SK class is due upon registration and is non-refundable.*

Program	Days Per Week	2022/2023 Monthly Fee
2AM - Part Time	Tuesday & Thursday; 9:00 – 11:30 AM	\$125.21
3AM - Part Time	Mon/Wed/Fri; 9:00 – 11:30 AM	\$170.10
3PM – Part Time	Mon/Wed/Fri; 12:30 – 3:30 PM	\$170.10
3PM – Full Time	Monday – Friday; 12:30 – 3:30 PM	\$256.71
JK/SK	Monday – Friday; 12:30 – 3:30 PM	\$256.71

### Monthly Payment Options

Monthly payments can be made in one of two ways\*:

1. Pre-authorized Payments – Appendix C is the Nottinghill Pre-Authorized Payment form. This form must be completed in full and authorized with a signature. A **VOID cheque must be attached** to the form to complete the payment process. If there are changes to the total monthly payments at any point in the year, these changes need to be authorized in writing to the Registrar.
2. Post-dated Cheques – Post-dated cheques, each in the amount of the monthly fee, can be submitted with the registration package. For all classes, ten (10) post-dated cheques, dated from August 1<sup>st</sup> to May 1<sup>st</sup> are required.

**\* Please contact the Registrar if you have an alternative preferred method of payment. Credit card payments cannot be accepted. Any cheques or pre-authorized payments that result in NSF will be subject to a \$45 fee.**

### Withdrawals and Cancellation Policy

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

*\*Families withdrawing from the school on or before September 30, must give notice prior to August 1. Otherwise, the cheques or pre-authorized payments for the August 1<sup>st</sup> and September 1<sup>st</sup> fees will be processed as previously authorized.*

# IMMUNIZATION REQUIREMENTS

## IMMUNIZATION REQUIREMENTS

- Children must be immunized according to the recommended immunization schedule for their age. Please refer to the Halton Region Health Department website (<https://www.halton.ca/For-Residents/Immunizations-Preventable-Disease>) for the currently recommended immunization schedule.
- Complete and return the attached **Statement of Immunization** with your completed registration package.
- Report your child's immunizations to the Halton Region Health Department (<https://www.halton.ca/For-Residents/Immunizations-Preventable-Disease>).

## 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 at <https://www.halton.ca/For-Residents/Immunizations-Preventable-Disease> or by calling 311 or 905-825-6000.



## Statement of Immunization for Entry into Child Care

According to the Child Care and Early Years Act, every operator shall ensure that before a child is admitted to a Child Care Program or nursery school the child is immunized as required by the Medical Officer of Health. **The vaccines required are diphtheria, tetanus, polio, pertussis, haemophilus influenzae B, measles, mumps, and rubella, pneumococcal, meningococcal C, varicella, and rotavirus.** These requirements may be removed if you object to immunization for medical, conscience or religious reasons. You can get the necessary exemption form from the Health Department.

**Child Care Centre:** \_\_\_\_\_  
name of centre address of centre

Child's Name: \_\_\_\_\_  
(last name) (first name)

Sex: F M Birth Date: yyyy / mm / dd / O.H.I.P #

Address: \_\_\_\_\_

Street	City/Town	Postal Code

Parent/Guardian: \_\_\_\_\_ Home # \_\_\_\_\_ Work# \_\_\_\_\_

Family Doctor and telephone number & address: \_\_\_\_\_

**OR attach a photocopy of the immunization record to this form and submit**

[illegible]

Personal health information on this form is collected pursuant to subsection 35(1) of Regulation 137 under the Child Care and Early Years Act, S.O. 2014 and will be used by Halton Region's Medical Officer of Health to determine adequate immunization status of the named child. Upon request, this record may be disclosed to the child's primary health care provider unless you instruct us not to do so. Questions about this collection can be directed to nurses within the Immunization Services Program, Halton Region Health Department, 1151 Bronte Road, Oakville, ON, L6M 3L1. Dial 311 or 905-825-6000 or toll free at 1-866-442-5866.

# COMMITTEE REGISTRATION FORM

CHILD'S NAME: \_\_\_\_\_ ☐ New member ☐ Returning member

Committee Volunteer's Name		Email address		Phone Number	
<b>Program:</b>	<input type="checkbox"/> 2am	<input type="checkbox"/> 3 AM - PT	<input type="checkbox"/> 3 PM - PT <input type="checkbox"/> 3 PM - FT	<input type="checkbox"/> JK/SK	
<b>Choose one of the following volunteer options:</b> <ul style="list-style-type: none"> <li>• See <b>Appendix B</b> for committee and Board descriptions.</li> <li>• Only one committee placement per family is required.</li> <li>• Late registrations will be assigned a committee according to where they are needed.</li> <li>• The Committee Coordinator will endeavor to meet your requests while balancing the needs of the school. However, you are not guaranteed a position requested or previously held.</li> <li>• If you fail to fulfill your committee responsibilities, you will receive a written warning from the board. If the failure persists, one of the assurance cheques will be cashed. Note that the second assurance will be cashed with no prior warning for failing to participate in the year-end clean up.</li> </ul>					
<input type="checkbox"/>	<b>Committee Position:</b>	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"/>	
<i>To help the Committee Coordinator with placement, please circle <b>all</b> below which best describe your needs:</i> Daytime    Evenings    require scheduled and consistent duties    I am flexible Other? Please describe: _____					
<input type="checkbox"/>	<b>Position previously held:</b>				
<b>Note:</b> This is for information purposes only and you are <b>NOT</b> guaranteed the same position you previously held					
<input type="checkbox"/>	<b>Committee buyout</b> (limited number of positions): <ul style="list-style-type: none"> <li>• 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</li> <li>• Committee buyout does <b>NOT</b> exclude you from year end clean-up. All families are required to participate in clean-up day or pay a \$50 opt-out fee.</li> </ul>				
	Signature for buyout:				

**Please tell us how you heard about us:**

<input type="checkbox"/>	Google Search	<input type="checkbox"/>	Website	<input type="checkbox"/>	Friend/relative
<input type="checkbox"/>	Social Media	<input type="checkbox"/>	Flyer	<input type="checkbox"/>	Other (please specify)

# NOTTINGHILL CO-OPERATIVE PRESCHOOL CHECKLIST

Child's Name:	
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Form Name	Parent Check	Registrar Check
Registration form, complete with <b>ALL</b> details and signed	<input type="checkbox"/>	<input type="checkbox"/>
Medication authorization and parental consent form, completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
Committee registration form & Assurance cheques (2)	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Immunization complete with <b>ALL</b> details	<input type="checkbox"/>	<input type="checkbox"/>
Criminal Record Check (see Appendix A):		
I am exempt as I do not intend to volunteer in the classroom	<input type="checkbox"/>	
Please schedule me to volunteer on a monthly basis	<input type="checkbox"/>	
I intend to volunteer on an ad-hoc basis	<input type="checkbox"/>	
Criminal Record Check	Volunteer 1 Volunteer 2	<input type="checkbox"/> <input type="checkbox"/>
Registration Fee (non-refundable, one per family, \$75)	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Authorized Payment Form, complete with <b>ALL</b> details and signed with void cheque attached (see Appendix C) ** Fee withdrawals begin on <b>August 1st 2022</b> and go until <b>May 1st 2023</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Note: All committee assurance cheques and clean up day opt-out fee cheques should be made out to Nottingham Co-Operative Preschool.**

## CRIMINAL RECORD CHECKS

The Ministry of Education requires that Nottingham request a criminal record check with vulnerable sector screening on anyone who volunteers in the classroom, such as parents, grandparents and caregivers. If you wish to volunteer at the school, please apply for a criminal record check and vulnerable sector screening as described below.

### How to apply for a criminal record check and vulnerable sector screening

- Apply for your criminal record check and vulnerable sector screening at one of the locations listed below.
  1. two pieces of identification are required (one must have a photograph)
  2. inform the police that it is for a volunteer position
- The criminal record check **will take approximately four to six weeks** and will be delivered by mail. **Ensure that the application is made prior to July 1, 2022 so that you are able to volunteer when school begins in September.**
- Return the **original** criminal record check (with an issue date not more than 6 months prior to the date of submission) with your registration package, and it will be returned to you after verification.

Locations		Accepted Identification
<b>Halton Regional Police Headquarters Records Department</b>  1151 Bronte Road Oakville, ON L6J 5C7 (905) 825-4712  Monday - Friday: 8 a.m. – 3:15 p.m.  Payment by: cash, debit, VISA, or MasterCard	<b>20<sup>th</sup> Division Police District</b>  95 Oak Walk Drive Oakville, ON L6M 0G6  Monday - Friday: 8:30 a.m. – 10 p.m.	Birth certificate Driver's license with photograph Passport Citizenship card Indian status card Age of majority card Social Insurance card Health card Marriage certificate Outdoors card Military identification

### What a criminal record check and vulnerable sector screening indicates

This clearance includes disclosure of information from the National Repository of Criminal Records and includes:

- Criminal Record (Adult and/or Young Person, including Summary Offences)
- Record of not criminally responsible on account of a mental disorder
- Probation, prohibitions and other judicial orders which are in effect
- Pending charges under federal statutes
- Convictions/pending charges under the Child and Family Services Act
- Record(s) of civil findings with respect to abuse of children
- Admissions of abuse of the vulnerable
- Suspect information
- Details of information that may assist an agency in making an informed decision, including incidents under provincial statutes (i.e. Mental Health Act)
- Court proceeding dispositions including withdrawn charges, acquittals, peace bonds, etc.
- Information from the local records of Halton Regional Police Service and/or from the records of other police agencies where the applicant has resided within the last five years
- Whether an applicant has ever been pardoned for a sexual offence

### A positive criminal record check and/or vulnerable sector screening

A positive criminal record check does not necessarily mean the membership application will be denied. Consideration is given to the nature of circumstances surrounding the charges and convictions. The co-operative is looking for specific offenses with the potential to create an unsafe environment for the children. The following convictions or charges are suggested for consideration as unacceptable by the co-operative:

- Any crime against children
- Any acts of violence
- Substance abuse

Upon presentation of a positive reference check, the applicant may discuss the information in confidence with the Registrar. The acceptance of any member volunteer with a positive criminal record check requires the approval of the Board of Directors of Nottingham Co-operative Preschool.

## COMMITTEES / BOARD OF DIRECTORS

### Your responsibility

Each Nottinghill family is required to participate on either the Board of Directors or one of our 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 should expect to contribute a minimum of two and a half hours a month to committee work on average, with some committees' responsibilities concentrated over a few months and others spread out throughout the year. 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. All families must participate in the year-end clean-up or pay a \$50 opt-out fee, 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.

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

	<ul style="list-style-type: none"> <li>• Meets regularly with Supervisor to review staff performance and address staff concerns</li> <li>• Observes all classes at least twice per year (more if necessary)</li> <li>• Prepares one written performance review per teacher per year</li> <li>• Coordinates maintenance of supply list and scheduling of supply teachers with Supervisor</li> <li>• Collects and approves employee time sheets and vacation requests and forwards to Treasurer</li> </ul>
<b>Vice-President (Operations)</b>	<ul style="list-style-type: none"> <li>• Attends monthly board meetings and presents ideas/updates as necessary</li> <li>• Assists with AGM, Orientation Night and Open House as well as social/fundraising events</li> <li>• Manages volunteer documentation, including Criminal Record Checks and annual Offence Declarations</li> <li>• Ensures that all required documents are collected, on file and accessible by the Supervisor for program advisor audits</li> <li>• Provides Volunteer Scheduler with student information and confirms families ready to volunteer</li> <li>• Responsible for Halton Region grant applications, administration and reconciliation (in consultation with President and Treasurer on communication and key documentation)</li> <li>• Works with the third party payroll company to (among other things):             <ul style="list-style-type: none"> <li>o administer the bi-weekly payroll to teachers (with input from the Treasurer and VP HR, as applicable)</li> <li>o prepare T4s (January) and Records of Employment (as required)</li> <li>o calculate and submit WSIB premiums (quarterly)</li> </ul> </li> <li>• Calculates additional pay cheques for teachers (sick days, health benefit, bonuses etc.) with input from Board Members (as required)</li> <li>• Prepares report on teacher wages and classroom sizes re Halton Wage Subsidy</li> <li>• Works with IT volunteer to manage any IT equipment (including printing, hardware, software and telephone issues), their vendors and overall budget</li> <li>• Works with President on special projects as required</li> </ul>
<b>Treasurer</b> (has 1 assistant when required)	<ul style="list-style-type: none"> <li>• Attends monthly board meetings and presents ideas/updates as necessary</li> <li>• Assists with AGM, Orientation Night and Open House as well as social/fundraising events</li> <li>• Monthly duties:             <ul style="list-style-type: none"> <li>o Prepare cheques for invoices, parent reimbursement for committee expenses and coordinate for second signature</li> <li>o Prepare and submit tuition deposits via cheque and pre-authorized payment payments on first of the month</li> <li>o Deposit cheques from school fundraisers, class field trips and programs as required</li> <li>o Follow up on NSF cheques (if required)</li> <li>o Respond to financial questions from parents, teachers, Board Members, and Halton</li> <li>o Reconcile bank account monthly</li> <li>o Journal entries for payroll expenses, direct deposit and other expense and revenue transactions</li> </ul> </li> <li>• Yearly duties:             <ul style="list-style-type: none"> <li>o Prepare budget at beginning of year</li> <li>o Prepare recommendation for tuition fees (with President) to present to the Board</li> <li>o Update letter and submit annual Supplementary Unemployment Benefits (SUB)</li> <li>o Assist VP Operations with funding grants</li> <li>o Issue yearly tax receipts</li> </ul> </li> </ul>
<b>Registrar</b> (has up to 2 assistants)	<ul style="list-style-type: none"> <li>• Attends monthly board meetings and presents ideas/updates as necessary</li> <li>• Assists social/fundraising events</li> <li>• Organizes registration of returning students at AGM</li> <li>• Coordinates and oversees Orientation Night with President and teachers</li> <li>• Plans, organizes and oversees the Open House</li> <li>• Updates Registration Package annually</li> <li>• Prepares, distributes and collects registration packages and ensures all student paperwork is complete per Ministry requirements</li> <li>• Provides Region of Halton with Immunization information</li> <li>• Provides Supervisor with class lists, attendance sheets and emergency cards</li> <li>• Provides Treasurer with cheques/payment information and current student enrollment</li> <li>• Provides Committee Coordinator with Committee Request forms</li> <li>• Updates various parties when a student withdraws or enrolls</li> <li>• Responds to registration inquiries and explains school policies to parents</li> <li>• Coordinates tours for prospective students</li> <li>• Maintains list of enrolled students and waiting lists (as necessary)</li> </ul>

	<ul style="list-style-type: none"> <li>• Sends emails to members on behalf of Board, teachers and/or Committees</li> <li>• Participates in pre-registration and open house registration</li> <li>• Checks school email regularly</li> <li>• Sends registration confirmation letters via email</li> </ul>
<b>Recording Secretary</b>	<ul style="list-style-type: none"> <li>• Attends monthly board meetings and presents ideas/updates as necessary</li> <li>• Assists with AGM, Orientation Night and Open House as well as social/fundraising events</li> <li>• Prepares and circulates Board meeting Agendas at least 2 days prior to meeting</li> <li>• Records minutes of all Board Meetings and distributes to Board and posts for membership within 10 days of meeting</li> <li>• Records minutes of Annual General Meeting</li> <li>• Maintains minute book of Corporation, including Articles of Incorporation, By-laws, Directors Register, Members Register and Minutes of meetings</li> <li>• Assists other Board members as needed</li> </ul>
<b>Committee Coordinator</b>	<ul style="list-style-type: none"> <li>• Attends monthly board meetings and presents ideas/updates as necessary</li> <li>• Assists with AGM, Orientation Night and Open House as well as social/fundraising events</li> <li>• Updates committee binders annually</li> <li>• Solicits volunteers for Committee Chair positions</li> <li>• Assigns families to committees</li> <li>• Acts as liaison between Board, committees, and teachers</li> <li>• Maintains updated committee lists</li> </ul>

## 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. Each family should expect to contribute a minimum of two and a half hours a month to committee work on average, with some committees' responsibilities concentrated over a few months and others spread out throughout the year. Failure to work with committee chairs in order to fulfill this commitment will result in a written warning. If the failure persists, you will be required to pay the \$500 committee buyout fee. Any mandatory buyout will be determined by the Board. 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.

<b>Assistant Registrars/ Data Administrators</b> (2 people, if required)	<p>Specific duties to be agreed with Registrar, but may include such tasks as the following:</p> <ul style="list-style-type: none"> <li>• Assist Registrar with Orientation Night, Annual General Meeting, and Open House Registration</li> <li>• Assist Registrar with preparation of registration packages</li> <li>• Coordinate with teachers for tours for potential new registrants and follows up to ensure complete registration materials are returned</li> <li>• Calculate pro-rated fees for new families, draft emails to communicate fee information to family</li> <li>• Draft email communications about outstanding payments or missed PAP deadlines</li> <li>• Help with photocopying and folder stuffing for Orientation Night, Annual General Meeting, and Open House Registration</li> <li>• Uses master list (maintained by Registrar) to produce updated class contact lists, attendance sheets and birthday lists</li> </ul>
<b>Assistant Treasurer</b> (1 person if required)	<p>Knowledge of accounting is preferred. Specific duties to be agreed with Treasurer, but may include such tasks as the following:</p> <ul style="list-style-type: none"> <li>• Deposit monthly fees and other cheques as necessary</li> <li>• Process yearly tax receipts</li> <li>• Provide assistance with cheque authorization and disbursement</li> </ul>
<b>Children's In-class parties</b>	<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"> <li>• Sets up and takes down any decorations or special props for celebrations as directed by teachers</li> <li>• Purchases necessary supplies for all parties</li> <li>• Committee must be comprised of a representative from each class and requires a commitment to be available during the daytime</li> </ul>
<b>Website Coordinator</b> (1 person required)	<ul style="list-style-type: none"> <li>• Updating the Nottingham Hill Website with relevant information approved by the VP of Marketing or the Board President.</li> </ul>
<b>Classroom Cleaning</b>	<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. 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"> <li>• Work on this committee is scheduled, one evening per month 7-9 pm</li> <li>• 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.</li> </ul>
<b>Volunteer Schedule Coordinator</b> (1 person)	<ul style="list-style-type: none"> <li>• Prepares monthly classroom volunteer schedule &amp; send to Registrar 1 week before start of month</li> <li>• Responds to inquiries and requests regarding volunteer days</li> <li>• Work can be done on evenings/weekends</li> </ul>
<b>Landscaping and Repairs</b>	<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"> <li>• Assemble and repair equipment and toys as needed</li> <li>• Change batteries in the door alarms monthly</li> <li>• Enhance and maintain outdoor play area (includes mowing lawn and weeding)</li> <li>• Purchase necessary supplies</li> </ul>
<b>Newsletter</b> (1 person)	<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"> <li>• Gathers and assembles articles written by Board members, teachers and committees for a monthly newsletter that is approved by the President</li> <li>• Edits and produces the newsletter, and forwards to Registrar for distribution via email</li> </ul>
<b>Social Committee</b>	<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. The Committee should include a representative from each class.</p> <ul style="list-style-type: none"> <li>• Assists with year-end picnic</li> </ul> <p>The first social event takes place during the first week of September. The Social Chair will be contacting members of this committee at the end of August.</p>
<b>Snack</b>	<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 assigned specific weeks at the beginning of the year to provide healthy and fresh snacks. Members shop for and drop the items off in the kitchen for the week by 8:15am. Committee members <b>do not</b> need to be at the school during snack time.</p>
<b>Fundraising</b>	<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"> <li>• Organize and implement the Silent Auction held in February each year</li> <li>• Arrange other fundraising ventures (e.g. Holiday Wreaths)</li> </ul>
<b>Smock Washing</b> (1-2 people)	<p>The responsibilities of this role include picking up the art smocks each Friday after class, washing them at home over the weekend and returning them on Monday morning prior to the start of school. It also includes a final wash of all the smocks, chair covers, puppets, stuffed toys and towels at the school following the Year-End Clean in June.</p>
<b>Teacher's Purchasing Assistant</b> (1 person)	<p>Assists teachers with photocopying classroom materials and purchasing classroom/office supplies as required.</p>
<b>Scholastic Administrator</b> (1 person)	<p>This person oversees the Scholastic book purchasing program by distributing and collecting order forms and the purchases when they arrive. This person is also responsible for overseeing orders that are completed on the Scholastic website. Each Scholastic order generates funds for the preschool to put towards new books and educational supplies.</p>
<b>Program Enhancement</b>	<p>If you've got a flair for decorating and crafting, this position is for you. This work is done during the day.</p> <ul style="list-style-type: none"> <li>• Assisting teachers with classroom projects and materials.</li> <li>• Decorating the classrooms (i.e. bulletin boards) when requested by teaching staff</li> <li>• Putting up, decorating and taking down Christmas trees</li> <li>• Restocking the birthday party chest with age appropriate, economical treats (no food) when directed by the teaching staff</li> </ul>
<b>Monthly Calendar</b> (1 person)	<p>The monthly calendar provides important information at a glance regarding learning themes, upcoming events, and special in-class programs. Work can be done on evenings/weekends.</p> <ul style="list-style-type: none"> <li>• The calendar is typically completed on MS Word but can be done in another similar program</li> <li>• Prepares classroom monthly calendar (information provided by Supervisor) and provides to the Registrar for emailing to families.</li> </ul>

## PRE-AUTHORIZED PAYMENT FORM

Dear Parents,

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

- Complete and sign the authorization form;
- Attach a blank cheque marked "VOID";
- Return the 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 [registrar@nottinghillpreschool.com](mailto:registrar@nottinghillpreschool.com)

### Pre-Authorized Payment Authorization

#### Registration Information

#1) Child's Name _____	#2) Child's Name _____
Program _____	Program _____
Amount \$ _____	Amount \$ _____

#### Account Holder Information

Account Holder Name(s) _____	
Address _____	
City, Province _____	
Postal Code _____	Phone # _____

I (we) authorize Nottinghill Co-operative Preschool to process a debit, in paper, electronic or other form in the amount of \$ \_\_\_\_\_ from my (our) account # \_\_\_\_\_ on the 1<sup>st</sup> day of each month beginning \_\_\_\_\_ , \_\_\_\_\_ with the final payment on the 1<sup>st</sup> day of \_\_\_\_\_ , \_\_\_\_\_.

The service is for (check one)      Personal \_\_\_\_\_      Business use \_\_\_\_\_

This authority is to remain in effect for the period outlined above or until Nottinghill 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](http://www.cdnpay.ca).

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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 the PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

#### FOR OFFICE USE ONLY

Preschool Registrar _____	
Entered by Accounting _____	Date _____
Changes made by _____	Date _____