



Registration Kit 2015-16

Application Closing Date: Wednesday April 1ST 2015

Glebe Community Centre
175 Third Avenue
Ottawa, ON K1S 2K2
613.233.9708
www.glebepreschool.com
info@glebepreschool.com

WELCOME

Welcome to the Glebe Co-operative Nursery School (GCNS). The primary purpose of this **Registration Kit** is to provide you with the necessary information and documentation required to register your child in the school. The kit also offers a brief introduction into the history and philosophy of the co-operative. Before classes start, members will receive an **Orientation Handbook** detailing information about responsibilities as a member of the co-operative, duty day tasks, what to bring to school for your children, etc. In the meantime, if you have any questions or concerns, please do not hesitate to contact the school at (613)233-9708 or email info@glebepreschool.com or visit www.glebepreschool.com.

OUR SCHOOL

Philosophy

The Glebe Co-operative Nursery School is built on the philosophy that children learn through play. To facilitate this learning process, the teachers strive to provide a program and classroom setting that meets the developmental needs of the whole child. The goal is that each child's pre-school experience will be a nurturing one, leading to the development of self-esteem, independence, compassion, and a lifelong love of learning.

History

The Glebe Co-operative Nursery School began in September 1977 as a parent-child playgroup. Over the years, the playgroup evolved into a preschool staffed by professional early childhood educators ("ECE"). The school was incorporated in January of 1982 necessitating the development of by-laws and operating policies to govern its organization and management. First licensed under the **Day Nurseries Act** in November of 1988, the school is reviewed annually by the Ministry of Education to ensure that all standards are maintained.

What is a Co-operative Nursery School?

A co-operative nursery school is a non-profit organization made up of volunteer parents who come together to manage and participate in a school for their children. Through ongoing participation, parents have the opportunity to share and be involved in their child's first school experience. The school is incorporated under the **Co-operative Corporations Act** and is governed by its own by-laws. A Board of Directors, made up of volunteer members and elected on an annual basis, manages the school. The school's Coordinator and teachers report to the Board of Directors.

Membership Responsibilities

Members of the Co-operative are entitled to elect the Board of Directors and receive and approve minutes of General Meetings, as well as the annual Financial Report. Each registered family has one vote on issues brought forward to Special or General Meetings of the Membership. Members are obliged to abide by the by-laws and policies of the school. These requirements include the payment of all fees, the performance of duty days, keeping children at home when ill with a communicable disease, participating in General Meetings and School Events and performing at least one volunteer job per year. **The success of the school depends on the active and ongoing participation of all members.**

What Sets us Apart

The Glebe Cooperative Nursery School is located in the fully accessible Glebe Community Centre in the heart of our community. The children in our school learn about and explore their world in our bright and spacious classroom. Furthermore our students have access to the main hall in the community centre and we are the only nursery school in the city that takes the children outside to play year round. We have a lovely play structure in our fenced yard where the children play daily.

GCNS PROGRAMS

School Programs

The School offers the following two classes according to age and interests:

Program	Days	Time	Age	Class Size
Toddler Program	Tuesday and Thursday	8:30-11:30 am	1 1/2 - 2 1/2 years	15
Preschool Program	Monday, Wednesday and Friday	8:30-11:30 am	2 1/2 - 4 1/2 years	24

Toddler Program: Children eager to play will enjoy the learning activities in their first entry into early education. Wonderful, loving teachers, a bright cheery environment, and lots of learning opportunities provide a happy start to learning and socializing.

Preschool Program: Through independent engagement in stimulating activities, and directed learning time with teachers, preschool children develop the social, physical, intellectual and creative skills that form the foundation for success in their ongoing education. The morning program is an excellent way of preparing for junior kindergarten.

Eligibility for the GNAG Lunch Time Program

Lunch-Time Program: GCNS students are eligible for guaranteed pre-registration in the Glebe Neighbourhood Activities Group lunch-time program at the Glebe Community Centre. The program is offered on weekday basis from 11:30-1:00. Parents can choose to use the lunch time service for one or more days per week. Parents are responsible for contacting GNAG at least one full day prior to the registration date for each term to indicate a desire for a place in the lunch time program. Parents should identify themselves as GCNS members to ensure pre-registration rights. Students must be toilet-trained and 2 years of age to be eligible for the lunch program. Please note that the lunch time program follows Community Centre programming schedules and not those of the Nursery School or the OC School Board.

SCHOOL ENVIRONMENT

The school's classroom, located within the Glebe Community Centre, is organized into activity areas. Classroom goals are met by providing the children with an opportunity to explore and experience the world around them at carefully planned learning centres. These learning centres allow the children to choose their own activities and to work and play independently or in small groups at their own pace and ability level. Learning centres include special areas for reading, science and discovery, drama and dress-up area, cognitive toys section, blocks and construction, sensory table, and art.

Following a period of free play the children tidy-up and have a snack and water or juice provided by the duty parent. Parents are asked to provide nutritious, nut-free, snacks. Each daily program incorporates a group circle time during which the children experience the theme of the week through participation in singing, dancing, and directed learning activities. The children also enjoy a half hour of gross motor exercise either in our well-equipped outdoor playground or in the Glebe Community Centre's main hall.

Special Features

Throughout the school year, each program may include special visitors and parents with a specialized skill or area of interest are also welcome to make presentations to any or all of the classes at the school.

The Staff

There are two Registered Early Childhood Educators, as well as an Early Childhood Educator Assistant. Additionally, there is always a parent or caregiver on duty at each class.

THE REGISTRATION PROCESS

The Lottery

The GCNS only maintains a wait list for the current year and does not maintain a wait list that is carried over from year to year. Applications for admission for all current, returning and new members are accepted during the month of March for the upcoming school year (See #6 in FAQs for more information).

Current Members (those who have children enrolled in the school for the current school year) receive first priority for a spot in the program of their choice for the next school year. This priority applies to children currently enrolled and to their siblings. After spots have been allotted to Current Members, Returning Members (those members who have had children enrolled in the past but do not currently have a child enrolled) are offered spots in the program. Any open spots after this time are offered to New Members. When there are insufficient open spots to meet demand, places in the programs are filled by means of a lottery. If, at any stage of the process there are more applicants than spots, allocation is determined by lottery. Once the open spaces are filled, remaining applicants are assigned positions on a wait list for their requested program by lottery.

Eligibility

Age Requirements: To participate in the initial lottery for open spaces, children must meet the age requirement for a program as of the first day of school in September. However, the GCNS has special flexibility within its license to allow up to 20% of the students (up to three students) enrolled in the Preschool Program to be under the minimum age. This flexibility is used **only** if there are no children of age to fill a vacancy within the program. The school maintains an underage waiting list for each of the programs for children who turn the required age by December of the school year. Acceptance of underage children is at the discretion of the GCNS teachers.

Toilet Training: It is **not** necessary for children to be toilet trained in order to register for any GCNS program.

Registration Form and Fees

The forms in this kit must be completed and submitted with accompanying documents. In addition, a **non-refundable** Registration/Membership fee (one per family) of **\$30.00** is due. The cheque for the registration fee is only cashed once a family has been accepted into the school.

Tuition Payments

Ten Post-dated cheques from July 1st to April 1st inclusive must accompany this registration package. Alternatively you have the option of providing 2 cheques for 5 months fees each, dated July 1st and January 1st. All cheques are to be made payable to the Glebe Co-operative Nursery School or GCNS. **Please be sure to include your child's name and the class that they are in on the 'memo' line of each cheque.** If you have more than one child attending, please write **separate** monthly cheques for each child. This simplifies bookkeeping for the Treasurer.

Criminal Record Check (PLEASE NOTE RULES HAVE CHANGED SINCE LAST YEAR)

EACH person who will be performing duty days at the Glebe Co-operative Nursery School must submit a completed Police Records Check for Service with the Vulnerable Sector.

For new parents, the complete Check should be submitted WITH THE APPLICATION in order for your application to be deemed complete. In the event that your Police Record Check has not been returned to you in time for the application submission deadline, then your receipt/proof of payment from the Police Station will suffice for the purposes of the application form, however the completed Check must then be submitted by June 1st 2015.

For returning parents who have submitted a form in the last 12 months, you do not have to submit with the application form however you do have to submit a new check by Sep 1st 2015. Please note next year you will also be required to submit with the application form.

Completed Applications

Completed registration packages can be dropped off in the GCNS mailbox at the front desk of the Glebe Community Centre, brought to the Nursery School directly or mailed to:

Glebe Co-operative Nursery School Inc. 175 Third Avenue Ottawa, Ontario K1S 2K2

Attention: Registrar

Acceptance Notification

Applicants will be informed by the middle of April of their acceptance, or their position on the wait list, for their requested program. All acceptance and wait list notifications will be sent **via email** and Applicants must verify that they have received the notice and confirm that they will be taking the offered program spot. Only those Applicants who do not respond to the email will be telephoned.

WITHDRAWAL

A member may withdraw from the GCNS by giving a minimum of two (2) months written notice to the Registrar ("Notice Period"). Whether or not the members' child continues to attend school, the member will be required to pay tuition for the Notice Period. Please note that although school begins in September, tuition is paid two months in advance from July 1st onwards. Members are considered enrolled in the school as of July 1 and so must withdraw before July 1 in order to avoid having to give two months written notice or pay tuition for the Notice Period.

Members will be responsible for any fees charged to GCNS resulting from not sufficient funds (NSF) tuition payments or registration cheques.

The Glebe Co-operative Nursery School reserves the right to determine each child's suitability for continued enrolment. The Board has the right to withdraw a child from the Nursery School if:

- > payment of the monthly tuition fees are not up-to-date
- > after consultation with the parents, it is determined that the program is not suitable for the child.

FREQUENTLY ASKED QUESTIONS

1. I am not yet certain whether my child will be ready for nursery school in September. What should I do?

It is best to keep your child's options open. We recommend that families submit applications for their children in order to ensure a place among our registered students or waiting list. If by the end of June, you feel your child is not yet ready to join the school, we simply ask that you inform the Registrar before July 1st indicating that you have decided to withdraw from the program (otherwise the first two month's fees will be forfeited. You can also try the school for the first few weeks and withdraw if it seems your child is not ready). The children usually surprise their parents by adapting quickly to being on their own!

2. As a member of a Cooperative how much work am I expected to do?

Having your child in a Cooperative preschool gives you a unique opportunity to be involved in their early education and to enjoy the experience with them. As a member parent, you, your spouse/partner or care giver is required to perform a "duty day" once every 6-8 weeks, depending on the program. The "duty person" must provide and serve a snack to the class and generally assist the teachers for the duration of the entire class. This is a very special experience for the children who look forward to having their loved ones join them at school. As well, we ask that each member of the Cooperative contribute to the success of the school by supporting the school in whatever capacity best suits your individual talents and time allowances. There is a volunteer position for every member of the Cooperative, ranging from Board positions to once a year tasks. Members are required to sign up for one or more positions on the Co-operative Involvement Volunteer Enrolment Form found in this package.

3. How does the lottery work?

The lottery was established as a means to deal impartially with strong demand for the 39 spots at our school. As there are usually more families wanting spots than there are spots available, all families submitting registration kits received before the end of the Registration Period will be entered in the lottery. Three Board members will meet to draw the names from a box. The order that the names exit from the box is the order families are awarded spots. The lottery occurs in three tiers: first there is a lottery for Current Members, second a lottery to Returning Members, and third, a lottery for New Member applicants. After the spots in the class are filled, the lottery continues until all families are either awarded a spot in the school or a number on the waiting list.

4. I do not currently have a child enrolled at the school, but have been a Member in the past. When do I apply and does my child's application get priority?

You are considered a Returning Member and would apply along with Current and New applicants during the month of March. As a Returning Member you will receive priority in the lottery for any open spaces in the programs. However, we rely on you to indicate in the appropriate spot on the registration form that you have been a member of the GCNS in the past.

5. If my child receives a number on the waiting list what are the chances they will get a spot by September?

While there are no guarantees, and things change from year to year, like most major cities, Ottawa maintains a transient segment of the population with professionals being transferred in and out of the Capital all the time.

6. What happens if I must withdraw from the school?

It is not unusual for a family to change plans in mid-course. Should you need to withdraw from the school simply inform the registrar in writing (email is acceptable) as soon as you know that you will be leaving. You will be subject to the terms and conditions of the Withdrawal Policy (enclosed) that you signed as part of your registration.

7. Do I have to pay the \$30 Registration Fee for my child to be on a wait list?

No, the \$30 Registration Fee cheque must be included for your Registration package to be complete. However, the GCNS will not cash the cheque until a program space has been offered and accepted. This fee is used to pay for orientation and registration materials and the administration of setting the Registrant up as a Member of the Cooperative.

GLEBE COOPERATIVE NURSERY SCHOOL 2015-16 REGISTRATION FORM

PLEASE PRINT CLEARLY. This is not a stand-alone form. All forms detailed in the Registration Kit, including pages 9 – 15, must be submitted before being considered for admission into any GCNS program. Please do not include pages 1 – 8 with your application, they are for your own reference. Please submit sibling applications separately in their own envelopes. Please label your envelope with your child's name, the class you are applying for and whether or not you are a current or returning member. The 2015-16 deadline is **Wednesday April 1st 2015**. Notification of the lottery results will go out via email by the middle of April.

Are you a Returning or Current GCNS Member? YES NO

Child's Surname: _____

First Name: _____ Nickname: _____

Address with postal code: _____

Email(s): _____

Home Phone: _____

DOB (d/m/y): _____ Age as of Sept 1st (yrs. & mos) _____

Mother's Full Name: _____

Father's Full Name: _____

Please indicate the applicable program:

Program	Days	Time	Age	Monthly Fee	Select One
Toddler Program	Tuesday and Thursday	8:30-11:30 am	1 1/2 - 2 1/2 years	\$190	
Preschool Program	Monday, Wednesday & Friday	8:30-11:30 am	2 1/2 - 4 1/2 years	\$240	

CONDITIONS AND RESPONSIBILITIES OF MEMBERSHIP AGREEMENT

A. Membership/Renewal in the Glebe Co-operative Nursery School

I, _____ wish my child _____ to attend the Glebe Co-operative Nursery School Program. I thereby become a member of the Glebe Co-operative Nursery School Inc. with the right to participate in the decision-making processes of the organization at regular Co-operative membership meetings, to be held at least three times per year.

I understand that incomplete registration packages will not be included in the lottery and that if I am a returning member, my class spot or priority position will be forfeited if my package is incomplete at the time of the lottery.

I understand that I am responsible for any fees charged to GCNS resulting from not sufficient funds (NSF) tuition or registration cheques.

I understand that the Glebe Co-operative Nursery School reserves the right to determine each child's suitability for continued enrolment.

I have read the Registration Kit and agree to perform all of the responsibilities of membership as required by the by-laws and policies of the Glebe Co-operative Nursery School Inc. I also agree to complete the Immunization and Tuberculosis Assessment as required by the City of Ottawa, Public Health-Immunization Program.

I understand that the GCNS is a Cooperative, non-profit organization, and that I will be required to perform Duty days in the schoolroom, take on one Volunteer Role each school year, and contribute to one GCNS event each term.

Signature _____ Date _____

B. DUTY DAY POLICY

Glebe Cooperative Nursery School is a Cooperative, non-profit organization, as such I will be required to perform duty days in the classroom in order for the school to meet Ministry mandated child to adult ratios.

If I am unable to perform my scheduled duty day, it is my responsibility to trade my duty day with another member parent. Calendars are provided in advance so that arrangements can be made among parents should there be any scheduling conflicts. Failure to perform scheduled duty days may result in the revocation of my and my child's membership in the Cooperative, resulting in termination of my child's attendance at the School.

I, _____ agree to the preceding terms and conditions, in order for my child, _____ to attend GCNS, and understand that failure to comply with any of the above mentioned terms and conditions may result in revocation of membership, subject to the board's discretion.

C. GCNS BEHAVIOUR MANAGEMENT AGREEMENT

This section is intended to ensure that there is consistency with respect to the discipline of children and that staff and all attending adults share a common philosophy of behaviour management.

1. The following behaviour shall not be permitted by a teacher or any attending adult:

- a) corporal punishment of a child;
- b) deliberate harsh or degrading measures used on a child that would humiliate or undermine a child's self-respect;
- c) deprivation of a child of basic needs including food at snack time, shelter, or clothing;
- d) locking the exits of the school to confine a child;
- e) using a locked or lockable room or structure to confine a child who has been withdrawn from other children.

2. The following behaviour shall be used and encouraged:

- a) positive reinforcement;
- b) distraction - finding out what the child is interested in and leading him/her to that area;
- c) talking quietly with the child or sharing a quiet activity;
- d) if all positive measures fail, then withdrawing the child and asking him/her to sit alone for a short period of time.

3. Adherence with this policy is guaranteed by implementation of the following monitoring procedures:

- a) regular observation;
- b) annual review of the policy by all individuals involved;
- c) signed confirmation of review and understanding;
- d) yearly performance evaluations for teachers and program assistants which specifically address the management of children's behaviour;
- e) twice yearly Behaviour Management Monitoring form to be filled out by the Director or Board member and reviewed with the staff. The results to be kept in the staff's personal file for a period of two years.

Contravention of Disciplinary Measures

1. If a staff member or attending adult contravenes any item in 1 (above), the following corrective action shall be taken:

- a) the Director shall discuss the particular situation and ensure that the person is aware of the above policies and the Board will be notified;
- b) the Director shall suggest other ways of handling the situation;
- c) if a situation reoccurs, the Board shall be notified and they will decide on appropriate action;
- d) in the case of a reoccurrence the Board shall give verbal and written notice of their decision;
- e) the person could be dismissed from the school by the Board.

Any staff member or attending adult observed striking a child shall be immediately dismissed from the Co-operative or it's Employment.

I, _____ have read and understand the contents of this document pertaining to the Behaviour Management Policy. I do agree to abide by the policy (to be signed by all parents/ caregivers who will serve on duty days).

Signature _____ Witness _____ Date _____

Signature _____ Witness _____ Date _____

Signature _____ Witness _____ Date _____

D. GCNS WITHDRAWAL POLICY AGREEMENT

A Member may withdraw from the GCNS by giving a minimum of two (2) months written notice to the Registrar ("Notice Period"). Whether or not the members' child continues to attend school, the member **will be required to pay tuition** for the Notice Period. Unless otherwise indicated, we will assume that your child will be staying on at the school for the duration of the Notice Period. Withdrawal from the program is non-revocable and the Membership spot with the Cooperative will be offered to a waiting family immediately as at the first day following the Notice Period.

Although school begins in September, tuition is paid two months in advance from July 1st onwards. Members are considered enrolled in the school as of July 1st and so must withdraw before July 1st in order to avoid paying the tuition costs for the Notice Period.

The Glebe Co-operative Nursery School reserves the right to determine each child's suitability for continued enrolment. The Board has the right to withdraw a child from the Nursery School if:

- > payment of the monthly tuition fees are not up-to-date
- > after consultation with the parents, it is determined that the program is not suitable for the child.

In the event that the child is withdrawn from the program at the School's request, payment for the Notice Period will be waived.

I, _____ have read and understand the contents of this document pertaining to the GCNS Withdrawal Policy Agreement..

Signature _____ Witness _____ Date _____

GCNS VOLUNTEER ENROLLMENT FORM

Please sign up for one of the available positions, once your child is registered your position will be confirmed.

Position	Rough time commitment	Your name, child's name and phone number
President	1 hour a week + monthly meeting	
Vice President	1 hour a week + monthly meeting	
Treasurer	2 hours a month + monthly meeting	
Assistant Treasurer	1 hour a week + monthly meeting	
Registrar	2 hours a month + monthly meeting, the bulk of which occurs in February/March and August/September	
Assistant Registrar	4 hours in each Feb and Aug, needs only to attend meetings in Registrar's stead.	
Secretary	1 hour a month + monthly meeting	
Communications Chair	2 hours a month + monthly meeting	
Programming Chair	1 hour a month + monthly meeting	
Fundraising Chair	1-2 hours a month + monthly meetings	
Event Chair -Frankendance	Roughly 10 hours prep, with a team, in Sep/Oct	
Event Chair – Tiggy’s Shopping	Roughly 10 hours prep, with a team, in Oct/Nov	
Event Chair -Grape Draw	Roughly 10 hours prep, with a team, in Jan/Feb	
Event Chair - Spring Fling	Roughly 10 hours prep, with a team, Apr/May	
Toddler Class Rep	1 hour a month, need not attend meetings.	
Preschool Class Rep	1 hour a month, need not attend meetings.	
Laundry	Rotating schedule, once a month.	
Play Dough	Rotating schedule, once a month.	
Frankendance Team	5 hours helping prepare for and put on the event.	
Tiggy’s Team	5 hours helping prepare for and put on the event.	
Grape Draw Team	5 hours helping prepare for and put on the event.	
Spring Fling Team	5 hours helping prepare for and put on the event.	

GCNS EMERGENCY CONTACT FORM

Year: _____
Program: _____
Child's Surname: _____
Child's First Name: _____
Child's Nick Name: _____
DOB: _____

Address: _____
Mother's Name: _____
Mother's Work Address: _____
Tel (work): _____
Tel (cell): _____
Father's Name: _____
Father's Work Address: _____
Tel (work): _____
Tel (cell): _____
Other Emergency Contact: _____
Tel (home): _____
Tel (work): _____
Tel (cell): _____
Doctor's Name: _____
Doctor's Address: _____
Doctor's (tel): _____

Duty Day Person(s): _____

Authorized Pick-Up Person(s): _____

Allergies/Food Sensitivities: _____

Other Special Instructions: _____

APPLICATION CHECKLIST

The 2015-16 registration deadline is Wednesday April 1st 2015. Please note that **incomplete applications will not be included in the lottery process**. We will make best efforts to contact you prior to the lottery if your application is incomplete.

Please double check that you have completed **all** of the following components before handing in your Application:

- Signed Conditions and responsibilities Agreement (page 10)
- Signed copy of the Duty Day Policy (page 10)
- Signed Behaviour management Agreement (page 11)
- Signed Withdrawal Policy Agreement (page 12)
- Co-operative involvement volunteer enrolment form (page 13)
- Emergency contact sheet (page 14)
- Vaccination record
- Return the package in a separate envelope for each child, with the child's name and program written on the envelope
- \$30 registration fee
- 10 post-dated cheques made out to the Glebe Cooperative Nursery School ("GCNS"), for the appropriate monthly tuition amount, dated July 1st through April 1st, or 2 post-dated cheques dated July 1st and January 1st for 5 months' fees each.