

Dear Parent/Guardian:

Bouncing Ball Cooperative Nursery School is thrilled that you are interested in enrolling your child(ren) with us! We want to share some information about who we are and what we do before registration to make sure we're the right fit.

Bouncing Ball Co-op is proud that we have been running a successful cooperative school since 1979. You may first ask- what is a cooperative nursery school? It is a non-profit organization that is run and maintained by its members (parent participation) and Board (parent volunteers). We offer a positive and stimulating learning experience where children discover a welcoming and enjoyable environment that enhances their social, intellectual, physical, and emotional development. Our nurturing and caring staff have over 30+ years of combined experience which provides an excellent introduction to your child's academic lifestyle. Our fundamental beliefs for children to flourish are: a sense of Belonging, Well-Being, Engagement, and Expression. These are the foundation for learning and development within the context of relationships among children, families, educators, and their environment.

We follow a schedule that balances between independent and structured playtimes, both in and outdoors. Our day includes active play, quiet time and a snack break. Play is the cornerstone of our curriculum. Through planned play experiences and guidance from our teachers, the children are exposed to situations that will stimulate:

- communication and social skills through child-child and adult-child interactions;
- fine motor development;
- gross motor development through physical activity and outdoor play;
- self-esteem and decision-making capabilities;
- curiosity;
- initiative; and
- independence

Bouncing Ball Cooperative Nursery School is a centre of inclusion. We believe that every child deserves to be treated with dignity, respect and equality. We honour and respect all children's beliefs, culture, language and experiences acquired from their family and community.

It is also the duty of the centre to ensure that any child with special needs is given the opportunity to excel and flourish physically, socially, mentally and emotionally.

It is important to the success of our program to have positive and responsive interactions among the children, parents and our staff. We encourage parent participation, engagement and open communication. We hope that your family enjoys the time spent at our nursery school, and make lasting memories and friendships.

Sincerely,

Board of Directors, Bouncing Ball Co-op Nursery School

Program Structure

Location:	2230 Victoria Street West, Innisfil, Stroud ON L9S 1K5 (Basement of St. James United Church)
Contact us:	(705) 436-1569 bouncingballnurseryschool@gmail.com
School year:	Begins the day after Labor Day (Sept) until the third week of June.
Closures:	We close for a 2 week Winter Break and a single week in March which align with the Ontario Public School Board closures. The nursery school will close along with county bus closures but will remain open on P.A. Days.
Age requirement:	2 years and 4 months of age to 5
Class options:	2 Days a week Tuesday/Thursday or Wednesday/Friday Or 3 Days a week Monday/Wednesday/Friday or Monday/Tuesday/Thursday
Hours:	9:15-11:45 a.m.
Snack:	School safe snacks and water are provided by the school and abide by the Canada Food Guide Healthy eating.
Field trips:	Parent supervised field trips are organized throughout the year. Permission forms with price and event date will be sent in advance of any field trips. Transportation is not provided. All parents attending trips must have submitted a criminal reference check including vulnerable sector to the school before they attend.
Curriculum:	We strive to provide a program that encompasses the research and legislation in Ontario's three major early learning documents: How Does Learning Happen? The Early Learning for Every Child Today (ELECT) and Think, Feel, Act Lessons from Research about Young Children
Inspections:	Bouncing Ball Co-Operative Day Nursery School is licensed by the Ministry of Education, and inspected by the County of Simcoe, Innisfil Fire Department and

Simcoe Muskoka District Health Unit.

- Registering:** To register please complete the attached registration package. If you have any questions regarding the school, the registration process or fees, please contact the Registrar at bouncingballnurseryschool@gmail.com. You will be notified by the end of June on your child's admission to Bouncing Ball. There will be an orientation for new students to familiarize your child with the classroom and teachers in August. If you are unable to attend, a visitation day may be arranged as requested to familiarize you and your child with the Nursery school surroundings.
- Waitlist:** When inquiring about the School you may request your child's name be added to the waitlist following initial registration. There is no fee/commitment to be added to the list. It is helpful to know whether you are interested in a participating/non participating position. Duty spots are on a first come first served basis, with the first 8 completed and returned registration packages being guaranteed a duty spot. For the health, safety and dynamics of the classroom the Nursery School may accept up to 3 children with special needs in each group. When spaces become available families on the wait list will be notified by telephone/email in sequential order of when they contacted us, providing that their child meet the age criteria to attend.
- Withdrawing:** One month's written notice, at the beginning of any month is required to withdraw from the program. Unless proper notice is given regarding withdrawal, the co-op is entitled to withhold one month's fees from the date of withdrawal. After March 1st of the current school year tuition fees are forfeited if the student is withdrawn. A member may be removed from the co-op by a majority vote of the Directors for failure to fulfill membership requirements. And if, for any reason, the nursery school is unable to adequately provide an environment that suitably meets the need of a child enrolled in the program, the Directors maintain the right to request that an alternative educational setting is found for the child.
- Cooperative:** As a parent of a cooperative school you will be required to hold a position on a school committee and must attend all general meetings.
- Duty/Non-Duty:** Parents have the option to sign up for a limited amount of "Duty" or "Participating Parent" position which are assigned on a first-come basis. This allows the parent to assist in the classroom with all students at the school each month under the supervision of a qualified Registered ECE teacher. Duty Parents are also offered a reduced tuition fee and will be responsible for supplying a school approved snack which abides by the Canada Food Guide Healthy eating and take all classroom allergies into consideration.
- Duty parents are required to complete a criminal reference check (CRC) and hand in a copy of their up to date immunization record. Children not enrolled in the school (i.e. siblings) MAY NOT be brought to school on duty days (as

dictated by insurance and licensing). Members who are on duty must arrive by 9:00 a.m. in order to set up and must remain until everything is put away and the children have been picked up. For families with more than one child enrolled, or with children enrolled for four sessions per week, please note that the number of duty days assigned is PER CHILD (i.e. a parent with two children will do double the number of duty days as a parent with one). Duty parents are required to supply a nut-free snack for all children, on their designated duty day. They are responsible for assisting the teachers in the classroom with all children enrolled.

Non Duty positions are also available for those parents unable or not interested in being a participating parent.

Registration for the programs are on a first come first served basis. Registration will be approved and communicated to the family by end of June based upon registration numbers and licensing requirements.

If the Supervisor/teachers finds that a duty parent's child is not coping with their parent volunteering, (i.e. cry's when the parents leaves the room and/or gives attention to other children), or is not completing their duty days requirements, then the nursery school reserves the right to adjust the parent to a non-duty parent role and the parent will be responsible to pay the Non-duty parent rate.

- Clothing:** All clothing must be labelled with your child's name. Please provide shoes and/or slippers for your child to wear in the classroom. Outdoor clothing is required, as we play outside when the weather permits.
- Illness:** If your child has a fever and/or is feeling unwell to participate in the program, then they must stay home. Parents are required to notify the school of your child's absence, as we are required to take note of illnesses.

The Fees

Below is the schedule of fees for the year. All fees are to be paid upon registration by post dated cheques dated the first of the month. Those paying via electronic money transfer (EMT) are required to pay the registration fee and deposits by July 1st. Members are responsible for paying the relevant monthly tuition before the start of each month.

- Deposit:** A deposit equal to one month's tuition is due at the time of registration to the program (dated and/or received by EMT by July 1st). It will be applied to the tuition for June 2021. Should you withdraw your child before the end of the school year, it will be used toward your last month of tuition.
- Registration fee:** A \$50 registration fee is to be paid for each student by July 1st or at the time of registration. These fees are non-refundable after July 31 preceding the current school year. This covers insurance fees, administration costs and photocopying.
- Meetings Deposit:** A \$30.00 meeting attendance deposit is required with your registration package. At the end of each General Meeting attended, you will receive a \$10.00 refund, (3 General Meetings scheduled per school year). This cheque should be dated July 1st.
- Duty Day Deposit:** For parents that wish to participate in duty days, a \$45 deposit is held in trust. The money will be returned to you provided you complete the required number of duty days
- Methods of Payment:** All payments are due on the first of the month from September 1 – May 1 and any additional fees charged by your bank (e-transfer, NSF etc) will be the responsibility of the payee.

By cheque: Please make cheques payable to **Bouncing Ball Nursery School** and write your child's session(s) on the front of each cheque (e.g. T/T a.m.) A charge of \$25.00 will be levied for any/each NSF cheque(s).

Please feel free to combine the Registration Fee, Meeting Attendance Deposit and Duty Day Deposit, if applicable, and pay the total amount by July 1st.

Bouncing Ball Cooperative Nursery School reserves the right to ask for post-dated cheques in the event that EMTs or cash submissions are not received in a timely manner.

By Email transfer: Please make Bouncing Ball an e-transfer recipient with your bank. Once your registration is confirmed, the email address is bouncingballschool@live.com. Please include your child's name and class in the email message.

For E-transfers, please feel free to combine the Registration Fee, Meeting Attendance Deposit and Duty Day Deposit, if applicable and send by July 1st. As with cheques E-transfers will be due on the first of each month from

September-May. Please note any additional fees charged by your bank to use e-transfer will be your responsibility.

Monthly Tuition Rates	Non-Duty Parent	Duty Parent
2 days a week Tues./Thurs or Wed./Fri.	\$175.00	\$129.00
3 days a week Mon./Tues./Thurs or Mon./Wed./Fri.	\$244.00	\$198.00

Late Registration: Should you register after the beginning of the school year, you are responsible for providing all fees (registration fee, monthly deposit, remaining meeting attendance deposit/duty day deposit) upon registration, along with post dated tuition cheques.

Delinquent Accounts: Those with delinquent accounts of thirty days may be asked to remove their child from the program

Registration Package Checklist

Don't forget to fully complete, sign and submit:

- ✓ Please keep pages 1- 6 of this package for future reference
- ✓ Registration Forms
- ✓ A copy of Immunization Record and Immunization Form must be returned with the registration package.
- ✓ All Required Cheques or notification of email transfer (Registration fee, months deposit, meeting attendance deposit, duty day deposit (if applicable) and tuition).
- ✓ Pick up a criminal reference check form from the teacher to take to your local police department.
- ✓ For parents wishing to participate in duty days: Copy of your immunization record before your first duty day

Child Care Centre Application for Enrolment Bouncing Ball Co-op Nursery School

For Office Use Only

Date of Admission:

Date of Discharge:

Please circle your class selection:

2 Morning Options:

Tuesday/Thursday AM

Wednesday/Friday AM

3 Morning Options:

Monday/Tuesday/Thursday AM

Monday/Wednesday/Friday AM

Duty Parent:

Yes No

Child Information

Full Legal Name:	Preferred Name:
Date of Birth (dd/mm/yyyy):	Age (years, months):
Home Address(es):	
Language(s) Spoken at Home:	
Other children in the family enrolled in the centre (list names, if applicable):	

Parent Information

Full Legal Name:	Preferred Name:
Relationship to Child:	Primary Phone Number:
Alternate Phone Number:	Email address(es):
Home Address: <input type="checkbox"/> Same as Child	

Full Legal Name:	Preferred Name:
Relationship to Child:	Primary Phone Number:
Alternate Phone Number:	Email address(es):
Home Address: <input type="checkbox"/> Same as Child	

Custody Arrangements (if applicable)

Are there custody arrangements pertaining to legal right of access to your child? YES NO

If YES, please provide a copy of the appropriate legal documentation (e.g., court order).

Name(s) of custodial parent(s): _____

Name(s) of individuals prohibited from accessing/picking up your child: _____

Emergency Contacts

In the event of an emergency, if a parent cannot be reached, the following individual(s) may be contacted. Please list in order of preference.

Emergency Contact #1	Emergency Contact #2	Emergency Contact #3
Full Legal Name:	Full Legal Name:	Full Legal Name:
Preferred Name:	Preferred Name:	Preferred Name:
Relationship to Child:	Relationship to Child:	Relationship to Child:
Primary Phone Number:	Primary Phone Number:	Primary Phone Number:
Alternate Phone Number:	Alternate Phone Number:	Alternate Phone Number:
Home Address:	Home Address:	Home Address:
<input type="checkbox"/> Authorized to pick-up child	<input type="checkbox"/> Authorized to pick-up child	<input type="checkbox"/> Authorized to pick-up child

Pick-Up Authorization

The following additional individuals are authorized to pick up my child (Photo ID will be required to confirm identify before the child will be released):

Full Legal Name	Relationship to Child	Primary Phone

Additional Emergency Information

Please provide any special medical or additional information about your child that could be helpful in an emergency (e.g., known medical conditions, skin conditions, vision/hearing difficulties): _____ _____ _____
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Health Information

If your child has had any history of communicable diseases (e.g., chicken pox, measles, mumps, whooping cough), please list them below:

Does your child have any medical need(s) that requires additional support (e.g., Diabetes)?

YES NO If yes, please specify: _____

If yes, an individualized plan for children with medical needs must be developed between the parent and the child care centre prior to the child's first day of care.

Allergy Information

Does your child have a life-threatening allergy (e.g., anaphylactic to peanuts or bee stings)?

YES NO

If yes, an individualized plan for an anaphylactic allergy that includes emergency procedures must be developed between the parent and the child care centre prior to the child's start date.

Does your child have any allergies that are not life-threatening (food or other substance [e.g., latex])?

YES NO

If yes, please provide relevant details, including what your child is allergic to, symptoms of a reaction and treatment required:

Does your child have any special dietary requirements or restrictions (e.g., vegetarian)?

YES NO

If yes, please provide relevant details:

Family: Does your child have any siblings? No Yes Name(s)/Age(s):

Other people in the household? No Yes Name(s)/Relationship:

Special Experiences or Interests – i.e.: trips, events, animals, books, sports

Special Family Traditions/Celebrations (what and when celebrated)

Tell us a little bit about your child:

Emotional Behaviour
Characteristic behaviours (circle word(s) and/or add your own) Calm, excitable, easily angered, anxious, tearful, happy, cheerful, withdrawn, cautious, aggressive, negative fears
Social Behaviour
Characteristic behaviour (circle word(s) and/or add your own) Friendly, shy, quiet, outgoing, aggressive
Do you have any developmental concerns about your child?
Any other information that may be helpful in knowing your child (separation, divorce, new baby, Transgender, adopted child, recent loss, etc.)

Has your child ever been in the Infant Development Program? No Yes

Is your child currently in or on a wait list for speech therapy? No Yes

Is your child currently on the wait list for a Resource teacher? No Yes

Are there any special recommendations pertaining to the daily care of this child? (e.g., prone to colds, frequent shoulder dislocation, etc.):

No Yes If yes, please specify: _____

COMMITTEE FORM

Please make a first and second choice of which committee you feel you would be best suited.

Every effort will be made to accommodate your first choice; however, committees will be filled on a first come first served basis. **Every parent (duty/non-duty) must be on a committee and must participate in committee activities.** You will be notified of your committee placement at the first General Meeting or shortly thereafter by the Head of the Committee.

Housekeeping: Periodically assist with laundry and cleaning of classroom equipment as outlined by the Head of Housekeeping.

Fundraising: Assist with fundraising events as directed by the Head of Fundraising.

Social: Assist in the setting up of chairs, and clean up at the general meetings throughout the school year and to assist when needed for other school events as directed by the Head of Social.

Advertising: Assist the Head of Advertising in posting flyers at local area grocery stores, etc., when requested.

First Committee Choice _____
(e.g.: housekeeping)

Second Committee Choice _____
(e.g.: social)

Are there any other skills/services/hobbies that you feel that you could offer and be of benefit to the school? Please specify.

MEMBERSHIP AGREEMENT

I/We the Parents/Guardians understand that the Co-operative is an organization whose successful operation depends on the participation and sharing of responsibilities of all Co-operating families.

I/We agree to participate by:

MEETINGS- BBNS is a cooperative nursery school and relies on the involvement of its members. There are 3 mandatory GM's (General Meeting) throughout the year at which your participation is expected:

1. August Orientation GM = to inform all members on what to expect for the upcoming school year
2. October Annual GM = to vote on the budget
3. June GM = Elections for next year's executive, to clean facility

COMMITTEES- Working on one committee and being responsible for the duties it entails. The committees are as follows: Fundraising, Housekeeping, Social, and Advertising.

DUTY PARENTS- Should you sign up to be a Duty parent you agree to assist the school staff on duty days. On your duty day, you will provide a store bought snack for the class that abides by the Canada Food Guide. Please review the duty day responsibilities in the parent handbook. If unable to attend a scheduled duty day, arrange for a trade of shift using the class phone/email list. If unable to make arrangements contact the school and they will notify the Duty Roster Director, to reschedule the day or forfeit the \$45 duty day deposit. Another duty day deposit cheque will then be required.

FINANCES

Paying the fees as outlined in the Fee Agreement.

Please check the sessions you require and how you will be paying:

2 Days : Tues / Thurs	<input type="checkbox"/>	Duty Position	<input type="checkbox"/>
2 Days : Wed / Fri	<input type="checkbox"/>	Non-Duty Position	<input type="checkbox"/>
3 Days : Mon / Tues / Thurs	<input type="checkbox"/>	Cheque (Post-Dated)	<input type="checkbox"/>
3 Days : Mon / Wed / Fri	<input type="checkbox"/>	Electronic Money Transfer (EMT)	<input type="checkbox"/>

FUNDRAISING- BBNS is a non-profit organization. The fundraising events have been designed to bring members together to build a sense of community within our school and contribute to our operating budget.

WITHDRAWAL- Agreeing to give one month's written notice of intention to withdraw to the Registrar. Unless proper notice is given regarding withdrawal by a member the Co-Op is entitled to withhold one

month's fees from the date of withdrawal. After March 1 of the current school year, all tuition fees are to be forfeited if a child is withdrawn.

CONFIDENTIALITY – Staff and board members work hard to do their best each day. Any concerns should always be brought to the attention of the supervisor or chair person of the board and not discussed in a public forum. It is important to Bouncing Ball Co-op Nursery that confidentiality of our staff, volunteers, families, and community partners is respected. See Procedures for Parent Issues and Concerns in parent agreement.

TELEPHONE/EMAIL RELEASE- I give permission to have my child(ren)'s name, parent/guardian's name and phone number/e-mail added to the school phone list. I understand that it will only be used for the purpose of communicating amongst other nursery School families to relay information about the school. It will not be shared with third parties.

- Yes
 No

PHOTO RELEASE- During the course of each school year, the teachers at Bouncing Ball take photographs of the children during class time and school trips. These photos are sometimes used in school projects and graduation ceremonies and are sometimes shared in the classroom via small photo albums the students and duty parents can look at. These photos will also make up part of the school's archived documents.

With respect to the photographs taken of my child(ren) or in which he/she/they may be included with others, I hereby give Bouncing Ball Co-Op Nursery School the following permission:

- Share the photographs within our classroom with other registered students and their Families.
- Share the photographs outside our classroom for purposes of marketing/advertising material and website content (*Please note that personal information – ages, names – is never shared*)
- I do not give permission for my child to be photographed.

MEDICAL CONSENT FORM- In an emergency, every effort will be made to contact parents/guardians. In the event that the primary caregiver cannot be reached, I give permission for the teachers to use their discretion to take any emergency measures required for the welfare and safety of my child. I give permission to have my child examined by a paramedic/doctor due to an accident, sudden illness or emergency. I give permission for medical treatment to be given if necessary. I as a parent/guardian will accept responsibility of any medical expense that result from injury or accident to my child during activities he/she participates with Bouncing Ball Nursery School.

Signature of Parent/Guardian

Signature of Witness

IMMUNIZATION RECORDS- Please provide an up to date copy of your child's immunization record (e.g., yellow card) to the centre prior to your child's first day of care. We are required to forward this information to the Simcoe Muskoka District Health Unit Immunization Department.

If you have chosen not to immunize your child, a [Statement of Medical Exemption](#) form or a [Statement of Conscious or Religious Belief](#) form must be completed and provided to the centre. These forms are available on the Ministry of Education's website.

BY-LAWS and PARENT HANDBOOK- **Abiding by the by-laws and parent handbook of the school.** No person shall become a member until the Directors have approved his/her application for membership. The Directors may refuse any application without giving reason. A member may be removed from the Co-Op by a majority vote of the Directors for failure to fulfill membership requirements.

ACKNOWLEDGEMENT OF UNDERSTANDING

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS REGISTRATION PACKAGE. I AGREE TO ABIDE BY THE TERMS OUTLINED IN THE REGISTRATION PACKAGE AND PARENT MANUAL. THIS INFORMATION IS AVAILABLE ON OUR WEBSITE FOR YOU TO REFER TO.

TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION SUBMITTED IS CORRECT.

Signature of Parent/Guardian

Date

Child Care Immunization History

Student Information

- Please attach a current copy of your child's immunization record
- Parent to complete the following form at the time of Child Care registration, and return to the Child Care facility to forward to the health unit

Child's Legal Surname	Other Surnames (if any)
Legal First Name	Preferred Name
Date of Birth yyyy / mm / dd <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other	Ontario Health Card Number
Legal Parent / Guardian	Legal Parent / Guardian
Preferred Mailing Address	Alternate Mailing Address
City	City
Postal Code	Postal Code
Preferred Phone _____ (circle one) Home Cell Work	Preferred Phone _____ (circle one) Home Cell Work
Alternate _____ (circle one) Home Cell Work	Alternate _____ (circle one) Home Cell Work
Current Preschool / Child Care	
Previous Preschool / Child Care	

When your child receives their next immunization(s), provide this information to the Child Care Centre and call the health unit or complete the secure electronic form on our website at www.simcoemuskokahealth.org/immsonline to update their immunization record in our database. Immunization records and updates are NOT automatically provided by your doctor.

The Simcoe Muskoka District Health Unit is required by the *Child Care and Early Years Act, R.R.O. 2014 Reg. 137/15 s. 35* to collect and maintain up-to-date records of immunization for every child enrolled in a program. Children are to be immunized complete for their age in accordance with the current Publicly Funded Immunization Schedule for Ontario.

If you choose not to immunize your child, please contact the health unit for more information at 705-721-7520 or 1-877-721-7520 ext. 8807.

2015-09

This information is collected under the authority of the *Health Protection and Promotion Act R.S.O 1990 c.H.7., s.4* and the *Child Care and Early Years Act, R.R.O. 2014 Reg. 137/15s. 35*. The personal health information collected on this form will be used to maintain immunization records and to monitor the use of vaccines for public health purposes. Questions regarding the collection and use of personal health information should be directed to the Office of the Privacy Officer, Simcoe Muskoka District Health Unit, 15 Sperling Drive, Barrie ON L4M 6K9, 705-721-7520 or 1-877-721-7520.