



PARENT ORIENTATION MANUAL

PLEASE NOTE: ALL INFORMATION IS CONFIDENTIAL

Please take a moment, before filling out your child's application, to review all of the material in detail. All Co-operative Parental expectations and obligations are outlined in the Parent Orientation Manual.

There have been some changes made to the program and how it will run for the 2015/2016 year.

INSTRUCTIONS:

- **READ** Parent's Orientation Manual
- **Complete** areas as required
- **Return** completed registration package (pages 7-13)
- **Retain** pages 1 to 6 for your information

Dear Parents:

Welcome to Kin-Huron Integrated Day-Nursery School Co-operative Incorporated (K.I.D.S. Co-op). We are happy that you and your family will be joining us!

We hope to offer your child a variety of learning experiences; we will work to enhance your child's social, cognitive, gross and fine motor skills, while building their self-esteem and self worth. We feel that the activities that we have planned; games, songs, trips, crafts, etc. will make your child's learning experience fun.

Our regular program runs 10 months out of the year offering **morning (9am-11:45am)** and **afternoon (12:30pm-3:15pm)** sessions. We are licensed for 16 children; 18 months - 5 years of age.

K.I.D.S. Co-op operates as a "co-operative"; therefore **parents must contribute to make the school a success!** There is a yearly membership fee of **\$25.00 per year**, payable upon registration.

We are licensed by the Ministry of Education and have a "Purchase of Services" Agreement with Bruce County Ontario Works. This also allows for a traveling Resource Teacher to visit, who is responsible for the programming of our special needs children. We also staff an Enhancement Worker, they work to integrate any children who have special needs into the regular program.

We are incorporated, which means the Nursery School is managed by a volunteer Board of Directors. The Board is responsible for many aspects of the day-to-day business of the Nursery school. We are required to have an Annual General meeting, which all parents are urged to attend.

We encourage parents interested in sitting on the Board of Directors to attend our June year-end meeting on Tuesday June 9th at 8:00 pm at the Nursery School. The Board is committed to the success of K.I.D.S Co-op, and strives to make the best decisions for the school. Due to the numerous volunteer hours put in by Directors, Board Members are entitled to have their parent obligations waived. There are a variety of Director Positions within the Board to suit many different skill-sets. The new 2015/2016 Board of Directors will be voted in at the September AGM.

At K.I.D.S. Co-op your child will be encouraged to be as individually creative as possible. Our staff works together to provide a warm, caring and stimulating environment for your child while at our school.

We encourage parents to ask questions and discuss any concerns they may have with the Program Director concerning your child's development.

Once again, welcome to K.I.D.S. Co-op!!

K.I.D.S. Co-operative, Board of Directors
email: board@kidscoopnurseryschool.com
email: info@kidscoopnurseryschool.com
website: <http://www.kidscoopnurseryschool.com/>

DAY TO DAY INFORMATION

The Nursery School is open at **9:00am for the morning program, with a dismissal of 11:45am**. The **afternoon program begins at 12:30pm and runs until 3:15pm**. Please be punctual in picking up your child. **Late fees apply (\$5 for every five minutes after dismissal time, paid directly to the staff).**

A Parent Bulletin Board is located in the school near the coat hooks. Please take a look at this board and the Parent Resource Table each day as they will contain sign-up sheets, a Parent Obligation Chart to track donations, fundraisers & toy washes, as well as important announcements and information about the school and our events. The Parent Resource Table also contains many documents that may be helpful to you. Feel free to peruse the bins to familiarize yourself with the information available. There is also a file folder for each child where important information and monthly newsletters will be distributed.

*** Please be sure to check your child's folder daily to keep up-to-date. ***

Throughout school year the children will be able to participate in field trips and short excursions to enhance weekly themes, encourage the children to become familiar with the school and neighborhood environment, and to visit people and places of interest in our community. All children are welcome to attend although a parent or guardian must accompany students not enrolled in class on that particular day. We make an honest attempt to schedule excursions evenly throughout scheduled school days.

In the event of an unscheduled school closure – such as a “Snow Day”, power failure, frozen water, etc – K.I.D.S Co-op will post on their Facebook page to announce the closure as early as possible. K.I.D.S Co-op will be closed when “In Town buses” are not running. K.I.D.S Co-op reserves the right to close the centre at their discretion in instances such as, but not limited to, severe and/or deteriorating weather. Parents are advised that, in instances beyond our control refunds will not be issued. It is the parents' & guardians' responsibility to check the K.I.D.S Co-op Facebook page each day prior to sending their child(ren) to school, so that they are informed of important announcements pertaining to our school day. **We would also like you to include the contact information of a person in town, other than your emergency contact, who is able to pick up your child if you are unable to make it to the school due to deteriorating weather conditions.** If you do not have anyone that could be this designated person please speak with our supervisor. Parents will not be refunded on days that we are closed due to stormy weather condition or other circumstances beyond our control.

The policy of the nursery school states that children who are ill must be kept at home; as well any child who becomes ill at the school must be picked up immediately. In the case of a contagious disease, please notify the Program Supervisor as soon as possible, so that she may make other parents aware and inform them of what to look for.

Please dress your child appropriately, as we go outside to play *every day weather permitting*. If the temperature drops below -10 degrees including the wind chill we will begin inside and take out our gross motor equipment. We will try to post on our Facebook page during the winter whether or not to come prepared to play outside. Please pack a spare set of clothes and label all belongings: clothes, boots, mitts, etc. This makes it easier for staff to identify items and return them. Please try to leave all toys, blankets, etc. at home. Footwear must be worn inside at all times, in case of fire drill or emergency.

Parents of children who wear diapers must supply the diapers and wipes and any other items necessary for your child.

In order to add to our supply of craft materials, we ask parents to save certain items at home. We have very limited storage space at the nursery school, thus parents will be informed of supplies needed in our newsletter or on the 'Wish List Board', Facebook page and website.

K.I.D.S. has a designated handicapped parking space near our entrance. Please **DO NOT** park there unless you qualify.

I AM A CO-OPERATIVE PARENT... NOW WHAT??

**** All parents are required to submit a \$150 Co-operative Parent post-dated cheque and a \$100 fundraiser post-dated cheque dated for July 1st, 2016 at registration. ****

**** If your obligations are not met, the cheques will be deposited at year's end. ****

- Parents are encouraged to attend Orientation/Meet the Teacher in September, as well as the Annual General Meeting.
- **All parents in the morning programs must provide a store-bought snack for 16 children once a month.** We also ask that you send a drinking cup for your child. As nutrition is vital to good health and growth, snacks provided must be nutritious. Please remember to check the allergy list for children's allergies. The school is a "nut free" facility. Any fruits or vegetables will be prepared on-site. **Children in the afternoon program are required to provide their own snacks.**

As the snack calendar tends to fill up quickly, parents are asked to substitute snack with craft or school supplies as needed. Please see our Wish List board for donations needed.

- **All parents in the afternoon must provide a snack from home for your child, as well 5 donations from the wish list throughout the year.** If your child attends in both the morning and afternoon programs you are required to fulfill only the morning obligations.
- Each parent has a responsibility for the preservation of the confidentiality and integrity of information they may become aware of regarding children and their families during the performance of their duties at the school. You should not misuse, communicate or inappropriately disclose confidential information you may (inadvertently) overhear, observe or come across during your time at the school. Ideally, you should not become aware of such information, however, please be sensitive to the issue and act accordingly.
- To keep our fees low, K.I.D.S Co-op relies heavily on fundraising throughout the year. We try to run 4-8 various fundraisers to appeal to a variety of tastes, budgets & time frames. **As a co-operative family, you are required to participate in a minimum of 2 (TWO) Fundraising events over the year.** If you prefer, you may pay a preset **FUNDRAISER OPT-OUT FEE of \$100.**
- **Parents are required to participate in 2 (TWO) Toy Washes over the course of the year. Please make your selection on page 13 – choose one toy wash in each half of the year.**
- Parents are asked to attend special events, and contribute where required; Christmas & Graduation Party. Parents are welcome to travel along with the class on field trips, and lend an extra hand when or where needed.
- Please be advised that a Co-operative relies on parent participation to keep fees low, and to operate smoothly on a tight budget. If it is found that your Co-operative duties and fundraising obligations have not been met, your \$150.00 post-dated Co-operative Parent Fee, and/or your \$100.00 fundraiser opt-out cheque will be cashed in July 2016.
- Due to the large number of volunteer hours put in, Board Members will have their parent obligations waived for their contribution to the program. If you are interested in becoming a Board Member, your help is always appreciated! Please come out to the Board of Directors meeting in June 2015 to see what position might suit you best.

BEHAVIOUR MANAGEMENT POLICY

The rights of the child are practiced within Kin-Huron Integrated Day-Nursery School Co-operative Inc. These rights include the following:

- The right to be brought up in a spirit of peace and universal brotherhood
- The right to protection against all forms of neglect, cruelty and exploitation.
- The right to learn to be a useful member of society and to develop individual abilities.
- The right to adequate nutrition and medical care.
- The right to special care, if a disability is diagnosed.
- The right to affection, love, and understanding.

Unacceptable Behaviour Modification Practices

- Corporal punishment of a child by an employee, volunteer or by another child or group of children.
 - Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect.
 - Deprivation of a child of basic needs including food, shelter, clothing or bedding.
- **KIDS Co-op Nursery reserves the right to send a child home that shows violent behaviour towards any staff member and/or teacher, for the remainder of the day.**

CRIMINAL BACKGROUND CHECK

In accordance with the Ministry of Community and Social Services, as of March 1st, 1995, we are required to implement criminal background checks for anyone working with children at our nursery school. This will include: new staff members, volunteers, in-class parents or anyone in contact with the children. Please note that at no time are the children left alone with a volunteer during the course of the program.

IMMUNIZATIONS

The Public Health Unit now requires that we send a copy of your child's immunization records to them to keep on file. Signing the Parent Contract at the end of this package will give us permission to do this. If you have any questions regarding this matter, please speak to the Program Director. All records of immunization must be submitted with your Application at Registration. Children without an up-to-date immunization card, or approved letter of exemption, will not be admitted into the program.

HOLIDAYS

Statutory Holidays: Thanksgiving, Christmas (2 weeks), Family Day, March Break (1 week), Good Friday, Easter Monday, and Victoria Day.

SERIOUS OCCURRENCE

In the event of a serious occurrence at the Nursery School the Program Director will report to the Ministry of Education, as well will post an information summary on the parent bulletin board located when you first enter the school for a period of ten business days. No personal information will be posted on the summary. If you have any questions or concerns about serious occurrence please speak with the Program Director.

STUDENTS/VOLUNTEERS

Over the course of the year the Nursery School may have students who will complete their co-operative part of their educational courses or we may have volunteers come in to work with the children and staff. Both students and volunteers must complete the same screening process as the staff, including a criminal reference check. Neither the students nor volunteers will ever be left alone with the children at any point in time.

ILLNESS

Parents are paying for a time slot and must realize that even if their child is ill; **payment is still due**. Provisions for lengthy illnesses or surgery can be arranged. One week written notice is needed. The time slot will be kept open for 4 weeks at which time the parents must start to pay again or go to the top of our waiting list.

It is our general policy not to administer medication, however in the event your child does require medication during school hours, a written request must be filled out and signed. (Please see Policy and Procedure Manual - Request to Administer Medication).

ENROLLMENT

Parents are paying for a time slot. Requests for changes to enrollment will be dealt with on a case by case basis. K.I.D.S. will, wherever possible accommodate changes to enrollment. **If a child is on vacation, payment is still due**. You may, however, choose not to pay for the slot for the time you are on vacation. A written notice (minimum of 2 weeks notice) must be given. Please note, in this instance your slot may not be available when you return.

WITHDRAWAL FROM SCHOOL

A **two week written** notice from parents shall be given to K.I.D.S. in advance when you are going to withdraw a child from the program. **Full program fees will be charged and due if the appropriate notice is not received**. A permanent space cannot be guaranteed if a child is temporarily withdrawn.

If your child stops attending the school without notice, fees are still due. Staff will attempt to contact you (they may leave a message(s) on your answer machine or e-mail you if you are not available) for information regarding the absence and clarification as to your intentions regarding future attendance at the school. **Your space will be kept open for two weeks, during this time fees are still due**. After this time you will be informed that we are no longer holding your space open and it will be released.

APPLICATION FORMS

Please ensure that you fill out all information on the application forms that follow. **To secure your spot, and be considered fully registered in the program, you must return your completed package, including all post-dated cheques, within two weeks of choosing your days.**

Incomplete registration forms will not be accepted.

Packages without post-dated cheques will not be accepted.

If you have questions or concerns about any information in the package please speak with the Supervisor.

FEES

K.I.D.S. operates as a "co-operative". Therefore, parent's contributions of time and money are responsible for making the school a success! There is a yearly family membership fee of \$25.00 per year (payable upon registration) charged to all parents.

Initial Here _____

All Co-operative Parents are required to submit a \$150.00 post-dated cheque in lieu of their parent obligations & a \$100 post dated cheque in lieu of fundraising obligations. If all obligations have not been met, the cheque will be deposited/cashed at years' end.

Initial Here _____

School year runs from September- June following the Bluewater District School Board calendar. **We ask that you please submit 10 cheques post dated for the 1st business day of every month.** We have included a calculating calendar at the end of this package to help parents determine your monthly fees. All cheques will be cashed the 1st business day of each month. Payment should be made out to K.I.D.S Co-operative, and an administration fee of \$25.00 will be charged for NSF cheques returned to K.I.D.S by your bank. If this occurs, you will be required to replace your NSF cheque amount and the administration fee as soon as possible **Include your child's name in the memo portion of the cheques.** Tax receipts will be available at the school at the end of January.

Our session fees for 2015/2016 are:

Co-operative Parent Fees: \$ 17.00 per half day

Participating Board of Directors Parent Fees: \$17.00 per half day

*Due to the large number of volunteer hours put in, Board Members will have their parent obligations waived for their contribution to the program. If you are interested in becoming a Board Member, your help is always appreciated! Please come out to the Board of Directors meeting in June 2015 to see what position might suit you best.

A **two week written** notice from parents shall be given to K.I.D.S. in advance when you are going to withdraw a child from the program. **Full program fees will be charged and due if the appropriate notice is not received.** A permanent space cannot be guaranteed if a child is temporarily withdrawn.

Initial Here _____

* * *

Late Fees: At the Program Director's discretion, parents/guardians who pick up children late will be charged a late fee. If a late fee is charged it is payable directly to staff.

\$5.00 every 5 minutes after 11:45am or \$10.00 every 5 minutes after 12:00pm (morning program)

\$5.00 every 5 minutes after 3:15pm or \$10.00 every 5 minutes after 3:25pm (afternoon program)

** Please be mindful of picking your child up on time, as it is cutting into the staff's lunch/break.

K.I.D.S. Co-op APPLICATION FORM

Child's Name: _____

Date Admitted: _____

Male Female

Date Received: _____

Program: Morning Afternoon

Date Reviewed: _____

Date Withdrawn: _____

Has your child gone to a preschool before? (Describe experiences.) Yes No

What do you hope will be included in your child's preschool program?

Are there any special medical, physical, or emotional needs that the school or staff should be aware of? (Specify if "Yes") Yes No

Do you have any concerns about any aspect of your child's development? (Specify if "Yes") Yes No

Does your child have any special fears? Yes No

Is your child toilet trained? Yes No
Describe toileting assistance needed.

What are your child's favourite activities?

APPLICATION FOR DAY NURSERY SERVICE
MINISTRY OF EDUCATION

CHILD'S SURNAME FIRST NICKNAME INITIAL DOB (DD/MM/YYYY)

ADDRESS

EMAIL ADDRESS

DAYS OF CARE REQUIRED (PLEASE CIRCLE)

MONDAY AM PM TUESDAY AM PM WEDNESDAY AM PM THURSDAY AM PM FRIDAY AM PM

MOTHER'S NAME WORK ADDRESS TELEPHONE HOME _____

BUSINESS _____

CELL _____

FATHER'S NAME WORK ADDRESS TELEPHONE HOME _____

BUSINESS _____

CELL _____

GUARDIAN'S NAME ADDRESS TELEPHONE HOME _____

BUSINESS _____

CELL _____

DESIGNATED IN TOWN EMERGENCY CONTACT
NAME ADDRESS TELEPHONE HOME _____

BUSINESS _____

CELL _____

EMERGENCY CONTACT ADDRESS HOME & CELL PHONE CONTACT INFORMATION

AUTHORIZED PERSONS WHO MAY PICK UP CHILD

1. _____ 2. _____ 3. _____

CHILD'S PHYSICIAN ADDRESS TELEPHONE

SPECIAL MEDICAL CONDITIONS OR ALLERGIES

AUTHORIZATION FOR RELEASE OF PHOTOGRAPHY

Parent/Guardian (Signature) _____

PLEASE PRINT _____

I/we, _____, hereby authorize access and release of photography regarding my child, _____, while taking part in activities at K.I.D.S. This release of information may include: pictures of special events, names of the children, photography posted at the school, on the school's Facebook page, website, release of pictures or names to the local newspapers.

ALLERGIES

The children in our school with severe peanut and nut product allergies, and their families, would like to join me in thanking you for your anticipated understanding and co-operation as a result of the request to avoid sending peanut and nut products to school.

Since even a minute amount of the allergic substance can cause a life-threatening reaction, keeping it out of the classroom is our best method of preventing a serious reaction at school.

Please sign below to acknowledge your intention to avoid sending peanut and nut products to school. Thank you again for your co-operation on this important issue.

Child: _____

Parent/Guardian (Signature) _____

PLEASE PRINT _____

Date _____

PARENT/MEMBER CONTRACT

We understand that K.I.D.S. Co-op operates as a co-operative and that it is necessary for everyone to do their part to make the Nursery School a success. As Co-operative Parents we are willing to participate in the required **Parent's Obligations** and the social activities of the school.

We also understand that we are paying for a time slot and if our child is away for any reason, payment is still due. In the event of a prolonged illness in the family or a planned surgery, etc., our spot will be kept open for a maximum of four weeks at no charge, if we provide the school with one week's written notice.

Please indicate your form of participation:

- Co-operative Parents (\$17.00/half day)
- Participating Board of Director Parents (\$17.00/half day, waived parental obligations)

I/We have read the Parent's Orientation Manual and the contracts and agree to the stated terms in the Manual. I/We also give permission to K.I.D.S. Co-op to send a copy of our child's immunization records to the Public Health Unit.

Child: _____

Parent/Guardian (Signature) _____

PLEASE PRINT _____

Date _____

KIDS Co-operative Parent Duties Agreement

- ✓ If my child attends in the morning sessions I will provide a store-bought snack for 16 children once a month and a drinking cup for my child. (As the snack calendar tends to fill up quickly, I will substitute snack with craft or school supplies that month).
- ✓ If my child attends in the afternoon sessions I will provide a donation to the school for a total of 5 months out of the 10 month school year. (This is due to the fact that snack is not provided in the afternoon programs).
- ✓ If my child attends in the afternoon sessions I will provide a nutritious snack for my child.
- ✓ I am aware that I am expected to participate in minimum 2 (TWO) Toy Washes over the course of the year. (Toy Wash sign-up sheet is included at the end of this registration package).
- ✓ If I do not fulfill my duties as a Co-operative Parent (donations and toy washes), my post dated cheque of \$150 for July 1st 2016 will be deposited/cashed.
- ✓ I will participate in a minimum of 2 (TWO) Fundraising events over the year. If I prefer, I may pay a pre-set FUNDRAISER OPT-OUT FEE of \$100.
- ✓ If I do not fulfill my obligations to participate in two fundraisers over the year, my post-dated cheque of \$100.00 for July 1st 2016 will be deposited/cashed.

Child: _____

Parent/Guardian (Signature)_____

PLEASE PRINT_____

Date _____

Toy Wash Sign Up

Please select three choices for toy wash months and write them in the spaces below. We will do our best to accommodate everyone, but the spaces will be filled on a first come first serve basis. If the spaces are left blank one will be selected for you. All dates will be chosen prior to school beginning in September, you will find the date for your toy wash in your child's file folder the first week of school. **If you cannot attend your toy wash it will be your responsibility to find a replacement (a friend, another family member, or to trade with another parent).** If, in the unlikely event you are unable to find someone to attend in your place, we request that you notify a staff member so that the toy wash coordinator knows that they will be running the toy wash 'short staffed'. Thank you!

September to January

1st Choice _____

2nd Choice _____

3rd Choice _____

September-Monday 28th, 2015
October-Tuesday 27th, 2015
November-Wednesday 25th, 2015
December-Thursday 17th, 2015
January-Monday 25th, 2016

February to June

1st Choice _____

2nd Choice _____

3rd Choice _____

February-Tuesday 23rd, 2016
March-Wednesday 30th, 2016
April-Thursday 28th, 2016
May-Monday 30th, 2016
June-Wednesday 29th, 2016