

Why Join WVCP?

- All our programs are diaper friendly (including cloth diapers!)
- Toilet training friendly
- Small class sizes
- Integrated music program for all students by a music specialist
- Extended programming hours
- Lunch and Learn Program
- Early Drop-Off Program

WVCP mission and philosophy

The Westboro Village Cooperative Preschool was founded, more than 30 years ago, on the dual principal that children learn through play and that parental involvement is key to any child's educational success. Our program provides social, musical, physical, & linguistic play experience for each child's individual developmental needs.

As a cooperative, our preschool provides parents an atmosphere where they can work and learn in a partnership for the benefit of their children. We employ professional teachers with ECE qualifications, but, at the Westboro Village Cooperative Preschool, parents are an integral part of daily education, as well as the annual renewal of programs and facilities.

The Westboro Village Cooperative Preschool is a licensed non-profit for children 2-4 years old. It operates on a non-profit basis and is administered by its parent members in a cooperative format.

How We Cooperate

At the Westboro Village Cooperative Preschool, parent contribution is key to the school's success. Our warm and caring educational environment, as well as our reasonable tuition rates, are maintained by the support of our members.

Member parents can expect:

- to be on duty and provide your child's whole class a healthy snack at least once every 8 weeks (subject to enrollment numbers)
- to participate in fundraising
- to do an occasional (usually once per year) load of laundry
- to participate by voting on amendment changes of the coop bylaws
- to attend the general meetings (three times yearly)
- to participate on the Board of Directors and/or one of several committees devoted to fundraising, publicity, maintenance of the school, and organizing social events

In addition:

As a cooperative, our preschool welcomes the varied talents, skills, knowledge and experience of all members into our program. If you have a talent or resource that would be a benefit in the classroom, we encourage such contributions.

Programs, Schedules and Tuition

The Westboro Village Cooperative Preschool strives to balance the consistency that your children's education requires with the flexibility needed by busy parents. Our preschool offers age-specific programs for your two, three, and/or four year-olds. In addition, Early Drop Off and Lunch and Learn Programs are available as optional extensions to our core programs.

Programs run from September to mid-June. The preschool will be closed on the same holiday schedule as the Ottawa-Carleton District School Board, excluding PD days, when the preschool will remain open.

Children will start in small groups in September so that they can become comfortable with the preschool and the teachers and so that the teachers can spend extra time getting to know your child. A schedule of staggered start dates will be emailed to each family at the end of August.

The Director will also have an Orientation meeting in September to go over what to expect for your duty days at the preschool. It is very important that the person(s) who will be at the duty days attend this meeting. Notice of date for the orientation meeting will also be sent at the end of August.

Programs and Schedules:

- **'Twos' Program: For 2/3 Year-olds**

Tuesdays & Thursdays, 9:15am – 11:30am

Children who are two years old on September 1st, 2016 are eligible for the 'Twos' program. Two spaces are available each year for children who will be two by December 31st, 2016.

Maximum class size is 15 children.

- **Threes' Morning Program: For 3/4 Year-olds**

Monday, Wednesday & Friday, 9:15am – 11:30am

Children who will be three by December 31st, 2016 are eligible for the 'Threes' morning program.

Maximum class size is 24 children.

- **Threes' Afternoon Program: For 3/4 Year-olds**

Monday, Wednesday & Friday, 12:30 pm - 3:15 pm

Children who will be three by December 31st, 2016 are eligible for the 'Threes' afternoon program. Smaller class size (usually no more than 16 children)

- **Threes' Full Day Program: For 3/4 Year-olds**

Monday, Wednesday & Friday, 9:15am – 3:15pm

Children who will be three by December 31st, 2016 are eligible for the 'Threes' full day program.

Extension Programs:

- **Lunch & Learn**

Monday to Friday, 11:30 am - 12:30 pm.

Lunch & Learn is available to all students either following, or prior to, their respective school days. The program includes a supervised, sit-down lunch, followed by story-time, and/or play. Duty parents are not required.

A nut-free lunch is to be provided by parents. For further information please see the WVCP Allergy Policy included in Orientation.

Students in the "Twos" program may register for the L&L program on Tuesdays and/or Thursday. Students in the "Threes morning" or "Afternoon" programs may register for the L&L program on Mondays and/or Wednesdays and/or Fridays. Students in the Full Day Program will attend lunch as part of their typical school day.

- **Early Drop-Off Program**

Open drop-off between 8:15 and 9:15 am Monday, Wednesday & Friday.

Available as an optional extension to the 'Threes' Morning program.

Children will be supervised for an hour of play, songs and games. The Director or teaching assistant will be present for the duration of the program. Duty parents are not required.

Tuition

Program	Monthly Fee
2's Program	\$175 / month
3's Morning Program	\$220 / month
3's Afternoon Program	\$235 / month
3's Full Day Program	\$560 / month
Lunch & Learn	\$80 / month for 2 L&L / week \$105 / month for 3 L&L / week
Early Drop Off Program (available to 3's am only)	\$85 / month for 3 mornings / week

Registration Fee:

A non-refundable registration fee of \$50 is payable once per child. This fee does not apply to returning students.

Non-refundable Deposit:

A non-refundable deposit equivalent to one month's tuition is payable prior to the start of each school year (or at the time of registration if starting after September).

The deposit cheque should be dated June 1st, 2016. This cheque will be deposited prior to the school year starting. If your child starts after September the deposit cheque should be dated the 1st day of the month in which your child starts at the school (e.g. November 1st, 2016).

If a parent decides to permanently withdraw his/her child from the preschool and providing one month's written notice is given, this amount will be applied toward the final month's tuition.

Cheques:

In order to be admitted to the preschool a completed registration package must be received, including all cheques covering payment for the full school year. No cheques are deposited until a place in the program is offered and accepted. Cheques should be made out to "Westboro Village Cooperative Preschool" and should include the name of your child on each cheque.

There are two payment options:

- 9 monthly postdated cheques (i.e. Sept 1 2016, Oct 1 2016.....May 1 2017), OR
- 2 semi-annual postdated cheques (i.e. Sept 1 2016 (for Sept-Dec) and Jan 1 2017 (for Jan-May))

In addition, both payment options require:

- 1 non-refundable cheque dated June 1, 2016 (deposit covering your final month's tuition)
- 1 non-refundable registration fee of \$50 (if applicable).

Tuition cheques should include fees for core programming as well as any extension programs. Children attending the preschool are automatically registered for the full year.

Parents are responsible for all bank charges due to NSF and in addition will be charged a \$20.00 administrative fee for each NSF cheque. There are no refunds for temporary absences.

Withdrawal Policy:

If a parent decides to permanently withdraw his/her child from the preschool, thirty (30) days written notice must be given to the Registrar. Provided thirty days notice is given, the non-refundable June deposit will be applied toward the final month's tuition. Cheques for the preschool are cashed on a monthly basis. If participation in a program is terminated mid-month, the balance of that month's fees will also be forfeited. No refunds will be given where written notice is received on or after the third Friday in February, due to the difficulty of filling vacancies at that time of year.

Students may withdraw from extension programs with notice to the Registrar. While it is not possible to provide refunds for the remainder of the month when a student is withdrawn mid-month, post-dated cheques for subsequent months will be returned (e.g. if you withdraw from the L&L program mid-Jan, post-dated cheques for Feb-June will be returned to you.)

WVCP reserves the right to terminate services if policies are not followed or fees are not paid.

Cooperative Responsibilities

As a cooperative preschool, active parental involvement is essential to its successful operation. All families are expected to participate in the operation of the school through duty days and participation either on the Board of Directors or on one of the parent committees. You can find specific information about positions on the Board and each committee in the WVCP Parent Handbook, section 11.

Supervisory Duties:

At full enrolment, parents/caregivers should expect to be on duty assisting the teachers in the classroom approximately once every eight weeks with snack responsibilities every duty day. At the September orientation meeting for parents, the Director will give instructions on what the expectations are for duty days.

If you are unable to attend your duty day, it is your responsibility to find a substitute parent or caregiver. In most cases, parents are able to swap duty days with another parent if they are not able to attend. In the rare event that you or your substitute fail to arrive for duty you will be charged a penalty of \$50.

Note: Cooperative participation may be performed by a parent, family member or caregiver. Duty days can only be performed by an adult for whom a police check has been completed and submitted to WVCP Registrar.

Laundry:

Families will be assigned a week's worth of laundry (towels, rags, smocks, etc.) approximately once during the school year.

General Meetings:

Attendance of one family member is mandatory at each of the three General Meetings held during each school year. Families who fail to attend a General Meeting will incur a \$30 penalty.

Fundraising

Fundraising helps to keep tuition rates as low as possible and is part of our core operational funding.

All families are required to contribute \$400 through participation in fundraising events and programs organized by the fundraising committee (including purchasing coffee, frozen berries, books, etc). Items can either be purchased or sold to family, friends, or colleagues (see Parent Handbook, section 5.6).

WVCP families are, however, given the opportunity to opt out of fundraising by submitting a cheque for \$165 at the beginning of the school year. Families are still welcome and encouraged to contribute to fundraising events, but after submitting the opt-out cheque, are not obliged to further contribute financially.

Families who elect to opt out of fundraising are still required to participate in all other cooperative responsibilities.

WVCP REGISTRATION FORM

CHILD'S INFORMATION

Child's Full Name:				Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Preferred Name:	Date of Birth (dd/mm/yyyy):					
Home Address:	City:	Province:	Postalcode:			
Home Phone:	Emergency Parent Cell Phone:					
Contact Email(s) to be used for all preschool correspondence:						
Mother's Name:	Occupation:		Work Phone:			
Work Address:	City:	Province:	Postcode:			
Father's Name:	Occupation:		Work Phone:			
Work Address:	City:	Province:	Postcode:			
Programs:	2's (Tues/Thu) <input type="checkbox"/>	3's Morning (M/W/F) <input type="checkbox"/>	3's Afternoon (M/W/F) <input type="checkbox"/>	3's Full Day (M/W/F) <input type="checkbox"/>		
Early Drop-Off (3's AM only) (M/W/F) <input type="checkbox"/>	Lunch & Learn:	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>

EMERGENCY INFORMATION (other than parent). At least one emergency contact should be in Ottawa

Name:	Name:
Address:	Address:
Daytime Phone:	Daytime Phone:
Relationship:	Relationship:

MEDICAL INFORMATION:

Child's Health Card Number & Version Code:	Exp Date (dd/mm/yyyy):
Child's Doctor:	Doctor's Phone:
Doctor's Address:	
Medical Conditions/Medications/Allergies:	Please let the Registrar know if your child has special needs. The Director will be happy to meet with you to discuss your child's requirements and the suitability of our programs.
Other information or concerns that may help the teachers (use back if needed):	
Languages Spoken:	Special Holidays:
Name(s) & Ages of Siblings:	
Siblings who have attended WVCP (include years):	
Caregiver's Name (if applicable):	Caregiver's Cell Phone:
How did you hear about WVCP?	Would you like to be included on future alumni listings? Y / N

USE OF PHOTOS:

Occasionally the preschool would like to post pictures of the preschool on social media to market the school and its programs (i.e. the WVCP website or the preschool's Facebook). At no time will any child be identified by name.

I do not consent to the use of my child's picture for these purposes

Signature of parent/guardian: _____ Date: _____

WVCP COOPERATIVE RESPONSIBILITIES

As a cooperative preschool, active parental involvement is essential to the successful operation of the school. Please **select three** of the following Board of Director (BoD) positions or committees on which you would be willing to serve. **Rank them from #1 to #3** with #1 being the most desirable. Every effort will be made to give parents their top choices, but this may not always be possible. Priority will be given to returning families and the earliest registrants. The BoD is elected at the May AGM. A BoD selection committee seeks to ensure a full roster of candidates with a good blend of skills and interest.

Child's Name: _____ 2's 3's Morning 3's Afternoon 3's Full Day

Mother's Name: _____

Father's Name: _____

Would you be willing to chair a committee? Yes No

Board of Director Positions	Rank	Committees	Rank
Co-President (2 positions) <ul style="list-style-type: none"> • Chair Board, liaise with Church, teacher/program evaluation, handbook 		Special Events (3 positions) <ul style="list-style-type: none"> • Plan, set up, take down, arrange food 	
Co-Treasurer (2 positions) <ul style="list-style-type: none"> • Payroll, deposits, budget, tax returns, receipts 		Publicity/Public Relations (3-4 positions) <ul style="list-style-type: none"> • Develop advertising and publicity documents, updates website 	
Registrar <ul style="list-style-type: none"> • Maintains registration database, wait/contact/emergency lists, responds to public inquiry, files police checks, immunization records 		Fundraising (5 positions) (please circle your preference) <ul style="list-style-type: none"> • Scholastics (2) (Term 1, Term 2) • Berry Sales (2) • Coffee Sales (1) 	
2's Coordinator <ul style="list-style-type: none"> • Develops duty/snack/laundry rosters, gives tours to interested families 		Administrative (5 positions) <ul style="list-style-type: none"> • Support the BoD in completing admin. functions (Asst. Registrar, updating handbooks, insurance) 	
3's Coordinator (3's morning & 3's afternoon) <ul style="list-style-type: none"> • As noted in 2's Coordinator above 		Social Committee (5 positions) <ul style="list-style-type: none"> • Organize two social events during the year 	
Secretary <ul style="list-style-type: none"> • Minutes, action items, correspondence, copying, distributing, newsletter 		Inventory (3 positions) <ul style="list-style-type: none"> • Keep school's books, toys & equipment organized and recording new acquisitions 	
Communications & Marketing Chair <ul style="list-style-type: none"> • Develops advertising and publicity documents, manages and updates the website and all written documents 		Purchasing and Repairs (2 positions) <ul style="list-style-type: none"> • Source new items and repair existing 	
Fundraising Chair <ul style="list-style-type: none"> • Organizes and manages the activities of the Fundraising committee as well as developing new potential fundraising opportunities 			

Occasionally, WVCP will have parents join the class to share a special activity for "parent talent days". If you have an interesting occupation, special talent or hobby that you would be willing to share with your child's class, please let us know. (i.e. musical instrument, singing, art, dancing, yoga, scrapbooking, magic or something from your job such as a doctor bringing in his/her stethoscope, etc).

Yes _____

Police Checks

Police checks are required for all staff and volunteers that work at the Westboro Village Cooperative Preschool. This requirement is mandated by the Ministry of Community and Social Services and was introduced to help protect children and other individuals in vulnerable situations from potential abuse.

All parents/family/caregivers who will do duty parent responsibilities at the preschool require a police check. If possible an alternate adult who can perform duty should be identified and a police record check submitted in case the primary duty parent is unable to perform duty. A new record check is required for all adults performing duty each year. Even if you are alumni family, you must re-submit police checks on an annual basis.

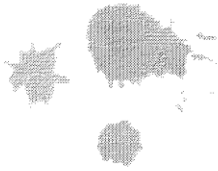
To obtain a police check you must present yourself to the police station with a (1) a cover letter from WVCP (print off letter included as part of registration package and fill in name(s)), (2) completed "Police Records Check For Service" application form (separate attachment on WVCP website) and (3) your appropriate ID (note: ID requirements are VERY specific. Please see www.ottawapolice.ca for details).

There are no fees for getting a Police Records check done, providing you bring a copy of the cover letter from WVCP. The timeline for processing and returning a police check to you is approximately 3-4 weeks, but can take up to ten weeks. There is also an expedited same-day service offered at the main police station on Elgin Street for a fee of \$37 (payable by you).

For locations that provide Police Records Checking Services, please visit www.ottawapolice.ca

Please return your completed police checks to the Registrar no later than June 16th, 2016. To hold your registration spot, you are required to submit a receipt demonstrating your Police Check is in process along with your registration package.

Please note that your child is not able to start school without a completed police record check for one adult.



WESTBORO VILLAGE COOPERATIVE Preschool

Ottawa Police Service
P.O. Box 9634, Station T
Ottawa, ON, K1G 6H5

Date: February 1, 2016

Dear Sir/Madam,

RE: Police Records Check for Volunteer Service with Vulnerable Sector - Waiver of Processing Fee

This letter is to confirm that the individual(s) listed below is/are seeking to provide volunteer services to the vulnerable sector and thus require a police record check. They are to be supervising children aged two to four at our cooperative preschool, Westboro Village Cooperative Preschool, Ottawa, Ontario (Corporation # 522454). This is a non-profit organization.

The volunteer(s) name(s) is/are as follows:

-
-

Should you have any questions please contact me by phone at 613-728-9473 or by email at wvcp.registrar@gmail.com

Sincerely,

Allison McIntyre

WVCP Registrar 2015-2016

470 Roosevelt Avenue
Ottawa, ON (613) 728-9473
www.wvcp.ca
info@wvcp.ca