

# Westboro Village Cooperative Preschool

## Registration Package for 2017-2018

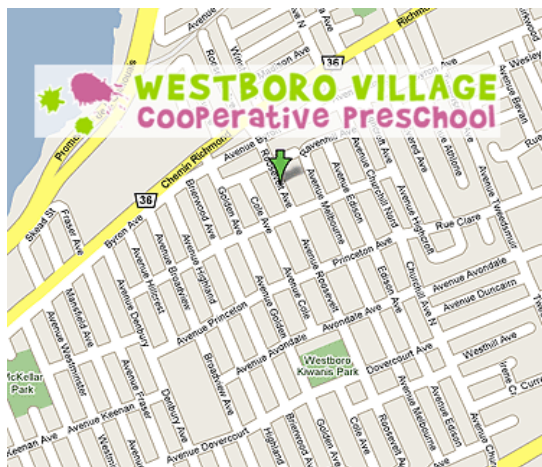
Thank you for your interest in Westboro Village Cooperative Preschool.  
We look forward to having you and your family join us!

### Important Dates:

- Tuesday, February 7th, 2017 – early registration for returning students and alumni families opens
- Monday, February 13th, 2017 – Open House at the preschool at 470 Roosevelt Ave. from 6:00 – 7:30pm to see the facility and meet the Teachers
- Tuesday, February 14th, 2017 – registration open to the public

\*\*Completed registration packages can be dropped off in the Preschool Mailbox at 470 Roosevelt Ave.

**\*Registration is on a first come, first served basis. A spot is not reserved until a complete registration package is received by the Registrar.**



470 Roosevelt Avenue  
Ottawa, Ontario, K2A 1Z6  
Phone: 613-728-9473

### Registration Checklist:

- Registration Form (1 page)
- Ottawa Public Health Immunization Information (TWO copies required)
- Copy of Immunizations (TWO copies required)
- Membership Fee (cheque of \$60 payable once per child)
- Confirmation of Enrollment on the City of Ottawa Child Care Registry and Waitlist
- Completed Pre-Authorized Payment form for direct deposit, indicating monthly tuition amount and preferred frequency of monthly or twice (Sept and Jan)
- Copy of VOID cheque
- Completed Police Records Check for all adults who participate in duty days at the preschool (must be received by the Registrar by June 29, 2017). **A receipt demonstrating a Police check has been applied for is required as part of the Registration package.**

## Why Join WVCP?

- All our programs are diaper friendly (including cloth diapers!)
- Toilet training friendly
- Small class sizes
- 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 principle 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 on average once every month (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 co-op 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 follow the Ottawa school board and run from September to 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 1<sup>st</sup>, 2017 are eligible for the 'Twos' program. Two spaces are available each year for children who will be two by December 31<sup>st</sup>, 2017.

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 31<sup>st</sup>, 2017 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 31<sup>st</sup>, 2017 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 31<sup>st</sup>, 2017 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<br>\$105 / month for 3 L&L / week |
| Early Drop Off Program<br>(available to 3's am only) | \$85 / month for 3 mornings / week                              |

### Membership Fee:

A non-refundable membership fee of \$60 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 1<sup>st</sup>, 2017. This cheque will be deposited prior to the school year starting. If your child starts after September the deposit cheque should be dated the 1<sup>st</sup> day of the month in which your child starts at the school (e.g. November 1<sup>st</sup>, 2017).

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.

### Pre-Authorized Deposit:

In order to be admitted to the preschool a completed registration package must be received, including a pre-authorized deposit form for payment for the full school year.

There are two payment options to fill out on the form under "Frequency":

- 9 monthly deposits (i.e. Sept 1 2017, Oct 1 2017.....May 1 2018), OR
- 2 semi-annual deposits (i.e. Sept 1 2017 (for Sept-Dec) and Jan 1 2018 (for Jan-May))

To complete the forms:

1. Select either the Business Account (Plan) or Personal Account (Plan) Forms found on our website on the Programs page
2. Page 1: complete with all relevant information for Payor Information (section 1) and Payor Financial Institution (section 2). Payee Information is to be filled out with WVCP information
3. Page 2: Payment Information by checking off "Fixed Amount" and inputting the monthly tuition amount. Select Set Intervals and input "monthly". Select "No" for top-ups.
4. Page 3 sign at bottom
5. Page 4 sign at bottom. If joint account, both account holder signatures will be required
6. Attach a VOID cheque.

For help on completing these forms, please contact the WVCP Co-treasurer at [wvcp.cotreasurer1@gmail.com](mailto:wvcp.cotreasurer1@gmail.com).

## **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. 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, the pre-authorized payments will be stopped.

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 Program Statement, 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 Program Statement, section 5.6).

WVCP families are, however, given the opportunity to opt out of fundraising for a fee of \$165. 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. Please indicate whether you wish to opt out on your Registration form.

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

## **City of Ottawa Child Care Registry and Waitlist**

In order for WVCP to be able to accept your registration package and enroll your child(ren) into our programs, you must first register with the City of Ottawa Child Care Registry and Waitlist at <https://onehsn.com/ottawa>. As part of your application package, please include your registration confirmation page.

## 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 |  |  |  |  |

Registered on City of Ottawa Child Care Registry and Waitlist and selected WVCP as child care centre.

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

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](http://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](http://www.ottawapolice.ca)**

**Please return your completed police checks to the Registrar no later than June 29th, 2017. 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.**



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

Date: February 1, 2017

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 with the vulnerable sector and therefore require a police record check. They will be supervising children ages 2 – 4 at our cooperative preschool, the Westboro Village Cooperative Preschool, Ottawa, Ontario (Corporation no. 522454 ). We are a non-profit organization.

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

-  
-

If you have any questions, please contact me by phone at (613) 728-9473 or by email at [wvcp.registrar@gmail.com](mailto:wvcp.registrar@gmail.com)

Sincerely,

A handwritten signature in black ink that reads "W. Moir".

Wendy Moir

WVCP Registrar 2016 – 2017

470 Roosevelt Ave  
Ottawa, ON (613) 728-9473  
[www.wvcp.ca](http://www.wvcp.ca)