

# Westboro Nursery School

411 Dovercourt Avenue  
Ottawa, Ontario K2A 0S9

[www.westboronurseryschool.ca](http://www.westboronurseryschool.ca)

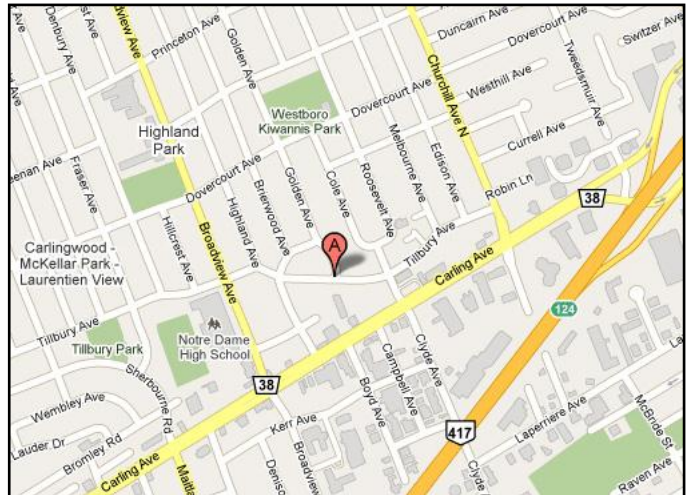


Westboro Nursery School

## Registration

Thank you for your interest in the Westboro Nursery School. To register your child for the 2012-13 program at Westboro Nursery School, a complete registration package can be delivered to the Registrar:

Amy Bienkowski  
726 Golden Avenue  
Ottawa, ON K2A 2G4  
Phone: 613-860-1522  
E-mail: [registrar@westboronurseryschool.ca](mailto:registrar@westboronurseryschool.ca)



## Registration Package Checklist

- Registration Form** (6 pages)
- Child Care Facility Immunization Information** - with an attached photocopy of the child's immunization record, **IN DUPLICATE**
- Registration Fee** - a non-refundable cheque for **\$50.00** dated immediately
- Tuition Cheques** - postdated as follows:
  - Either
  - i. Two installments (September 1<sup>st</sup> and February 1<sup>st</sup>) or...
  - ii. Ten monthly cheques (September 1<sup>st</sup> to June 1<sup>st</sup>)

**REGISTRATION IS ON A FIRST COME, FIRST SERVED BASIS. A SPOT IS NOT ASSURED UNTIL EVERYTHING ON THE CHECKLIST ABOVE IS PROVIDED.**

## Additional Requirements

- Results of a Police Records Check (PRC) for each individual volunteering in the classroom.
  - Completed records check must be mailed **BY SEPTEMBER 1, 2012** to:

Westboro Nursery School  
ATTN: Wendy Dunn  
411 Dovercourt Ave.  
Ottawa, Ontario  
K2A 0S9

- **DO NOT SUBMIT POLICE RECORD CHECKS WITH THE REGISTRATION PACKAGE**
- **CHILD CANNOT BEGIN AT THE SCHOOL UNTIL PRC IS RECEIVED**



## Background

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Westboro Nursery School was started in 1968 at the Westboro Community Centre (now Dovercourt Recreation Centre) by a group of parents who felt the need for a quality preschool program. Westboro Nursery School is operated on a nonprofit basis and administered by its member parents. This cooperative program offers a great opportunity for parental input and participation.

The program is based on a creative play centered approach, concerned with the child's social, emotional, physical and cognitive development. Each child's uniqueness is celebrated in a climate of sharing and cooperation.

Westboro Nursery School employs a Director and teachers trained in Early Childhood Education. There are 24 children in each of the morning and afternoon programs, assuming full enrolment. Westboro Nursery School is inspected and licensed annually by the Ontario Ministry of Education, which sets the standards for health, safety, staff training and school premises. All individuals assisting in duties and field trips are required by law to obtain a Police Records Check.

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## Requirements

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The successful operation of a cooperative school depends on the involvement of member parents. **Your contribution is key to the school's success.** Parents are required to help in several ways. Approximately once a month (depending on class size), the parent or caregiver is required to be a parent assistant in the classroom, helping our fulltime staff in such ways as preparing snacks, mixing paints, cleaning up, etc. In addition, each family is required to provide assistance outside of class time in other areas. Please refer to the registration form for a detailed list of parental duties. Each family must indicate at the time of registration its preference for involvement.

An Orientation Meeting will be held in September to acquaint the parents with the school, the teachers and other member parents. It is desirable that both parents make every effort to attend this meeting; at least one parent **MUST** attend (no children, please). An e-mail announcing the date and location of this meeting will be sent to you in August.

Children must be toilet trained. Transportation of your child to and from school is your responsibility and should be established before school begins.

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## Our Philosophy

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At Westboro Nursery School we strive:

- To promote the development of the whole child, emotionally, socially, physically, cognitively, intellectually and creatively. We provide a warm, safe, child-centered environment which fosters active participation of the child in concrete experiences.
- To promote greater understanding by parents in matters relating to early childhood education.

Our programs are based on sound knowledge of child development. Developmentally appropriate practice is based on the belief that children are motivated largely from within and that children pass through distinct stages in a given sequence, characterized by specific cognitive styles and abilities. Learning is child-centered and play-based. Children play in order to know and understand the world around them, to express themselves and to practice new skills. We strive to provide an environment that is gender, culture and ability inclusive. We celebrate the individual in a climate of sharing and cooperation. Children build a sense of belonging to the group and a positive self-image.

The curriculum includes language development, mathematical concepts, dramatic play, creative activities, health and safety, environmental sciences and physical, social and emotional development. French and sign language is an integral part of our program.

The children work independently as well as cooperatively in small groups. The ratio of 1:8 ensures that the teachers can observe children's handling of materials and social situations, assess their development and encourage experiences that further their growth. Task time is flexible according to the purpose and needs of the child. Theme based, hands-on activities are designed to build on what the child already knows and

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extend that knowledge further. Children's natural curiosity and desire to make sense of the world are used to motivate them to become involved in learning. This involvement and resulting "joy of discovery" is how we want children to view learning for the rest of their lives.

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## **Operating Information**

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### **HOURS**

AM Programs:                    9:15 to 11:30 Tuesday, Thursday  
   9:15 to 11:30 Monday, Wednesday, Friday

PM Program:                    1:00 to 3:15 Monday, Wednesday, Friday

### **AGE**

A.M. Program: 2 1/2 years old by September of registering year.

P.M. Program: 3 years old by December of registering year.

### **SCHOOL YEAR**

- Early September to mid-June.
- The school will be closed on the same holiday schedule used by the Ottawa-Carleton District School Board, excluding PD days, when we remain open. However, the school will be closed the first day after the Christmas break.
- School policy is to have the children start in small groups. This means that your child may not begin until after a few school days have passed.
- You will be expected to stay on your child's first day of school. Please do **not** bring other children.
- You will receive an e-mail from the teachers in the last week of August regarding the start date for your child.

**FEES:**            \$140.00 per month Tues/Thurs AM Program  
                          \$185.00 per month Mon/Wed/Fri AM Program  
                          \$185.00 per month Mon/Wed/Fri PM Program

- The first **\$50.00** cheque dated **at the time of registration** is the **nonrefundable** registration fee.
- The monthly fees in the form of post-dated cheques, **either in two installments or dated the 1st of the month from September to June inclusive**, are to be submitted at the time of registration (see payment schedule below).
- Two cheques of \$700 for the Tuesday/Thursday program; or \$925 for the Monday/Wednesday/Friday programs, dated September 1<sup>st</sup>, 2012 and February 1<sup>st</sup>, 2013; or 10 cheques dated for the 1<sup>st</sup> of each month inclusive (don't forget to change the year at January to 2013). All cheques should be made payable to: **WESTBORO NURSERY SCHOOL**. Please write your child's name on each cheque.

# REGISTRATION FORM – PAGE 1

(To be returned to Registrar)



Westboro Nursery School

## **REGISTRATION FOR**

Child's name (Surname first) \_\_\_\_\_

Nickname \_\_\_\_\_ Date of Birth (M/D/Y) \_\_\_\_\_

Parent name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone(home) \_\_\_\_\_ (business) \_\_\_\_\_

E-mail address \_\_\_\_\_

Parent name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone(home) \_\_\_\_\_ (business) \_\_\_\_\_

E-mail address \_\_\_\_\_

I am registering my child for

- |                          |                    |
|--------------------------|--------------------|
| <input type="checkbox"/> | A.M. (Tues/Thur)   |
| <input type="checkbox"/> | A.M. (Mon/Wed/Fri) |
| <input type="checkbox"/> | P.M. (Mon/Wed/Fri) |

Particular programs may fill up during the course of the registration process; please rank your choices in case your first choice is not available.

## **Responsibilities and Duties of Parents**

The fulfillment of the responsibilities of members is essential to the efficient and successful functioning of the school. Failure to assume these duties and responsibilities will result in the member being asked to withdraw their child from the school.

### **Responsibilities**

#### 1. Duty days:

- a. Parents are required to assist at the school on a rotating basis as a helper in the classroom. You will have approximately 1 "duty day" each month (depending on class size.) The helper does not necessarily have to be the parent. Grandparents or caregivers are welcome to help on duty day if their Police Records Check is on file.
- b. Every second "duty day", the parent is required to bring a nutritional snack and juice for the children.
- c. Parents are responsible for being at the school on their duty day or trading with someone else if unable to attend, or to use the buy out option to ensure their duty day is covered.

2. Members are expected to fulfill their Executive or Support position duties in a responsible and professional manner.
3. Members (at least one parent) are required to attend the Orientation Meeting in September.
4. All members are expected to assist and participate in all fund raising events.

#### **I/we have read and understand:**

1. Have read the above information and accept my/our duties as a member(s) of the Westboro Nursery School.
2. There is a non-refundable registration fee. A thirty (30) day written notice will be required when withdrawing my/our child from the program. If a thirty (30) day notice is not given I/we will forfeit the next month's fee when withdrawing my/our child. This includes all withdrawals after August 1st (unless a thirty (30) day notice has been given) in which case September's tuition fee will be forfeited.

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Parents' signatures

Date:

**DUTIES**

As indicated previously, parent assistance is required in some areas of a cooperative nursery school. Each family is expected to participate in one of the following areas (per child) as well as periodically being parent assistant. The smooth operation of a cooperative depends on this. Please indicate on the list below those duties you or a family member would be willing to perform for the school (from the next two pages). The list is only to be used as an indication of preference. Please prioritize your choices by numbering them from 1 to at least 5. While we will try to assign duties to accommodate your preferences, we may have to assign you to other assignments in order to ensure a complete and balanced administration of our school.

**DUTY DAY “BUY OUT” OPTION**

Parents who cannot do a designated duty day are responsible for finding another parent to switch with them. WNS recognizes that a few families need to juggle both work and school commitments. This can make the cooperative nursery school concept a difficult choice for some people. Therefore, we offer a partial assist buy-out program to meet the needs of the families in our community. This program will enable interested families to "buy-out" a portion of their assisting days (up to a total of 3). The cost is \$25.00 per day. The \$25.00 does not go to the school but is paid to the individual that will be the "substitute duty parent."

**If you are interested in being a “substitute duty parent”, please check the box.**

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

**EXECUTIVE COMMITTEE**

- All executive members attend monthly meetings, one of which is hosted at your home, and write brief summaries of your activities for the three newsletters.
- (#) indicates the required number of positions to be filled.

- |  |   |
|--|---|
| _____ (1) President:                         | - coordinates functions of executive committee  |
| _____ (1) Vice-President Social:             | - coordinates three social events   |
| _____ (2) Vice-President(s) Fundraising:     | - determines and coordinates fund raising events  |
| _____ (2) Treasurers:                        | - payroll and bookkeeping duties, aids in overseeing transactions for fund raising event (accounting/PC an asset) |
| _____ (1) Secretary:                         | - maintains minutes and school records  |
| _____ (1) Registrar:                         | - manages the enrolment process (PC or Mac necessary)   |
| _____ (1) Public Relations:                  | - promotes a favourable public image for the school   |
| _____ (1) Vice-President Internal Operations | - manages board communications (web etc.) + accessory roles   |

**SUPPORT POSITIONS**

(#) indicates the required number of positions to be filled.

(3) Parent Assist Schedule Coordinator (one per program): Schedules Parent Duty Days & distributes to members 10 days in advance each month.	(1) Newsletter Editor: coordinates the publication of newsletters. May be asked to attend some executive committee meetings for content purposes. (desktop publishing skills required).
(10) Social Committee Member: assist with refreshments, setup, clean up at WNS events	(1) Librarian: with the guidance of teacher selects and returns library books.
(2) Dress-up repair, laundering	(1) Public Relations' Assistant: assists in distributing advertising signs in the community
(20) Fundraising Committee Member: assist with planning and running of fundraising events.	(2) Treasurer's Assistant: deposits and tax receipts
(10) Equipment Maintenance Committee Member	(1) Scholastic Books
(5) Play Dough	(2) March to June → playground raking biweekly
(2) Sept. to freezing → playground raking biweekly	(1) Museum Contact: drive to Museum of Nature biweekly (at most) to pick up small mammal specimens (stuffed)
(1) Equipment Maintenance Coordinator	

It would also be appreciated if you were to indicate any other special talents you may be willing to share, i.e. guitar playing, dancing, music, storytelling, etc. \_\_\_\_\_

**I/We agree to be a parent assistant as well as help in one of the above areas.**

Parents' signatures

Date:

**CONFIDENTIAL HISTORY**

Child's name: _____	Nickname: _____
Home Address: _____ _____	Telephone (H): _____ Telephone (W): _____
Postal Code: _____	Date of Birth: _____
Email Address: _____	Birth Weight: _____
Doctor's Name: _____	Dr. Telephone: _____
Doctor's Address: _____	
Emergency Names and Numbers: (1) _____	
(other than parents) (2) _____	

**HOME AND BACKGROUND**

**PARENT'S** name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Telephone (home) \_\_\_\_\_  
Business address: \_\_\_\_\_ Telephone (work) \_\_\_\_\_

**PARENT'S** name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Telephone (home) \_\_\_\_\_  
Business address: \_\_\_\_\_ Telephone (work) \_\_\_\_\_

Do both parents live with the child? No Yes  
Is either parent away from home often? No Yes

Other members of household (siblings, grandparents, etc.) \_\_\_\_\_ Please state age of siblings.  
\_\_\_\_\_

Has child had any formal group experiences (Nursery School, Sunday School, dancing class, etc.)?  
\_\_\_\_\_

Other languages spoken: \_\_\_\_\_

Festivals or holidays observed by family: \_\_\_\_\_

**CONFIDENTIAL HISTORY**

**HABITS**

SLEEPING HABITS \_\_\_\_\_

EATING HABITS \_\_\_\_\_  
(and difficulties)

ALLERGIES (or sensitivities?) \_\_\_\_\_  
If yes, reaction to allergen: \_\_\_\_\_

**ELIMINATION**

Toilet habits–frequency: \_\_\_\_\_  
Toilet vocabulary: \_\_\_\_\_  
(Please note, children must not wear disposables — this includes pull-ups)

**DRESSING:**

Does child dress him/herself? \_\_\_\_\_

**SPEECH**

Enunciation \_\_\_\_\_  
Does child use sentences? \_\_\_\_\_  
Difficulty with any letters or sounds? \_\_\_\_\_

**PLAY**

Does child prefer to play alone, with adults or with other children?  
\_\_\_\_\_  
Describe any imaginary playmates. \_\_\_\_\_  
Does child enjoy books? \_\_\_\_\_ Music? \_\_\_\_\_

**NERVOUS HABITS** \_\_\_\_\_

**PERSONALITY**

Is the child:           Happy                           Affectionate           Shy  
                                 Jealous                           Negative               Excitable

Does he/she throw temper tantrums? \_\_\_\_\_

Of what is the child afraid? \_\_\_\_\_

Does your child bite? \_\_\_\_\_

Any recent disturbing incidents, which may have upset child? (new baby, parent back to work, moving, death, hospitalization, etc.) \_\_\_\_\_

Do you have any concerns about the development of your child? \_\_\_\_\_

**Please write any other information you think we should know on a separate sheet and attach it.**

How did you find out about Westboro Nursery School? \_\_\_\_\_

**BEHAVIOR MANAGEMENT POLICY**

- 1. Corporal punishment (striking, shaking or aggressive physical contact) is not permitted by anyone in attendance at the pre-school (staff, parent assists, students, parents, visitors).
- 2. Verbal, emotional or physical abuse that is harsh, humiliating or degrading is not permitted.
- 3. Children shall not be deprived of what they are entitled to or what is necessary for development.
- 4. No child shall be confined to the pre-school or a particular room by locking of exits or doors.
- 5. Supervisor/Director is to review with parent assists, students and any visitors to the pre-school, policies relating to behavior management.
- 6. Written procedure is available for action regarding contravention of behavior management policies.

**Note: under ministry guidelines, parents must sign this policy on the first day of school.**

**PRIVACY POLICY**

- 1. In accordance with privacy laws, Westboro Nursery School has implemented a privacy policy that addresses the collection, use and disclosure of personal information of all registered families. A complete copy of the policy may be obtained on request. Personal information is never disclosed without consent.
- 2. A class list containing the names, phone numbers, mailing address, email address and committee duties of all registered families will be distributed to all registered families. The list will be used by staff and registered families for the purpose of facilitating the operation of the program, i.e. coordinating duty days and school events.

**I agree to the collection, use and disclosure of my family’s contact information as specified under item 2 above.**

Parents’ signatures \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

**WITHDRAWAL POLICY**

Unless thirty (30) days **WRITTEN** notice is given, parents forfeit one month’s fee when withdrawing their child. This includes all withdrawals after August 1<sup>st</sup> (unless a thirty (30) day notice has been given) in which case September’s tuition fee will be forfeited. In the unlikely event that a child does not settle in after a reasonable length of time, parents may be asked to withdraw their child from the program.

Parents’ signatures \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

**IMMUNIZATION INFORMATION**

Please complete in duplicate the **Child Care Facility Immunization Information** (following pages). A photocopy of the child’s immunization record must be attached to each copy.

## **POLICE RECORDS CHECK**

In early 1995, legislation was introduced to protect children and other individuals in vulnerable situations from potential abuse. As a result, effective March 1, 1995, all agencies funded by the Ministry of Community and Social Services are required to have **Police Records Checks (PRC)** on file for all new staff and volunteers with their programs. Given that Westboro Nursery School does receive partial funding from the Ministry of Community and Social Services, this legislation applies to us.

All individuals (parents, caregivers, grandparents) who plan to participate in a duty day or field trip at Westboro Nursery School must complete the form "Police Records Check for Service with the Vulnerable Sector" and present it in person, at one of the following police stations:

474 Elgin Street (Ottawa)  
4561 Bank Street (Gloucester)  
3343 St-Joseph Boulevard (Orleans)  
245 Greenbank Road (Nepean)  
95 Abbeyhill Drive (Kanata)

### **Two important notes before you head off to the police station:**

1. There are VERY specific ID requirements when applying for the PRC. PLEASE refer to the instructions on the PRC application to save yourself a second trip.
2. Each PRC form must be submitted with a copy of the attached letter (see following page) in order to waive the processing fee. Simply print the name of the applicant in the space provided.

The results of the PRC will be returned directly to applicants. Original copies **must be mailed** to the **School Director** by **September 1<sup>st</sup>, 2011**, and will be kept on file at the school. PRCs completed for volunteer work at another organization covered by the same legislation are valid as long as they are not over one year old.

If you have any questions about PRCs or the process, please do not hesitate to contact either of us at the numbers listed below.

Wendy Dunn	Director	613 728-1533
Carrie Cuhaci	President	613 761-7350

# Westboro Nursery School

411 Dovercourt Avenue  
Ottawa, Ontario K2A 0S9

[www.westboronurseryschool.ca](http://www.westboronurseryschool.ca)



Westboro Nursery School

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

February 7, 2012

Dear Sir/Madam,

RE: Police Records Check for Volunteer Service with Westboro Nursery School; Waiver of Processing Fee

Westboro Nursery School is a co-operative pre-school for children aged 2 ½ to 5 years of age. It is a non-profit corporation constituted under the Ontario Corporations Act (BN 11929 2092 RR0001) and is registered as a charity (charitable registration number: 0726091-20-10). As a co-operative organization, parents and other caregivers are expected to assist with the program.

A police records check for \_\_\_\_\_ is being sought for the purpose of such person volunteering in the Westboro Nursery School program.

Should you have any questions, please contact the undersigned at (613) 728-1533.

Yours truly,

Wendy Dunn RECE  
Director