



Registration Information

MCNS & RSCNS Offices: 5572 Dr. Leach Drive, Manotick (in the Manotick Arena). 613-692-2188
All **Manotick** classes are held in our main classroom on the first floor at this location (unless otherwise specified).

All **Riverside South** classes are held upstairs in the Community Room at Moncion's Independent grocery store. 613-203-0788

Programs offered in 2010-11:

Program	Location	Schedule	Times	Monthly Tuition
Junior Preschool Children 2½ to 3½ years of age (with 3 exceptions of 2¼-2 ½)	Manotick	Tuesday and Thursday mornings	9:00 – 11:30 am	\$135
	Riverside South	Monday, Wednesday and Friday mornings	9:00 – 11:30 am	\$180
Senior Preschool Children 3-4 yrs of age	Manotick	Monday, Wednesday and Friday mornings	9:00-11:30 am	\$180
	Manotick	Monday, Wednesday and Friday afternoons	12:30 – 3:00 pm	\$180
	Riverside South	Monday, Wednesday and Friday afternoons	12:30 – 3:00 pm	\$180
Junior Kinder Adventure Day Various themed activities with low student to teacher ratio. Must be in or eligible for JK.	Manotick	Thursday afternoons	1:00 – 3:30 pm	\$60
Senior Kinder Adventure Day Enriched program offering different themes with low student to teacher ratio. Must be enrolled in SK.	Manotick	Tuesday morning (<i>Upstairs Boardroom</i>)	8:45 – 11:15 am	\$60
		Tuesday afternoons	1:00 – 3:30 pm	\$60
Registration Fee: All programs		Due upon registration	(non-refundable)	\$50*

* a maximum of \$70 per family

About the Co-operative:

Parents who enroll their children in the Manotick/Riverside South Co-operative Nursery School become members of the co-op and as such, support the operation of the school. Further details about member participation and committee roles are available at www.manoticknurseryschool.ca

Members of this Co-operative are required to:

- Attend duty days on a rotational basis to assist teachers in their child's class. This applies to Junior and Senior Preschool classes (not required for the Adventure Day programs).
- Support the operation of the school either by serving on the board of directors, acting as a committee chairperson or by serving on two committees (not required for Adventure Day programs). Parents may pay a fee to "opt-out" of this requirement (see below).

Members of this Co-operative are not required to:

- Participate in the cleaning of the school in the evenings.

Fee Payment Schedule:

1. Last month's tuition cheque is required upon registration and will be dated Aug. 1st (or the month you register).
2. 9 post dated cheques (Sep. 1st through May 1st) are due in September (or upon your child's start of school).
3. One month's notice is required for all student withdrawals. Post-dated cheques will be returned if before the 1st of the month.
4. Tax receipts for tuition are issued January and June.
5. If you are choosing to "opt-out" of committee work, submit a non-refundable cheque in the amount of \$100 dated for Sep. 1st. The Opt-out fee is per child, per program. Duty days are not subject to opt-out.
6. Paid Duty Day replacements can be arranged for \$35/day (payable to the school) with a minimum 5 days notice. Missed Duty Days without notice are subject to a penalty fee (replacement cost of a supply teacher).
7. All NSF cheques are subject to a \$20 fee (for tuition or any other school fee).

Student Requirements Upon School Start:

1. Must be actively toilet trained (no diapers or "pull-ups" during the day).
2. Must reach the minimum age for each program upon date of entry.
 - Spaces will not be held or paid for until the child becomes of age, but underage children may be placed on the Waiting List at any time.

Manotick & Riverside South Co-operative Nursery School Registration Form



Child's name	Surname First Middle		
Date of Birth	(Day/Month/Year)		
Mother	Name Occupation Cell/Office/Pager #		
	Work Address		
Father	Name Occupation Cell/Office/Pager#		
	Work Address		
Home Address	Street City/Town Postal Code		
Contact	Home Phone E-mail address		
Physician	Name Address Phone #		
Emergency Local Contacts (in the event that a parent cannot be reached, also authorized to pick-up child)			
1	Name Phone Relationship		
2	Name Phone Relationship		
Program - Please indicate your choice below			
		Manotick	Riverside South
Junior Preschool	2.5-3.5 years old Child must be 2.5 by School Start Date (3 exceptions of 2 ¼ - 2 ½)	Tues./ Thurs. AM 9:00-11:30 AM	<input type="checkbox"/>
		Mon/Wed/Fri AM 9:00-11:30 AM	<input type="checkbox"/>
Senior Preschool	3-4 years old Child must be 3 by School Start Date	Mon/Wed/Fri AM 9:00-11:30 AM	<input type="checkbox"/>
		Mon/Wed/Fri PM 12:30-3:00 PM	<input type="checkbox"/>
		Mon/Wed/Fri PM 12:30-3:00 PM	<input type="checkbox"/>
		Mon/Wed/Fri PM 12:30-3:00 PM	<input type="checkbox"/>
Junior Kinder Adventure Day	Enrolled in or eligible for Junior Kindergarten	Thursday PM	<input type="checkbox"/> Manotick only
Senior Kinder Adventure Day	Completed Junior Kindergarten	Tuesday AM <input type="checkbox"/> Tuesday PM <input type="checkbox"/>	<input type="checkbox"/> Manotick only

I understand that by registering my child in the Manotick or Riverside South Co-operative Nursery School that I become a member and agree to assume the duties and responsibilities required of members as stated in the bylaws. Duties include active participation in duty days and committee assignments as designated by the vice chair/ chairpersons of a committee. Responsibilities include punctual pick-up of student(s), advance tuition/fee payments, advance notice of no less than 5 days for duty/committee assignments replacement or buyout. NSF cheques are subject to a \$20 fee.

Parent's signature

Date

MCNS use only

Date of Entry

Registration Fee

MCNS use only

Date of Withdrawal



Parent Participation Form

As a co-operative, your commitment of time and energy is required to support teachers, students and the continued success of the school. We will attempt to place you in the positions of your choice however we may need to discuss alternate assignments with you. (This form is not required for families registered in Adventure Days.)

Student Name: _____ **Parents Names:** _____

Home Phone: _____ **E-mail address:** _____

Check Program:

- Riverside South** MWF am Junior MWF pm Senior
Manotick Tu/Th am Junior MWF am Senior MWF pm Senior

Please rank your top three choices. (They may be spread among these groups)

Rank	Board of Directors - attends monthly board meetings, provides operational support to the schools & staff
	Chair
	Vice-Chair
	Secretary
	Treasurer
	Registrar
	Assistant Registrar
	Publicity Chair
	Playground Maintenance Coordinator
	Long Range Planning Coordinator

Rank	Committee Chairpersons - delegates tasks to members of their respective committees, may be asked to attend occasional board meetings.
	Food Committee Chair
	Administrative Support Chair
	Fundraising Committee Chair
	Environmental Health Committee Chair
	General Maintenance Chair
	Shiverfest Committee Chair

Rank	Committee Member - Duties performed throughout the school year as designated by the committee chair. <i>(You will be assigned to two committees)</i>
	Mobile Sign Coordinator (Publicity)
	Parade Float Coordinator (Publicity)
	Sweat Shirt Sales Coordinator (Publicity)
	Flyer Distribution (Publicity)
	Food Committee
	Telephone Committee (Administrative)
	Duty Roster Coordinator (Administrative)
	Playground Maintenance Committee
	General Maintenance Committee
	Computer/Web Site Support (Publicity)
	Registration Support
	Long Range Planning Committee
	Shiverfest Committee
	Fundraising Committee
	Environmental Health Committee

Check here for the **Opt-Out Option:**

Payment of non-refundable lump sum of \$100 per child, per program (up to a family maximum of \$250). Fee is due **September 1st** and excludes parent from Committee work ONLY. Duty Days do not apply to this option.

This option is only available for a limited number of parents depending on total enrolment.

More detail about these committees on www.manoticknurseryschool.ca

Please note any limitations (dates/days not available) for committee work or provide general comments that will assist in assigning committees and schedules. _____

Check here if you are interested in being a paid substitute to do occasional extra duty days for parents who wish to pay for a replacement.



Policy Acknowledgement

As a parent of a child enrolled at Manotick and/or Riverside South Cooperative Nursery Schools you must be aware of, and adhere to, policies related to required duty day participation. **BEFORE your child starts attending**, it is required that you read:

- | | |
|---|--|
| <input checked="" type="checkbox"/> The Behaviour Management Policy | <input checked="" type="checkbox"/> The Parent Handbook |
| <input checked="" type="checkbox"/> The Anaphylaxis and Allergies Policy | <input checked="" type="checkbox"/> The Playground Policy |

These documents can be found on our website at www.manoticknurseryschool.ca or in hard copy at the school.

After reading the Parent Handbook, the Behaviour Management Policy, the Playground Policy and the Anaphylaxis and Allergies Policy *please sign below*. **Anyone helping out in the classroom as a duty parent must sign this in addition to completing a police check request.**

The Parent/Guardian of _____ has read the above mentioned documents, understands the policies as outlined and hereby agrees to abide by them. In signing this, I agree to comply with the policies and procedures as explained and understand and accept the consequences of contravening any of the provisions therein.

Parent Name (printed)

Date

Signature

Parent Name (printed)

Date

Signature

Parental Consent

I, (print Parent/Guardian name) _____, hereby give permission for (print Child's name) _____ for the following at the Manotick Co-operative Nursery School (MCNS) and/or the Riverside South Co-operative Nursery School (RSCNS):

- | | | |
|------------|-----------|--|
| Yes | No | To have photos taken (which include my child) at school or on field trips, posted in school photo albums, group posters or in the School Newsletter. |
| Yes | No | To have photos taken (which include my child) at school or on field trips, published in local newspapers. |
| Yes | No | To have photos taken (which include my child) at school or on field trips, posted on the Nursery School's website. |
| Yes | No | To be included on all supervised walks in the area of the Community Centre (mainly the park, toboggan hill and sports fields behind the school). Should you choose to have your child <u>not</u> participate in these outings, a teacher will inform you of the time they expect to be gone so that you can come and pick your child up prior to the outing. |

I, _____, hereby appoint the teaching staff of MCNS and RSCNS to act in complete authority to authorize any **medical attention** to my child _____ by a qualified physician in the event of an emergency while my child is in the care of MCNS/RSCNS. Note that in all cases, reasonable attempt will be made to contact a parent as soon as possible.

Parent Name (printed)

Date

Signature

Please check here if we are **UNABLE** to correspond with you through **e-mail** in order to reduce administrative costs. If this is not feasible then we can send you paper copies of outgoing information (newsletters, reminders, duty rosters etc.).

SCHOOL ENTRY IMMUNIZATION & TUBERCULOSIS ASSESSMENT

Date Form Completed : - -

STUDENT INFORMATION: (Please print clearly and complete ALL sections of the form)

Family Name Given Name Sex Male Female Date of Birth - - Year Month Day

Ontario Health Card Number - - Name of School Grade

Student's Physician's Name Physician's Telephone - -

Previous School, Nursery or Daycare attended in Ottawa

Has the student lived or travelled outside of Canada or in a First Nations, Inuit or Métis community in Canada for 3 months or longer during the last 5 years?
 No Yes - (call 613-580-6744 extension 24108. Certification is required for school entry.)

Name of Countries Lived Date of Arrival in Canada (y/m/d) - -

in During Last 5 Years Name of First Nations Community

PLEASE ATTACH A PHOTOCOPY OF THE STUDENT'S IMMUNIZATION RECORD TO THIS FORM. THESE REQUIREMENTS APPLY TO ALL SCHOOLS, INCLUDING PRIVATE SCHOOLS.

PARENT/GUARDIAN INFORMATION: (Please print clearly)

Last Name First Name Relation To Child

Home Address Apt/Unit City P.C. -

Tel (home) - - Tel (work) Mother - - ext. Tel (work) Father - - ext.

Office Use Only

Pentacel	<input type="checkbox"/>	Quadracel	<input type="checkbox"/>
MMR #1	<input type="checkbox"/>	MMR #2	<input type="checkbox"/>
Polio	<input type="checkbox"/>	Td Polio	<input type="checkbox"/>
TST	<input type="checkbox"/>	Adacel	<input type="checkbox"/>



**When your child receives any vaccination or if you have any questions contact the
 Ottawa Public Health - Immunization Program
 100 Constellation Crescent, 7th Floor West Ottawa, ON K2G 6J8
 Tel: 613-580-6744 extension 24108 Fax: 613-580-9660 Email: Immunization@ottawa.ca**

Assessor/Centre: _____

Date assessed (y/m/d) _____

by _____

Date Input (y/m/d) _____

by _____

Date certified (y/m/d) _____ Y.F.

by _____

Personal health information is collected on this form pursuant to section 11 of the Immunization of School Pupils Act, R.S.O. 1990, c. I.1, ("ISPA"). The parent of a pupil has an obligation to cause the pupil to complete the program of immunization, as indicated in section 3 of ISPA and section 5 of the Regulation 645 of the ISPA. Your personal health information collected on this form will be shared on a confidential basis with the City of Ottawa Public Health Branch. Questions regarding this collection may be addressed to: Supervisor, Immunization Program, City of Ottawa Public Health Branch, 100 Constellation Cr., Ottawa, ON K2G 6J8 tel: 613-580-6744 ext.24108 e-mail: Immunization@ottawa.ca.

Personal health information is collected on this form according to the Mandatory Health Programs and Services Guidelines published pursuant to section 7 of the Health Protection and Promotion Act, R.S.O. 1990, c. H.7. Your personal health information will be used to promote the screening of all persons in a high-risk group for tuberculosis and to assess those testing positive. Your personal health information may be shared on a confidential basis with the City of Ottawa Public Health Branch. Questions regarding the collection of personal health information may be addressed to: Supervisor, Immunization Program, City of Ottawa Public Health Branch, 100 Constellation Cr., Ottawa, ON K2G 6J8 tel: 613-580-6744 ext. 24108, e-mail: Immunization@ottawa.ca.

SCREENING INSTRUCTIONS – POLICE RECORDS CHECK

The search includes national and local police databases with cooperating police services. The possible existence of criminal convictions and outstanding charges, as well as incidents of all police contacts for the previous five years will be considered for release.

If an outside agency does not provide the police records checks, a stamp stating, "NO RESPONSE FROM POLICE SERVICE IN THIS AREA" will appear on page one of this form. It is the responsibility of the applicant to contact the outside police agency to obtain a police records check.

This search is intended for individuals seeking employment and/or a volunteer position with children or vulnerable person(s). Information is collected and disclosed according to section 29(1) and 32 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Police Services Act*, RSO 1990,c.P.15

INFORMATION FOR RELEASE

The following information contained in local police databases may be considered for release when it is deemed appropriate:

- Suspect information, where the release of such will not hinder any ongoing investigation.
- Reports resulting from particular incidents relating to the Mental Health Act.
- Any notable police contact.

This search does not cover the following areas: summary convictions, discharges and pardons (with the exception of sexual offences listed in the schedule to the *Criminal Records Act*). The information contained on this certificate is accurate on the date issued.

For more information, please visit our Web site at ottawapolice.ca

PROCEDURE

1. The ***Police Records Check Form*** must not be altered.
2. The applicant **must** produce two pieces of **valid (i.e. not expired)** identification that confirm his/her **name, date of birth and address**. One piece of identification presented must include a **photo**. Ontario Health Cards cannot be accepted for identification purposes (*Health Cards and Numbers Control Act*, 1991 section 2.2(1)). The following is a list of items that could be considered acceptable forms of identification.

Photo Identification:

which provides photo and both name and date of birth of an individual:

- *Driver's Licence
- Government Employment Card
- Military Employment Card
- Age of Majority Card
- Canadian Citizenship Card (up-to-date)
- Indian Status Card
- International Student Card
- Passport
- Permanent Resident Card
- Possession and Acquisition Licence (PAL)
- Canadian National Institute for Blind (CNIB)

*Recent Utility Bill required to verify current Ottawa address if no Driver's Licence is available.

Non-Photo Identification:

which provides both the name and date of birth of an individual:

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Fishing Licence
- Outdoors Card
- Hospital Card
- Immigration Papers



3. In the case of a possible match, individuals who require a copy of their criminal record, will have to be fingerprinted by the **Ottawa Police Service** by appointment only. Please contact 613-236-1222 ext. 5485 for an appointment. The fee of **\$20** for this service is waived for volunteers. Fingerprints will be forwarded by the OPS to the RCMP along with the applicant's certified cheque or money order in the amount of **\$25** (payable to the Receiver General of Canada). Results of the RCMP's search will be mailed directly to the applicant. The RCMP fee is not required if the applicant provides *written confirmation of volunteer work from a bona fide registered non-profit organization*.
4. Police Records Checks are processed in approximately 3-6 weeks, (**exception**: 6-8 weeks during peak periods) assuming timely response from other police services and depending on request volumes.
5. The **\$14 service fee** can be waived if the applicant presents a letter from a local organization that intends to engage them in a **volunteer** capacity. The letter must be provided on official letterhead, in original, it must include the name of the person requesting a Police Records Check and must be signed by the manager in charge of volunteer resources. A **\$33 non-resident surcharge** applies to applicants residing outside OPS jurisdiction. A **\$33 express surcharge** applies if service is to be performed on a "while you wait" basis (only possible if the applicant resided in Ottawa for the past five years).

For more information, please visit our Web site at ottawapolice.ca



Child Profile

The information that you provide in the Child Profile will help the teachers to better understand your child and respond to his or her interests and needs. Please complete close to your child's start date at school.

Child's full name (underline name that is generally used): _____

Birthdate: _____ Age as of Sept. 1: _____

1. Since registration, have there been any changes to any of the following: Address, home phone #, cell phone # for either parent, work phone #, caregiver, emergency contact phone #? If any change, please note below:

2. Has your child attended other preschools/playgroups/daycare? Where? When? Did your child like to attend? Why/Why not?

3. Language(s) spoken by your child: _____
Language(s) spoken by parents to child: _____
Does he/she use sentences? _____
Any problems/concerns you would like to mention regarding your child's speech? _____

4. Circle the statement reflecting your child's current level of ability related to toileting.
A. Needs assistance and prompting B. Able to ask to go to toilet.
Problems/concerns? _____

5. How do you discipline your child? How has he/she reacted?

6. Are there any home circumstances you feel we should know about to help us to better understand your child? (e.g. New sibling, recent move, single parent, death, divorce, job changes, new caregiver, etc.) Note: please share with your child's teachers any new circumstances that arise during the school year.

7. Please indicate any behavioural problems or concerns regarding your child, if any. (e.g. Fears, aggression, tantrums or other)

8. What would you like to see your child accomplish while at Manotick/Riverside South Co-op Nursery School?

**Manotick Co-operative Nursery School
Riverside South Co-operative Nursery School**

9. Is there anything else that we should know about your child to help us make the nursery school experience the best it can be? _____

10. Please share with us names and ages of your child's siblings to help us to better understand your child. _____

Health/Allergies

1. Does your child have any health problems or concerns? (e.g. asthma, allergies to food or specific animals, etc.)
YES NO If YES, please describe: _____

2. Is your child required to take any medication while at Nursery School? (You will be required to fill out a Medical Authorization form) YES NO If YES, please describe: _____

3. The Manotick/Riverside South Co-op Nursery School is a **NUT FREE SCHOOL**. Note, however, that we encourage children to learn through multi-sensory experiences, including food experiences. For example, we prepare food, use it for science experiments, taste test and graph results, etc. If your child has any diet restrictions due to **food allergies** or other reasons, please **carefully read** and answer the following:

Food (or ingredient) restriction. Please list.	Reason for restriction <i>Circle appropriate answer.</i>	How should staff handle the situation? <i>Circle appropriate answer.</i>
1)	Life-threatening allergy *see below Allergy Intolerance Diet restriction (religious, vegetarian, other)	<ul style="list-style-type: none"> • Have staff assess situation and make the decision to include my child or to redirect them away from food activities • Always redirect my child away from food activities • Have staff inform parent day before scheduled activity so parent can make the choice to keep child home or send to school
2)	Life-threatening allergy *see below Allergy Intolerance Diet restriction (religious, vegetarian, other)	<ul style="list-style-type: none"> • Have staff assess situation and make the decision to include my child or to redirect them away from food activities • Always redirect my child away from food activities • Have staff inform parent day before scheduled activity so parent can make the choice to keep child home or send to school

If your child has additional food restrictions, please **check here** and continue on the back of this sheet.

***If your child's allergy is one where exposure to the offending allergen may require emergency treatment with epinephrine, then an EPI-PEN must be left on the school premises at all times, along with any special instructions.**

Additional information: _____

Registration Checklist

Provincial regulations do not permit your child to start school unless we have all completed paperwork for registration. To ensure the registration process goes smoothly, a Registration Package checklist is included below. A completed registration package will contain:

✓	Form or Item	Comments
	Registration Form	<i>Be sure to include the name and number of the child's physician and <u>two</u> local emergency contacts.</i>
	Parent Participation Form	<i>Must choose one Board, one Chair, or 2 Committee positions. Not required for families registered in Adventure Days.</i>
	Policy Acknowledgement & Parental Consent Form	<i>All sections must be signed.</i>
	Two Copies of Immunization Form	<i>For the City of Ottawa, please include 2 copies.</i>
	Two Copies of the Child's Immunization Record	<i>From your doctor's record for your child (yellow card).</i>
	Police Records Check Request Form	<i>Form and identification needed for <u>each</u> parent/caregiver who will be attending duty days. They are valid for 2 years. Not required for Adventure Days.</i>
	Two pieces of Identification for Police Check	<i>Please refer to the list of acceptable IDs on the form for police check purposes. Health cards are NOT acceptable. There is no limit to the number of free police checks we will do for people performing duty days.</i>
	Proof of age for the Student	<i>Birth certificate to confirm age of entry.</i>
	Registration Fee Cheque	<i>A non-refundable cheque in the amount of \$50 (maximum \$70/family) dated immediately. Registrations will not be accepted without payment of the registration fee.</i>
	Last Month's Tuition	<i>A post-dated cheque for June's tuition dated Aug. 1st (or date of registration).</i>
	Child Profile Form	<i>Please complete just prior to school start.</i>
	Monthly Post-dated Cheques	<i>Due upon school start. Make payable to "Manotick Co-operative Nursery School", each dated Sep. 1st through May 1st.</i>
	Optional Opt-Out Fee	<i>Non-refundable cheque in the amount of \$100 dated for Sept 1st. Opt-out fee is per child per program. It does not cover Duty Days – only Committee work.</i>

All forms can be found on our website at: www.manoticknurseryschool.ca.

All parents or caregivers who will be doing duty days and/or driving other students on field trips must:

- Complete the Police Record Check process. Police Checks are valid for 2 years. Parents must be willing to pay the cost of supply teachers should they not wish to secure a police check.
- Sign the Policy Acknowledgement indicating your knowledge/compliance with Nursery School policies and procedures.

IMPORTANT REMINDER – Police Checks:

- The Police Check Request needs to be sent to the Ottawa Police Service and returned prior to performing your duty days. The process can take several weeks to complete, so we encourage parents to submit Police Check Requests as *soon as possible* (ideally the spring/summer before your child starts school in the fall).
- The Police will mail the completed police check form (usually stamped) directly to your home. It is **your responsibility to bring it to the school** for our files. Please **do not keep it or throw it out** or it will have to be re-submitted.

You may submit the Police Check Request:

- a) To the school during school months. There is no cost to have the police check done through us.
- b) To the Registrar (during summer months). You will need to arrange a time/place to deliver the forms to him/her.
- c) Directly to Ottawa Police yourself. To avoid the processing fee you will need to obtain a fee waiver letter, on school letterhead, from the Registrar first. In this area, only the Greenbank and Leitrim stations process these forms. See www.ottawapolice.ca.