



# Community Cooperative Preschool Registration Package 2022-23

8 Withrow Avenue, Nepean, ON K2G 2H6  
Tel: 613-224-6173

website: [www.communitycoop.ca](http://www.communitycoop.ca)  
e-mail: [director@communitycoop.ca](mailto:director@communitycoop.ca)

COVID 19 will affect the preschool operation. At this time, the preschool hours will be 9-11:30 to allow staff to sanitize and disinfect equipment and the building. Parent assisting is not required. Because of the redevelopment of Julian of Norwich Anglican Church, this will be our final year of operation. We will only have 1 class of three year olds that attend Monday, Wednesday and Friday. Our AGM will be conducted through email. The only viable committees are : Board Members, Telephone, Housekeeping, Craft, and Repair and Maintenance committees. Please call or email the preschool if you require more information.

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## CCPS PARENT PARTICIPATION

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### The Board of Directors and Parent Committees

Community Cooperative Preschool is a parent cooperative established in 1962. The school is run by a parent board of directors. The board meets regularly during the school year to help make decisions on how the school is run, and when necessary, to hire a Preschool Director and staff. There are also a number of committees that help maintain and support the preschool's program. **The involvement of at least one parent from a family in a committee or in the board is required for the smooth running of the school, unless a buy-out cheque is supplied.** Please refer to the **Board and Committee Information** in this registration package for job descriptions of the various positions that need to be filled.

### Parent Assists (No parent assists during Covid Pandemic)

**Parents are also required to assist the teachers in the classroom approximately once every 6 to 8 weeks depending on scheduling and enrolment.** For parents who are not able to parent assist, a buy-out fee of \$35.00 per time in lieu of parent assisting is an option. There are a limited number of spaces per group for this option. **Grandparents, caregivers etc. may also parent assist, provided a police check has been obtained and the person is 18 years of age or older. Parents are responsible for bringing a healthy snack for the entire class on their parent assist day.** On your parent assist day you will provide an extra pair of hands for the staff, preparing snack, helping children remove outdoor clothing, writing names on art work, etc. It is also an opportunity for you to observe your child as he/she grows and develops in the preschool. Parents are responsible for their own care giving arrangements for siblings of children in the program on their Parent Assist days. Because of insurance and safety reasons, only non-mobile infants will be allowed to accompany you on Parent Assist days. Failure to attend an assigned parent assist day will result in a monetary fine and a requirement to makeup the parent assist day. Consistent failure may result in withdrawal from the preschool.

### Annual General Meeting (AGM voting by email during Covid Pandemic)

**At least one parent is required to attend the Annual General Meeting that occurs in the fall.** The fall meeting gives you the chance to meet your child's teachers, your committee members, and vote in the new board. These meetings are especially important for non-board members, as they provide an overview of how the school is being run and gives a chance for all members to express their opinions. Remember that this is **your** school and we need your help in shaping its development. We hope that your participation in the co-op will be a satisfying experience. Think of it as an opportunity to learn new skills and reawaken old talents. The school is open for you to come in and observe or discuss concerns with staff so that your child's experience will be a positive one.



## GENERAL SCHOOL INFORMATION

### Fundraising

**We do not do any fundraising. Our operating costs come from our tuition revenue.**

### School Year

The school year runs from mid September to mid June. It follows the Ottawa-Carleton Public School Board calendar with the exception of P.D. days and final day of classes. The preschool is also closed during inclement weather if the Ottawa School buses are not operating.

### Times 2022-2023

The class operates from 9:00 am to 11:30 am. There are no afternoon classes.

### Class Schedules and Fees

**Registration Fee:** \$130.00(non-refundable, payable only once per family per year)

Programs	Schedule	Fee	Requirements
3 years	Mon, Wed, Fri	\$305. per month	Child must be 3 by Dec. 31, 2022

**\*\*\*\*10% Discount is offered for siblings attending the same year.**

- Class availability is dependent upon enrolment and is subject to change.
- Acceptance is contingent upon the following:
  1. Order of receipt of completed registration forms and cheques.
  2. Siblings and children of alumni will be given priority on the candidate list to a specific closing date.
  3. Age of the child.
  4. One child with special needs per group.
  5. Mutual agreement of parent and school.
  6. Parent's interest and willingness to co-operate in preschool activities.
- Payment is by post-dated cheques only. Money Orders are also acceptable, provided they are received prior of the 15<sup>th</sup> of each month.
- The charge per NSF cheque is \$35. Please add this amount to your payment at time of replacement.

### Email Communication

We establish an email data base in order to distribute board minutes and preschool communications. If you do not have or want your email address to be recorded, please write N/A in the email section of the registration form and committee questionnaire forms. Email is for the express use of the preschool.

## **Subsidized Spaces**

Subsidies are available for children enrolled in any of our programs based on financial need. Applications for subsidized spaces must be made through the Child Care Services department of the City of Ottawa. For more information please contact the city at 613-580-2400.

## **Withdrawal Policy**

**Prior to July 15:** If for any reason, your child is withdrawn from the preschool, your post dated cheques will be returned except for the registration fee.

**After July 15:** If for any reason you withdraw your child from the preschool, two months written notice must be given. If this is not possible you are still required to pay the fees for two months from the time written notice is received by the Registrar. This allows the school time to locate and process a new registrant while still maintaining full enrolment. This is necessary since the preschool budget is based on full enrolment. **It is, therefore, to your benefit to notify the Preschool as soon as you suspect you may be withdrawing your child.** Any remaining post-dated cheques will be returned to you.

The school reserves the right to require parents to withdraw their child from the program without notice in the event that a child does not adjust to the program and/or the program is not meeting the child's needs or fees are not received in a timely manner.

No rebate is allowed for withdrawal after Apr 14th nor is there any refund as a result of a child being absent from school due to illness, hospitalization, holiday trips, etc.



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## BOARD AND COMMITTEE INFORMATION

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Participating in a **cooperative preschool** is exciting for parents and their children. The children enjoy meeting new friends, learning new skills and playing with different toys and activity centers. The parents also have opportunities to meet new people, share their knowledge and experience, and acquire new skills. One way to make this a positive early educational experience for the whole family is for you to be involved in the running of the school. You can show your support for your child and the school by being involved in some aspect of the school's operation. Whether you are painting and repairing equipment, filing books, serving on the Board or making play dough, **all jobs are important!**

The Board and Committees are set up to do all the various jobs that are essential for the continued operation of the preschool. The Board and Committee job descriptions are listed on the following pages. Please read each one and indicate your preference on the Committee Form in the registration package. Please note that there are several committees whose work is home based. As this is a **cooperative preschool**, **parental participation** in the running of the school is **mandatory as described below**.

Only one parent is required to participate, but both parents are encouraged to be involved. Committees consist of appropriate numbers of members for the committee to do their job. The Preschool Director coordinates the committees. Parents who are interested in being involved with a specific event can indicate that on the Committee Questionnaire.

Parents are requested to participate in **one** (1) of the following ways:

1. To serve on the Board of Directors
2. To serve as a Committee Member
3. To pay a buy-out fee of \$200.00 per preschool year, at the time of registration, and not be called upon to participate in any of the above two options.

### **Consequences of Non-Participation**

Parents who select options 1 or 2 but who do not then participate in the work of the committee must accept the consequences of the additional burden that this imposes on other parents. After two refusals, the Vice President will issue a written warning. Any further refusal to participate will result in the imposition of the buy-out fee. Refusal to pay the fee after these three requests will result in a request to withdraw your child from the school.

# CCPS BOARD/JOB DESCRIPTIONS

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## **BOARD OF DIRECTORS**

Board Members attend meetings regarding Preschool operations. At those meetings they are asked to help make decisions about how the preschool is run.

### **President**

1. Coordinates all areas of the preschool's activities and assists the Board and staff in understanding and carrying out their responsibilities.
2. Acts as the preschool's official representative in the community.
3. Is responsible for the preschool staff's contracts, as well as for contracts of board approved hired consultants, rental agreements and various contracts with outside agencies.
4. Arranges and chairs all Board of Directors and Annual General Meetings.
5. Is an ex-officio member of all committees.
6. Handles any issues/problems that arise in consultation with the Director of the preschool and other board members.
7. Is involved in the hiring of staff with the assistance of the Director of the preschool and Vice-President.
8. In consultation with the Preschool Director, approves, along with the Board of Directors, the yearly budget as proposed by the Bookkeeper.
9. Communicates with the Bookkeeper as needed.

### **Vice-President**

1. Conducts Board of Directors meetings in the President's absence.
2. Organizes and conducts inventory and clean up with parent volunteers and staff at year-end.
3. Assists the Preschool Director and President in the evaluation of staff and selection of new staff.
4. Assists President with the evaluation and selection of the Preschool Director.
5. Takes minutes of Board and Annual General Meetings in the absence of the Secretary.
6. Notifies members, in writing, of consequences of non participation in the cooperative.

### **Registrar**

1. Establishes registration procedures in conjunction with the Preschool Director and the Board of Directors.
2. Assists Preschool Director with registration if required.
3. Issues income tax receipts in February and May.

### **Information Officer**

1. Updates preschool face book page.
2. If possible, takes photographs to update the face book page when required.

### **Secretary**

1. Records and distributes the minutes of Board of Directors, and Annual General Meetings.
2. Types the minutes of these meetings and emails the minutes to the Preschool Director.
3. Holds an updated version of the Constitution and By Laws and prepares document for modification and updates when necessary.

# **CCPS COMMITTEE/JOB DESCRIPTIONS**

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## **Committees**

### **Crafts Committee (home based)**

1. The committee will consist of 3 members.
2. The Preschool Director will create a play dough schedule for the entire year that will be distributed to the members.
3. The Preschool Director may also distribute arts and crafts supplies and dress up clothing for repair.

### **Hospitality Committee (Not required during the Covid Pandemic)**

1. The Committee will consist of 3 members.
2. The committee provides refreshments for preschool events (AGM, end of year party; set up and clean up afterwards.
3. The committee may also obtain any required permits.

### **Housekeeping Committee (home based)**

1. The Committee will consist of 3 members.
2. The Preschool Director will create a housekeeping schedule for the entire year that will be distributed to the
3. Each committee member will take turns taking laundry home to wash and dry. Members are scheduled a month at a time. The preschool staff will give the scheduled committee member a basket of laundry to be returned as soon as possible.

### **Indoor Equipment Committee (Two morning groups only) (Not required during the Covid Pandemic)**

1. The committee will consist of 3 members whose children attend Tuesday and Thursday mornings.
2. The committee will be responsible for moving and storing indoor gross motor equipment consisting of safety mats, indoor climber and riding toys. This is done during inclement weather, usually on a Thursday, when the outdoor play yard cannot be used.

### **Library Committee(Not required during the Covid Pandemic)**

1. The committee will consist of 1-2 members.
2. The Preschool Director will create a Library schedule that will be distributed to the members.
3. The committee will conduct inventory of all books during the school year, repair books as needed and sort and file books.

### **Parent Assist Organizer (home-based, 1 person) (Not required during the Covid Pandemic)**

1. The Parent Assist Organizer prepares the parent assist schedules for all groups for each of the three terms according to written instructions.
2. Submits parent assist schedules to the Preschool Director via email for duplication and distribution.

### **Repair & Maintenance Committee**

1. The Committee will consist of 1-2 members.
2. Paints and repairs indoor and outdoor equipment at the beginning of the preschool year.
3. Maintains and repairs the indoor and outdoor equipment and installs new equipment.
4. Sets up chairs etc. for meetings and events as requested.

### **Scholastic Books Chairperson (Not required during the Covid Pandemic)**

1. Places monthly flyers in art boxes.
2. Collects orders and money and places order with Scholastic Book Service.
3. Distributes books in children's art boxes when order is received.
4. Saves bonus coupons and orders free books for school in consultation with the Preschool Director.

### **Supply Teacher**

Teach a group of children, in the absence of a CCPS teaching staff member.

1. Supply teachers must have a recent CRC and Valid First Aid Certificate.
2. Prior experience working with young children is required.
3. Maximum number of sessions will be 6 per school year.

### **Telephone Committee (home-based)**

1. The Committee will consist of 3 members.
2. The preschool Director will furnish each member with a class list.
3. Each member will be responsible for calling assigned families when notified.
4. The members of this committee must be available between 7 am and 8 am to call parents in the event of a school closure.
5. Members must notify the preschool director if they plan to be out of the city. In the event of a member being away the other member must assume the role of the absent member.

### **Year End Cleaning Committee (Not required during the Covid Pandemic)**

1. The committee consists of 5-6 members
2. The committee is responsible for the cleaning of toys, equipment and moving of furniture at the end of the school year.
3. The dates for this occur once the preschool is closed in June and requires a member to attend Thursday and Friday morning from 9-11:30 and Thursday afternoon 1-3. Child care, provided by parent volunteers, is available for registered preschool children only. Non mobile infants can also attend.



## CCPS REGISTRATION PROCEDURE

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### Please Enclose the Following Completed Forms

- Registration Form (Page 9)
- Policy and Permission Form (Page 10)
- Committee Form (Page 11)

### Please Prepare the Following Cheques and Include Them With the Completed Forms.

- 1 Registration Fee cheque dated at time of application (\$130.00)
- 10 post-dated cheques (dated 15th of each month from August to May. Please remember to change the year starting with the January cheque) SEE NOTE BELOW
- We accept Registrations throughout the year.

Payments start in August to allow the school to pay for school expenses that are incurred before classes begin. The Board of Directors establishes the yearly cost of tuition in February of each year. The yearly cost of tuition is divided into 10 equal payments. Please make all cheques payable to: **Community Cooperative Preschool Inc. If registration occurs after September 15<sup>th</sup>, fees will increase to allow for the August payment made by parents (generally 10% or 1/10 of the August tuition cheque.**

### Submit Forms

Please mail or drop off the above forms and cheques.

### Intake Interview (**During Covid this will be done by telephone**)

The Preschool Director will send the members an Acceptance of Registration letter. After acceptance, an intake interview will be scheduled with the Preschool Director or Assistant Director for new children coming into the preschool. You will receive notification of the intake interview date towards the end of August. Interviews are usually held during the latter part of August. If at all possible, your child should not accompany you to this interview since it is to discuss your child. At this time you will have the opportunity to discuss any special concerns that you may have regarding your child. Please bring these to your interview:

- Your child's immunization card.**
- Valid police check or stamped volunteer letter. Not required during Covid unless an individual is a board member.**
- Any forms requiring signature(s) that have been emailed.**

### First Day

The preschool uses a "staggered entry" approach in September, starting around the 1<sup>st</sup> Monday or Tuesday after Labour Day. This means that the children are introduced to the school in small groups. **Parents are expected to stay with their child on his or her first day if they are a new student. Parents do not stay during covid.** Once your child starts at the preschool, they continue to attend. The children that are registered first are the children that start earliest.

**(For Preschool Use Only)** Student I.D. # \_\_\_\_\_ Group \_\_\_\_\_ Start Date \_\_\_\_\_

Reg. Cheque  Cheques  Name on Cheques \_\_\_\_\_ Buy Out \_\_\_\_\_

CRC  Emergency Fm.  Immunization  Intake Fm.  Min. of Ed Respect of Collection of Personal Info.  Policies Read



## CCPS REGISTRATION FORM 2022-2023

**Please Print Clearly**

Returning Family ( ) New Family ( )

Returning Child ( ) New Child ( )

Child's Name \_\_\_\_\_ Sex M ( ) F ( )

Address \_\_\_\_\_  
(Street) (City) (Postal Code)

Home Phone \_\_\_\_\_ Birth date \_\_\_\_\_  
(Please Print the Month)

Parent #1 Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Parent #2 Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Family Email Address: (Email address is required for distribution of board minutes, newsletter and preschool communications.) If you do not have email, alternative means can be established.

Has your child had any experience in a group setting? \_\_\_\_\_

Does your child have an allergy? \_\_\_\_\_ If so -what is the allergen \_\_\_\_\_

Does the allergy require an Epi-Pen? \_\_\_\_\_

Please check off the program you wish to register for:

Program	First Choice	Second Choice
Monday, Wednesday, Friday: 3 year olds		

Siblings (Sex and Age): \_\_\_\_\_

In case of a last minute school closure, does your child have an early morning caregiver at a different phone number? Yes ( ) No ( )

Caregiver's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

To help us do the most effective advertising possible, would you please tell us how you heard about us? Please check all that apply.

<input type="checkbox"/> Word of Mouth <input type="checkbox"/> Telephone Book	<input type="checkbox"/> Advertisement <input type="checkbox"/> CCPS Web site	<input type="checkbox"/> Sign in front of school <input type="checkbox"/> Other
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## CCPS PERMISSION AND POLICY FORM

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**Prior to July 15:** If for any reason, your child is withdrawn from the preschool, you will receive back all cheques except the registration fee.

**After July 15:** If for any reason, you withdraw your child from the preschool, two month's written notice must be given. If this is not possible you are still required to pay the fees for two months from the time written notice is received by the Registrar. This allows the school time to locate and process a new registrant while still maintaining full enrolment. This is necessary since the preschool budget is based on full enrolment. **It is, therefore, to your benefit to notify the Preschool as soon as you suspect you may be withdrawing your child.** Any remaining post-dated cheques will be returned to you.

The school reserves the right to require parents to withdraw their child from the program without notice in the event that a child does not adjust to the program and/or the program is not meeting the child's needs or fees are not received in a timely manner.

No rebate is allowed for withdrawal after Apr 14th nor is there any refund as a result of a child being absent from school due to illness, hospitalization, holiday trips, etc.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

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### Photograph Waiver

We like to keep a scrapbook of the children at the school and sometimes use the photographs in displays promoting the school as well as documenting the learning that is occurring. We also periodically, add photos to our website and facebook page. The names of the children are never shown. If you do not wish your child to be photographed, we will make sure that no picture of him/her is used. Please sign the form below, so that we can keep it on file. Registered families may also wish to photograph their child playing with a peer.

I give permission for my child \_\_\_\_\_ to be photographed at the school.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

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### Cooperative Nature of School (Not Applicable if supplying a buy-out cheque)

I understand that this is a cooperative preschool and I am willing to help as indicated and to act as parent assist when required. I understand that if I cannot make my parent assist time, I have to find someone to switch with me. If I do not show up on my required day and do not find a replacement, I agree to pay a fine of \$35.00 to CCPS and make up the day that I missed. I understand that consistent failure to attend parent assist days may result in withdrawal from the school. I understand that attendance at general meetings, parent assisting and participation on the board or a committee is part of the cooperation requested.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

# COMMITTEE FORM

Please return your completed committee form with your registration forms

**Child's name** \_\_\_\_\_ **1st Parent's name** \_\_\_\_\_  
**Child's age** \_\_\_\_\_ **2nd Parent's name** \_\_\_\_\_  
**Group** (Preschool Use Only) \_\_\_\_\_ **Address** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

(Email address is required for distribution of board minutes, newsletter and preschool communications.)

Returning family? **YES** **NO**

1. Do you wish to take the buy-out option for committee work? (\$200.00 per year) **YES** **NO**  
*If you answered **yes**, there is no need to complete the rest of this questionnaire.*

2. Are you interested in serving on the Board or as a Committee Chairperson?

**YES** **NO**

If yes, in which position?

**1st Parent** \_\_\_\_\_

**2nd Parent** \_\_\_\_\_

3. Please list the committees in which you are interested in serving on, in order of preference.

**1st Parent** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**2nd Parent** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

4. Do you prefer home-based jobs? **YES** **NO** **MAYBE**

5. Will you be able to help with preschool closing **YES** **NO**

6. Would you be willing to act as a supply teacher? **YES** **NO**

7. Would you like to be involved with any special events (i.e. Pub night, Year end clean up...)?

**YES** **NO** \_\_\_\_\_

If yes, is there a particular event that is of interest to you? \_\_\_\_\_

Would you be willing to coordinate such an event? **YES** **NO**

8. Do you have any special skills or talents that you could offer to the Preschool (i.e. sewing, baking, painting or repairing equipment, typing or word processing, music, accounting...)?

**1st Parent** \_\_\_\_\_

**2nd Parent** \_\_\_\_\_

9. Which of the following statements best reflects how you would like to be involved;

**A.** Highly, I plan to participate in as many activities/events as possible.

**B.** Moderately, I may or may not participate in preschool events.

**C.** Minimal, I don't plan to participate in many preschool events.