

WELCOME TO



Registration Package for 2011/2012 School Year

Cedarvale Park . 905-877-7322
P.O. Box 91517 . Main Street Post Office.
Georgetown, ON . L7G 5M9
www.maplenurseryschool.com

Welcome to Maple Nursery School.

We are registering returning students and families for the 2011/12 school year beginning on February 14th.

We will also be registering new students for the 2011/12 school year beginning of February 24th from 11:00 to 11:30 am in the kitchen.

If you are unavailable at these times you may leave a message at the school (905)877-7322 to make alternate arrangements.

Maple Nursery School offers two, three, four or five day programs for children whose ages range from 18 months to 5 years old.

Maple Nursery School is a co-operative school which means it is run by a parent based volunteer Board of Directors allowing parents and children to grow together. We employ three E.C.E. teachers and two assistants. All Pre-school classes are run with one teacher and one parent volunteer (duty parent) and a rotating assistant. Duty parents volunteer on a rotating schedule. There are six student spots available in each class for non-duty parents. Toddler classes are run with a teacher and a teacher assistant with no duty portion required.

All parents are expected to participate in the running of the school and providing a peanut/nut free snack on a rotating basis. Participation can be on the Board of Directors, fundraising committee, school maintenance and clean up etc. A committee sign-up sheet will be provided at the start up meeting in September. All parents, including returning parents, must attend the startup meeting.

The following is the holiday schedule for 2011/2012:

All classes follow the regular school schedule, including holidays and snow days. **It is the policy of Maple Nursery School if the Halton buses are cancelled due to inclement weather school will be cancelled for the day.**

Thanksgiving	October 10, 2011
Last day before Christmas	We will let you know in September
First day after Christmas	We will let you know in September
Family Day	February 20, 2012
March break	We will let you know in September
Good Friday	April 6, 2012
Easter Monday	April 9, 2012
Victoria Day	Monday May 21, 2012
Last Day of School	Friday June 15, 2011

You will receive a letter in late August with your child's start date. The first week is a staggered start. Your child will go only Wednesday or Friday for the 3 day programs and Toddler and Tuesday or Thursday for the 2 day programs and Toddler programs.

If you have any questions or require further information, you can find us at www.maplenurseryschool.com or email us at maplenurseryschool@gmail.com.

Maple Nursery School	905-877-7322
Geraldine Hardcastle (Supervisor)	905-873-1600

REGISTRATION FEE

The first time registration fee for each child in any program is \$40.00. Returning children are required to pay a \$25.00 fee. A cheque for this fee must be enclosed with the application and dated for the day you apply for admission. This fee is non-refundable and will not be accepted if postdated.

TUITION FEE

PROGRAM	DUTY PARENT	Second Child (Duty Parent)	NON DUTY PARENT	Second Child (Non-Duty)
TODDLERS AM (Tues & Thurs) or (Mon & Wed)	N/A	N/A	\$140.00	\$110.00
2 DAY AM (Tues & Thurs)	\$105.00	\$80.00	\$140.00	\$110.00
3 DAY AM (Mon, Wed, Fri)	\$150.00	\$120.00	\$205.00	\$165.00
5 DAY AM (Mon - Fri)	\$220.00	\$170.00	\$290.00	\$230.00

All applications will be accepted on a first come first serve basis. Confirmation of registration is not possible until all registration forms, the registration fee and all postdated tuition cheques (dated the 1st of the month and made out to **MAPLE NURSERY SCHOOL**) have been received. **Cheques for June should be 50% less as the school closes the middle of June.**

Please ensure that **ALL** registrations forms are **COMPLETE**. All registration forms are on coloured paper and must be returned with the registration fee and postdated tuition payments.

We will accept packages for registration without the criminal check or parent medical form provided that they are received prior to the start of the school year. Returning parents will need to check with the registrar regarding criminal check and parent medical forms.

Criminal checks can be easily applied for at the police station. Please note that it may take 2-6 weeks to get the form back so it would be best to apply as soon as possible to insure that you can provide the school with a copy prior to the first day.

Parent Medical forms must signed by your physician. Child immunization forms do not need to be signed.

Please be aware that we require communication via email for all of our administrative functions as well as duty calendars etc. Please provide an email address that you check regularly and can reply to these communications from.

MAPLE NURSERY SCHOOL

P.O. Box 91517
Main Street P.O.
Georgetown, Ontario L7G 5M9
(905) 877-7322
www.maplenurseryschool.com

PROSPECTUS

**September to June
2 Day, 3 Day, 5 Day and Toddler Programs**

History

Maple Nursery School is a cooperative nursery school established in 1967 by a group of interested parents as a non-profit organization to provide a quality pre-school experience for their children. It is located in the Cedarvale Community Centre.

Objectives

A co-operative nursery school is one in which parents and staff work together to offer the children the best possible pre-school experience. Our program is formulated by the Supervisor and staff. A volunteer Board of Directors elected annually from among the parents carries out the administration of the school. Information outlining the various responsibilities, particulars in respect to serving on the Board, etc. may be obtained from the Registrar. Since Maple Nursery School is legally incorporated, all parents automatically become voting members of the corporation, and as such, are expected to attend general meetings.

Although we have an unlimited number of non-participating spaces available, all parents are urged to "participate". This involves helping out in the school approximately twice per month. This parental involvement allows the school to keep its costs (and thus its fees) down. "Duty days" also give parents a chance to observe their child in the nursery school setting. Schedules are prepared well in advance.

Parents are encouraged to contribute their time and talents in whatever ways they are able. Each family must take turns providing a nutritious nut free snack for the school throughout the year.

The Staff

Early Childhood Education (E.C.E.) qualified teachers staff the school. Each teacher is responsible for no more than 12 children. A "participating" parent works with the teacher, ensuring our adult-child ratio be within that prescribed by the Ministry of Community and Social Services.

Criminal Reference Checks

Participating parents must provide the school with a criminal reference check. These can be obtained from the local police department.

Enrolment for Pre-School Programs

Children must be 2 ½ years of age and working towards toilet training at the start of the school year.

Health

The Medical Form provided in this package by the school is required upon admission of each child. It is essential that any health condition of your child be stated and that our records remain current. In an emergency, the school must be able to provide accurate information to medical personnel.

Participating parents are required to have a skin test or chest x-ray that shows negative for tuberculosis, as well as provide proof of up-to-date immunization records. The enclosed participating parent medical form must be submitted to the registrar prior to school commencement.

Transportation

Maple Nursery School does not provide transportation due to costs and legal complications. We rely solely on parent-initiated car pools. Enrolment lists are provided to parents in order to facilitate this. Children must be escorted to and from our parking lot.

Liability

Children will be insured against accident and injury when on school property during school hours. No responsibility will be assumed by the school for loss of clothing or other personal belongings at school.

Admission

Children presently enrolled in the school and their siblings are encouraged to register for the year early, prior to opening registration to the general public. Admissions will be on a first-come, first-served basis. Confirmation of admission will be sent to the registrants only upon receipt of post-dated cheques and completion of the Application for Admission form. Incomplete applications will be returned to the parents and the child will not be registered until the application is completed and resubmitted. The post-dated cheques as well as the registration cheque should accompany the application.

Withdrawal

In the event of a child's withdrawal from a program, **one month's notice must be forwarded to the Registrar by the first of the month prior to withdrawal.** This period must be paid for and any remaining post-dated cheques will be returned. **February 1st** will be the last date to give notice of withdrawal. Therefore, the last date for actual withdrawal with the return of cheques will be March 1st. Any withdrawal after this date will be liable for fees to the end of the school year.

Please note that if your child will not be starting school in September, written notification must be received by August 1st or you are liable for September's fees.

In rare circumstances, a teacher may ask for withdrawal of a child due to the child's failure to adjust to nursery school routines or procedures. In this instance, a rebate will be made from the last day of attendance.

N.S.F. Cheques

If any cheques are returned N.S.F. during the year, you will be charged the bank fee of \$15.00. Two N.S.F. cheques will result in the request from the Treasurer for cash payments to be made monthly for the balance of the year. Failure to make these payments will result in the automatic withdrawal of your child from the school.

Pre-School Program Routines and Objectives

The pre-school curriculum is a body of experiences promoting the child's total development. Our programs offer a child opportunity to grow intellectually, socially and emotionally. The program is child-centred and children are encouraged to develop specific skills when their readiness is apparent. No child is pressured to acquire skills beyond his/her developmental level. Neither is a child restrained from developing his/her full potential. All children are encouraged to develop independence and skill in problem solving.

The children spend time each day in our playroom, creative room and, weather permitting, outdoors. Our playroom is very well equipped with a book corner, science corner, housekeeping, puzzle and listening centres, manipulative toys and large blocks. Our creative room is designed to develop the child's creative skills, such as painting, crayoning, gluing, etc. Process and the opportunity to explore and experiment with various media, rather than the product, are important here. There is also a sandbox and a water table which encourage socializing. Outdoor activities are the norm, however when weather prohibits this, our gym is well equipped with apparatus for large muscle development. The daily routine also includes a snack time, music time and circle time. Circle time provides an opportunity to focus on language development and, for older children, to familiarize themselves with some kindergarten routines.

During the school year, field trips are arranged to the library, apple orchard, fire hall and, perhaps, theatre. Visitors such as police officers and other professionals (including Santa Claus) are welcomed on occasion as well as local performers who add an extra dimension to the program. The children cover several themes during the year, including: shapes, children of other nations, friendship, animals, emotions and numbers. All seasons and festivals are celebrated at the appropriate time. All of these activities are fully supervised.

Although we do not restrict enrolment to the 3-day and 5 day programs by age, the staff and Board of Directors recommend that parents consider the 5-day program for the 3 ½ to 5-year-old child. Themes and activities are dealt with in more depth with this group and there are extra activities provided. It is possible that a 4-year-old child might be grouped with mostly three-year-old children in a 3-day group.

As you can understand, program implementation is dependent on the developmental level of the group. The program in a 3-day group might not be appropriate for your 4-year-old child. If you would like more information with which to make your decision, please contact our Supervisor.

Toddler Program Routines and Objectives

The Toddler Program is open to children between the ages of 18 months to 2 ½ years of age. It is not necessary for the child to be toilet trained in order to participate in this program. It runs in consecutive monthly sessions throughout the year. There will be the customary breaks at the Christmas and March breaks as well as statutory holidays. The class is run by a qualified teacher and assistant therefore parents (although welcome to stay and participate if they wish to) are not expected to participate. The class size is limited to 10 toddlers.

Our program includes activities such as sand and water play, painting and special creative activities. The children are also able to manipulate cognitive toys, which enhance learning as well as fine tune motor skills. An opportunity for developing large muscles and co-ordination is provided through tricycles, balls and large blocks. Development of listening and language skills is an important part of the toddler program. An opportunity to do so is provided through stories, games and songs. The toddler program does not allow for outdoor activities on a daily basis.

Notice to Participating Parents

To be licensed by the government, the school must guarantee that the regulation ratio of adults to children is adhered to at all times. Therefore, your decision to participate is a very important commitment to the school. If you are unable to attend on any given day, you must find a replacement and either switch days with that person or give them \$30.00. **If you are unable to find a replacement a supply teacher will be contacted at a cost of \$40.00 to you.**

Additionally, if, during the year it becomes impossible for you to participate on a regular basis, you will be required to go "non-participating" if numbers permit and pay the appropriate fees.

Maternity Leave

A maximum of ten weeks maternity leave is allowed.

Date of Admission: _____

Date of Withdrawal: _____

2011-2012

MAPLE NURSERY SCHOOL – STUDENT INFORMATION AND CONSENT FORM

Child's First Name: _____ Surname: _____

Male or Female (circle) _____ Date of Birth D/M/Y _____

Address: _____ Town: _____ Postal Code: _____

Telephone Number: _____ (Unlisted ___)

Email: _____ *****REQUIRED FOR COMMUNICATION FROM THE SCHOOL*****

Mother's First Name: _____ Surname: _____

Mother's address if different from child's: _____

Mother's Place of Employment: _____ Telephone: _____ email: _____

Work Address: _____ Postal Code: _____

Father's First Name: _____ Surname: _____

Father's address if different from child's: _____

Father's Place of Employment: _____ Telephone: _____ email: _____

Work Address: _____ Postal Code: _____

Mother's Cell #: _____ Father's Cell #: _____

Do Both Parents have custody of children: Yes _____ No: _____

If no, state who has legal custody of children: _____

Family Physician: _____ Telephone: _____

Family Physician Address: _____ Town: _____ Postal Code: _____

List the names, addresses, cities, postal codes and phone numbers of individuals to be contacted if parent/guardian cannot be reached:

Name: _____ Address: _____ Postal Code: _____ Telephone: _____

Name: _____ Address: _____ Postal Code: _____ Telephone: _____

List the names, addresses, cities, postal codes and phone numbers of individuals authorized to pick up child:

Name: _____ Address: _____ Postal Code: _____ Telephone: _____

Name: _____ Address: _____ Postal Code: _____ Telephone: _____

List names of people and relationship NOT authorized to pick up child:

MEDICAL EMERGENCY CONSENT

In the event of a medical emergency, I _____
give permission for my child, (name of child) _____, to receive
medical treatment, as required. This approval is subject to the following conditions: (list if any)

(Signature of Parent or Guardian) _____ Date: _____

CONSENT FOR PARTICIPATION IN ACTIVITIES

I, _____, consent to the participation of
(Name of child) _____ in activities related to the curriculum during school
hours, at school as well as any and all Maple Nursery School excursions, e.g. to the park, theatre, fire hall farm,
provided a member of your staff supervises such activities. This consent includes all athletic activities
conducted as part of the curriculum of this school except as noted below.

(Signature of Parent or Guardian) _____ Date: _____

PERMISSION TO TAKE PICTURES FOR MAPLE NURSERY SCHOOL

I, _____, hereby give my permission to Maple Nursery School
to take pictures of (name of child) _____. Maple Nursery School can use
the pictures to display at their premises and on their web site, as a graduation day present for parents, advertising in local
media, school photos and school class photo.

(Signature of Parent or Guardian) _____ Date: _____

CHILD'S MEDICAL INFORMATION

The Day Nursery Act 1986 Regulation 160, Section 7(i), requires the following medical information. Please complete the form and return it to the Registrar before the commencement of school.

Please complete your child's Record of Immunization on the attached 2-part form.

Special medical conditions or known allergies **and** reaction/treatment of same:

Allergy/Condition: _____

Reaction: _____

Treatment: _____

Does your child require any special considerations in respect to diet, rest or exercise?
No [] Yes [] (please describe)

Does your child possess any physical disabilities? No [] Yes [] (please describe)

Does your child possess any emotional disorders or behavioural problems?
No [] Yes [] (please describe)

Does your child require medication regularly? No [] Yes [] (please describe)

History of Communicable Diseases e.g. Chicken Pox, Measles, Mumps, Rubella

Disease Name(s) and Date(s): _____

The information given is true, correct and complete to the best of my knowledge.

Signature of
Parent/Guardian: _____ Date: _____

BEHAVIOUR MANAGEMENT POLICY

Maple Nursery School shall not permit:

1. Corporal punishment of a child, by an employee or a person in charge of the care of children, or any child or group of children.
2. Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine the child's self respect.
3. Deprivation of a child of basic needs including food, shelter, clothing or bedding.

No one at Maple Nursery School shall:

1. Lock or permit to be locked for the purpose of confining a child, the exits of the Rooms of the building or:
2. Use locked or lockable room or structure to confine a child who has been withdrawn from other children.

METHODS OF DISCIPLINE

1. Redirection
2. Discussion
3. Time-out for short periods

Discipline should be:

- related to the nature of the troublesome behaviour
- appropriate to the developmental level of the child
- used in a positive and consistent manner
- designed to assist the child to learn appropriate behaviour
- implemented as soon as possible after the troublesome behaviour
- discussed with parent(s)/guardian(s) if a difficult situation arises with a child

CONTRAVENTION OF POLICIES, BEHAVIOUR MANAGEMENT

If contravention of the school's policies occur, the person responsible for this contravention will be subject to an official discussion with the Supervisor.

The President of the Board will be notified of the contravention and the Supervisor will give a report on the discussion.

Unless the Supervisor and the President are satisfied that such contravention will not reoccur, that person may be dismissed from her/his work immediately.

Signature of Parent or Guardian:

Date:

Reviewed by:

Date:

PERSONAL AND PARTICIPATING PARENT MEDICAL FORM

Parent or Guardian's Name: _____

- A) Medical documentation that you are free from communicable disease before Employment or participation.

Dr.'s signature: _____ Date: _____

- or attach document

- B) Tuberculin Test

Dr.'s signature: _____ Date: _____

- or attach document

To be done within 2 months of employment or participating.

If you are a returning participating parent, your T.B. test documentation will be carried forward.

IMMUNIZATION STATUS

A) Diphtheria Date: _____
Polio
Tetanus (to be done every ten years)

C) Measles, Mumps, Rubella (MMR) Dates: _____
(you must have had either the vaccine
or the disease)

Dr.'s signature: _____ Date: _____

Child's name: _____