

Dundas Valley Co-operative Preschool Registration and Enrollment Package



Dear Guardians,

Thank you for your interest in Dundas Valley Co-op Preschool! Enclosed you will find general information about our program and the **Registration and Enrollment Forms**. To ensure your child's spot is held at the preschool, please complete, and return the following items to the Membership Coordinator or to DVCP at the address listed below (please ensure it is during business hours):

Registration Items *(Completed applications are processed in the order received.)*

- A non-refundable registration cheque of \$47.25 (payable to Dundas Valley Co-op Preschool).
- Completed Registration Forms (Pages 6 and 7)

Enrollment Items *(these are to be completed ONCE Enrollment is confirmed)*

The forms need to be signed and returned to the Membership Coordinator.

PLEASE SUBMIT COMPLETED FORMS AT THE SAME TIME IN ONE PACKAGE AT LEAST TWO WEEKS BEFORE YOUR CHILD'S START DATE.

- Terms of Agreement (Page 8)
- Confidentiality Form (Page 9)
- General Information Sheet (Page 10)
- Parental Consent Form (Page 11)
- Allergies and Dietary Form (Page 12)
- Health Records Form (Page 13)
- Restrictions Parent Participation/Co-op Task Lists
- Meeting/executive cheque for \$100.00
- Toy clean-up cheque for \$100.00

If you will be participating as a Duty Volunteer, please refer to the Duty Volunteer information section. A police check and immunization records are required. If you have any questions about the program, please feel free to discuss them with the DVCP Teacher or Membership Coordinator, prior to starting the program. Also, please visit our website at dundasvalleypreschool.wordpress.com for further information.

We look forward to you joining us for an exciting and enriching year at Dundas Valley Co-op Preschool!

Sincerely,

Linda Abucay

President 2024/2025

info@dundasvalleypreschool.com

Dundas Valley Co-op Preschool
86 Cameron Avenue, Dundas
at Yorkview Elementary School

“Come play and learn with us!”

Description of the Program

Dundas Valley Co-op Preschool operates September through June, similar to the local public-school board, and is closed over Christmas holidays and March Break. The preschool currently offers a morning program on Mondays, Tuesdays, Wednesdays, and Thursdays from 8:30am to 12:30pm. Under the instruction of an ECE Teacher/Supervisor the core program includes:

Active and Creative Play

Through play, the children explore a variety of manipulative materials: puzzles, blocks, paint, play dough, sand, water, collage materials, building toys, riding toys, climbers, a kitchen area, and dress-up clothes. As they play, they develop imagination, social skills, creativity, co-ordination, and independence. They are introduced to math concepts and meaningful print (books, their name) and develop their vocabulary as they talk about their activities.

Group Time

Through circle time, songs, games, stories, musical instruments, tapes and CD's, the children develop listening skills and their sense of rhythm and pitch. From the exposure to a variety of stories, children begin to enjoy handling books, expand their vocabulary, and begin to interpret pictures and express their ideas. During circle time, the children can express themselves, learn to listen to others, and learn about a variety of theme-related material.

Snack Time

As well as providing nutrition, this gives opportunities for children to experience new foods and socialization with their friends as they converse around the table.

Alphabet Program

Each week we will focus on one letter of the alphabet. Show and tell, art projects, an alphabet centre, games and activities will all focus on the letter of the week. Through daily exposure to the letters of the alphabet, the children will be introduced to pre-reading and writing skills, learning letter names, how to write them and what sound they make.

Our Classroom

DVCP is located within Yorkview Elementary School, in a large bright classroom with a private washroom. The classroom is filled with natural light and a variety of toys, books, and sensory activities that provide a safe and welcoming learning opportunity for children. Some areas include dramatic play, a crafting center, reading nook, and open carpet space for gathering and collaborative play.

Program Expectations

Dundas Valley Preschool is a co-operative preschool. This means that certain aspects of the school are decided and controlled by the parents who have enrolled their children. Families need to understand what membership in a co-operative preschool entail. All members have equal responsibility to carry out the following duties:

1. ATTEND MEMBERSHIP MEETINGS

You are **required** to attend the following meetings as these are essential to keep you informed of what is happening in the preschool:

- Two General Meetings (Orientation in September & AGM in June)
- Four Executive meetings per year, held monthly via zoom

2. PARTICIPATE IN TOY/EQUIPMENT CLEAN UP

School equipment is cleaned and stored on a regular basis. Each parent is expected to participate in ONE major clean-up of toys and equipment per school year.

3. PARTICIPATE IN FUNDRAISING ACTIVITIES

Each family is responsible for a specified fundraising amount (see Additional Information below). You have the option to i) participate in fundraisers organized by the preschool (e.g. plant and bulb sales, treats, donuts, and more) or ii) pay the amount directly to the preschool as part of school fees. If you opt for #1 but do not reach the required goal, the difference is to be paid before the last month of the preschool year.

4. TAKE ON CO-OP TASKS AND COMMITTEE WORK

Various committees are set up to organize or oversee various activities (i.e. laundry, preparing play dough, organizing holiday parties during preschool hours, etc.). Members will be required to assist in at least TWO of these areas. You are exempt from such tasks if you take on a position with the DVCP Executive.

5. OPTIONAL: PARTICIPATE AS A DUTY VOLUNTEER

Why enroll for Duty? Being involved in the classroom gives you an active role in your child's education. You get to observe first-hand as they interact with peers and other volunteers. Watch them grow!

What is a Duty Day? Typically involves arriving at 8:30am to assist with set-up; assist Teacher in the classroom as needed; help children at snack time, putting on coats when time to leave, tidying the preschool, etc.

The preschool aims to schedule a minimum of one duty day per month for each family that wants to take on a duty role. Your understanding is appreciated if you are not able to enroll for the full number of duty days you initially expressed interest in.

Refer to the **Duty Volunteer Information Package** for complete details, including a full list of required health and safety measures that must be in place before your first duty day.

Daily Fees and Financial Information

Fees are based on a daily rate for the number of days your child is enrolled. They are paid monthly or in equal installments through the year as agreed by the Treasurer. All days enrolled must be paid whether your child is able to attend or not, e.g due to illness/vacation.

Contact us to enquire about the option to reserve a spot if your child is not yet 24 months of age. DVCP does not charge fees for names on the waitlist.

A “Hold-the-spot” fee is charged if there is a demand for a spot (i.e. preschool is full) but you’d like to hold that spot to ensure it’s available at the time of your child’s pending start date.

DVCP is enrolled and participating in the CWELCC (Canada Wide Early Learning and Child Care System Program), working collaboratively with the City of Hamilton to reduce fees for families. The below fee chart displays examples of base fees, and non base fees for your reference.

**Non base fees are not covered under CWELCC funding. This list is subject to change as the program evolves.*

	Daily Fee (2023-2024)
Non-Duty Days	\$30.00-\$15.82 CWELCC fee reduction = \$14.18/day
50% off Duty Days*	\$15.00 -\$3.00 CWELCC reduction fee = \$12.00/day

DVCP Program 8:30a.m. – 12:30p.m Mon, Tues, Wed, Thurs.

Please note: Fee structure is assessed annually and is subject to change

Visit the City of [Hamilton’s Child Care Registry](#) if you are applying for a subsidy.

Non-Refundable Registration Fee:

1. \$100.00 less \$52.75 CWELCC fee reduction = **\$47.25** (i.e. spot confirmed).

Non-Base Fees (not subject to CWELCC fee reductions)

1. \$100.00 toy clean-up cheque, to be returned when (mandatory) toy clean-up is completed.
2. \$100.00 membership meeting fee cheque to be returned when 2 AGM meetings and 4 board of executive meetings are attended.

3. Fundraising commitment for the year:

- \$175.00 - if child attends 2 days per week.
- \$275.00 - if child attends 4 days per week.

Fundraising can be met by participating in fundraisers held throughout the year, paid out-of pocket, or by adding to your school fees starting at the beginning of the year. The amount contributed to the fundraising commitment for any given fundraiser, is the percentage of the product/services that is raised directly for the preschool and not the total value sold. Amounts listed above are pro-rated if your child starts part way through the school year.

POLICIES AND PROCEDURES

In full accordance with Ministry of Education requirements, Dundas Valley Co-operative Preschool implements a variety of policies and procedures. Once your child is registered, you will be asked to sign several forms acknowledging your understanding of the policies. You will also be asked to provide health information and emergency contact details.

REQUIREMENTS FOR DUTY VOLUNTEERS

If you will be participating as a Duty Volunteer, please note the following requirements, to be completed and in place *before* your first duty day:

1. Police Check

Each person participating as a Duty Volunteer must have a valid Vulnerable Sector Check. This is required by the Ministry of Education to ensure the safety of our children. You can request the VSC using the online service provided by the Hamilton Police: <http://www.policesolutions.ca/checks/services/hamilton/>

2. Immunization Records

For all duty parents: Proof of *TB test, DPT AND MMR immunization* are required. We require a note from your family doctor advising the school of your TB skin test results. We also require you to provide us with the date of your last DPT immunization (needed every 10 years). If you were born after 1970, we will need proof of your latest MMR immunization.

Refer to the DVCP Duty Volunteer Package for more details.

APPLICATION FOR ENROLLMENT 2023-2024

Date of Application:	
Requested Start Date:	
What days are you interested in? (Circle)	MONDAY AM TUESDAY AM WEDNESDAY AM THURSDAY AM
Interested in being a Duty Parent? (Circle)	DUTY NON-DUTY

Child's Information

Last Name:	
First and Middle Name:	
Gender:	
Birthday:	
Age when Starting:	
Address (including City, Postal Code):	
Home Phone:	

First Parent's Information

Name:	
Home Address: (if Different than Child's)	
Home Phone Number:	
Business Phone Number:	
Mobile Phone Number:	
Occupation:	
Company Name and Address:	

Second Parent's Information

Name:	
Home Address: (if Different than Child's)	
Home Phone Number:	
Business Phone Number:	
Mobile Phone Number:	
Occupation:	
Company Name and Address:	

Email Address (used for newsletters, tax receipts etc)	
How did you hear about the preschool?	

Doctor and Health Information

Doctor's Name:	
Address:	
Telephone Number:	
Does your child have any medical issues to be aware of? <i>If yes, please detail below</i>	
Does your child have any dietary restrictions? <i>If yes, please detail below</i>	

In Case of Emergency – MUST BE COMPLETED

Please list two emergency contact people in the Dundas Area other than the Child's parents

First Emergency Contact Name:	
Relationship to Child:	
Home Phone Number:	
Work Phone Number:	
Address:	
Second Emergency Contact Name:	
Relationship to Child:	
Home Phone Number:	
Work Phone Number:	
Address:	

Please list the Names of the Persons to Whom Your Child May be Released.

1. Name of Person	
2. Name of Person	
3. Name of Person	
4. Name of Person	

Signature of Enrollment by Parent

Printed Name of Parent:	
Signature of Parent:	
Date:	

For OFFICE USE ONLY

Registration Fee Paid?:	YES	NO
Start Date:		
Withdrawal Date:		
Notes:		

*All Registrations are subject to approval by the DVCP Executive.

*Once registered you will need to complete the additional forms from the Enrollment portion of the package.

TERMS OF AGREEMENT

1. I agree to be bound by the rules and regulations and by-laws of the Dundas Valley Co Operative Preschool Incorporated (“Dundas Valley Co-op Preschool”).
2. I understand the required duties of the adult members of Dundas Valley Co-Op Preschool to be:
 - a) attendance at a minimum of two (2) general meetings (Orientation and AGM)) and to attend at least four Executive meetings or forfeit the \$100 meeting attendance cheque;
 - c) to participate in Co-op Tasks outlined in the last section of this package;
 - d) participation in one toy clean-up or forfeit the \$100 toy clean up cheque;
 - e) to participate in fundraising activities or pay required fundraising fee;
 - f) to read and understand the preschool’s policies; and
 - g) regular participation in the classroom (*for Duty Volunteers only*).
3. I agree to pick up my child on time. The morning program finishes at 12:30 p.m. If I or my designated pick-up person is late, I agree to pay a late fee of \$15 for every 15 minutes late.
4. I agree to make monthly fee payments at the start of the month. I agree that any monthly school fee payment not submitted by the first school day of the month will be subjected to a fine of \$5.00 per school day that payment has not been made.
5. I agree to pay the required \$47.25 Registration Fee, which is non-refundable should I withdraw my child from the preschool.
6. I agree to submit the required forms and health information before my child’s start date.
7. I acknowledge that membership in the co-op will terminate when fees are no longer paid.
8. For Duty Volunteers: I agree to complete and submit the following before first duty day: (a) Vulnerable Sector Check (b) Health information outlined in the Duty Volunteer Manual

Parent’s Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____

Dundas Valley Co-op Preschool Confidentiality Form

I, _____, have been made aware of the confidential nature of information concerning children and their families, and the confidentiality of such information will be respected.

I will exercise all reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized perusal, or other such abuse.

I also understand that client information which will come to my knowledge will be considered confidential and will not be released to any other agency without signed authorization by the parent(s).

Signature Date

Signature of Witness and Title Date

DUNDAS VALLEY CO-OPERATIVE PRESCHOOL - GENERAL INFORMATION SHEET

Child's Name:	
Siblings (names and ages):	
Other member of the household (names and relationship to child):	
Has your child had any previous group play experience? If so, where?	
Does your child have any neighborhood playmates? If yes, what ages are they?	

In general, how does your child react to a stressful situation?	
Does your child have to be reminded to go to the bathroom?	
Does your child have any special fears you are aware of?	
Does your child speak any other languages besides English?	
What are your child's favourite indoor activities?	
What are your child's favourite outdoor activities?	

What method of behaviour control is used in your home?	
What is your child's reaction to this?	
How would you describe your child's personality (aggressive, withdrawn etc.)?	
How does your child relate to other children?	
How does your child relate to other adults?	
How do you feel your child will react to the initial separation from you here at school?	
What do you expect your child to gain from attending preschool?	
What are your expectations as a parent of the school?	
Have you ever had a concern about your child's development or health needs? (Yes or No)	
Have you ever consulted a doctor, nurse, or therapist about your child's development or health needs outside or the normal well child check-ups? (Yes or No)	

Additional Comments:	
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PARENTAL CONSENT FORM

Name of Child: _____ Date _____

I hereby give my consent for my child to participate in class trips accompanied by their parent/guardian (or alternate as approved by their parent/guardian) providing I am informed of each impending trip.

I will not hold any person or persons in attendance at the preschool responsible in case of accidents, contraction of illness, or loss of personal property.

If, at any time, due to such circumstances as accident or sudden illness, medical treatment may be given as necessary. I understand that any expense incurred for such treatment is my responsibility.

(The above will enable a doctor to give necessary treatment in case of an emergency when the parents cannot be contacted. It is understood that every effort will be made to reach the parent.)

Signature of Parent/Guardian: _____ Date: _____

I give permission for my child's and my name and address to be sent out to other families at the preschool on a class list.

Circle One: Yes No

I give my consent to have pictures of my child published in local newspapers and on the Dundas Valley Co-Operative Preschool website and social media sites. My child's picture may be used for the purpose of publicizing special events and activities that are part of the preschool's curriculum and for the purpose of marketing Dundas Valley Co-Operative preschool to the community.

Circle One: Yes No

Signature of Parent/Guardian: _____ Date: _____

Dundas Valley Co-operative Preschool
ALLERGY / DIETARY RESTRICTIONS FORM

Name of Child: _____

Date of Birth: _____

This form must be completed before the child's first day of preschool and is required for all children registered at the preschool regardless of whether they have any dietary restrictions or not.

___ Check here if your child has **NO DIETARY RESTRICTIONS**

Please check any of the following that apply to your child:

- ___ Lactose intolerant
- ___ Dairy-free
- ___ Lacto-ovo vegetarian (eat dairy foods and eggs as well as plant foods. No meat, poultry, or fish)
- ___ Ovo-vegetarian (eat only eggs and plant foods. No dairy foods, meat, poultry or fish)
- ___ Lacto-Vegetarian (eat dairy foods and plant foods. No eggs, meat, poultry or fish)
- ___ Vegan (plant foods and products. No animal products, eggs, dairy)
- ___ Kosher
- ___ Gluten-Free (Celiac or gluten-intolerant/sensitive)
- ___ Diabetic
- ___ Other (please specify the details):

Please list any food allergies your child has here. Also, please note the type of reaction they have when given this food (i.e. rash or hives, nausea, stomach pain, diarrhea, itchy skin, shortness of breath, chest pain, anaphylaxis):

Please list any other dietary restrictions your child has (please note that this is not an area to list foods that your child dislikes. Please only list foods that your child may not eat due to religious or health reasons):

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Dundas Valley Co-operative Preschool
CHILD'S HEALTH RECORDS

Each child attending the preschool is to provide a record of immunizations and other health related details. Please complete the form below. These records will be stored at the preschool.

Child's Name: _____ Child's DOB: _____

Immunization Records	<p>Please attach a copy of immunization records from your child's doctor.</p> <p>Parents of children who object to immunization due to religious/conscience or medical reasons must complete a standardized Ministry approved form, and must be signed by a "commissioner for taking affidavits (i.e. notarized).</p> <p>Medical exemptions forms must be completed by a doctor or nurse practitioner</p> <p>Link to Statement of Medical Exemption form</p> <p>Link to Statement of Conscience or Religious Belief form</p>
Health History	<p>Please list any past communicable diseases (e.g. measles, mumps, pertussis, chickenpox, whooping cough, etc.) including date.</p>
Conditions Requiring Medical Attention	<p>Please list, <i>excluding</i> allergies and dietary restrictions already noted on previous page.</p>

Signature of Parent/Guardian: _____

Date: _____

DVCP EXECUTIVE and CO-OPERATIVE POSITIONS

The success of our co-operative depends on YOU! Please indicate below which tasks you would like to be involved with.

(A) Executive Positions	
Executive meetings are typically held once per month during the school year. Members of the Executive (i.e. Directors, Officers) are exempt from section B below.	
Executive Positions	Name
President (responsible for general correspondence, chairperson for general and executive meetings, annual nominating committee, strategic planning, overseeing preschool business, personnel)	
Vice President (fills in for President when needed, assist staff with duty orientations as required, support annual policy review)	
Membership Coordinator (handles inquiries and registration, maintains membership and immunization spreadsheets, police checks, schedules parent/teacher/child interviews, maintains class list)	
Recording Secretary (records minutes of Executive and general meetings, distributes digital copy of minutes to executive members, assist with weekly updates to families via e-mail if required)	
Treasurer (responsible for payroll, grants, subsidies, fees from families, staff contracts, Revenue Canada, WSIB, charitable receipts, budgets, etc)	
Publicity (looks after content for social media sites, publicity for special events and parent education meetings, oversee promotional materials)	
Fundraising Co-ordinator (co-ordinates fundraising campaigns, tracks fundraising effort by each family, advises families before year-end if they have met their annual minimum or if they have an outstanding balance)	
Social Co-ordinator (organizes location, refreshments and baking for events, committee liaison)	

(B) Co-operative Positions	
Co-operative Positions support the operational and organizational needs of the preschool. <i>Skip this section if you are on the Executive.</i>	
Using the numbers "1", "2", and "3" indicate in the table below your top three (3) choice of roles. We'll do our best to match you with your preferred roles. You will be notified before your child's start date which tasks you'll be involved with.	
Co-operative Positions	Rank your top 3 choices:
Scheduler (arrange duty days and snack schedule, schedule Creative Program support tasks (playdough, laundry), send out weekly schedule and information to families via email)	
Equipment Coordinator (organize toy cleaning 3x/yr, equipment checks, coordinate repairs)	
Scholastic Books (look after monthly book orders and distribution)	
Committees A – parties during class time (e.g. Halloween, Christmas)	
Content Support (assists the Publicity coordinator with keeping website and social media up to date)	

NOTE: All families will be included on a rotating schedule for tasks that support our Creative Program, e.g. making playdough and washing painting smocks.

Last Name: _____

First Name: _____

Please indicate below any Extra Participation you are available for:

_____ Assist with fundraising (share ideas, help with issue of products, distribute catalogs)

_____ Available for emergency duty at school on short notice, i.e. fill in for Duty Volunteer

_____ E.C.E. or Teacher certificates and willing to fill in for absent Teacher *

_____ Available to fill in for absent Teaching Assistant *

_____ Interested in exchanging babysitting with other parent (allowing you to be a duty parent)

_____ Interested in carpooling to and from preschool with other parents in your area.

** Infant CPR and First Aid required, as well as a valid Vulnerable Sector Check*

SPECIAL TALENTS: Any suggestions or talents you have are welcome and helpful in enriching the school, please circle if applicable to your family:

Advertising / Marketing / Second Language / Play Musical Instruments / Accounting / Book-keeping / Carpentry / Sewing / Photography

Other: _____