



Dear Parent(s),

Thank you for your interest in Dundas Valley Co-op Preschool. Enclosed you will find general information about our program and a **Registration Form**. To ensure your child's spot is held at the preschool, please complete and return the form to the contact person listed below with a non-refundable registration cheque of \$40.00 (payable to Dundas Valley Co-op Preschool). E-transfer payments also accepted. Completed applications are processed in the order received.

Also please visit our website at www.dundasvalleypreschool.com for further information. We look forward to your family joining Dundas Valley Co-operative Preschool.

Sincerely,

Caitlin Rakowski, *Membership Coordinator 2017/18*
caitrakowski@gmail.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, closed over Christmas holidays and March Break. The preschool currently offers a morning program on Tuesdays, Wednesdays and Thursdays. 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, coordination 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 are able to 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, providing art projects, an alphabet centre, games and activities that 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.

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 entails. 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)
- One Executive meeting per year, held monthly

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, magazines, cards 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.

In addition to family fundraising efforts, all parents are asked to participate with our annual fundraising events (i.e. dance, trivia night, or other decided by members).

4. TAKE ON CO-OP TASKS AND COMMITTEE WORK

Various committees are set up to organize or oversee various activities (i.e. laundry, preparing crafts, 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. Refer to the DVCP **Enrolment Package** for details.

5. OPTIONAL: PARTICIPATE AS A DUTY VOLUNTEER

Why enrol 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! Also provides the option for lower enrolment fees; refer to "Daily Fees" below.

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, with washroom visits, putting on coats when time to leave, tidying the preschool, etc.

The number of duty days you volunteer in the classroom depends on the number of days your child attends the preschool. For example, if your child is enrolled for 3 days per week, you or family designate will typically be scheduled for 3 duty days per month.

There are a maximum number of Duty Days we can schedule. 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 enrol for the full number of duty days you initially expresses 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.

*Don't feel you can commit to more than 1 or 2 Duty days per month?
Contact the Membership Secretary about enrolling part Duty and part Non-Duty.*

Daily Fees

Fees are based on the number of days you enroll your child. 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.

You can enroll part Duty *and* part Non-Duty if you wish.

Contact us to enquire about 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 equivalent to 50% of the Duty rate 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.

"ABC and Me" Program 9:00a.m. – 12:00p.m Tues, Wed, Thurs.

	Daily Fee (2016/2017)
Duty	\$22.00
Non-Duty	\$30.00

Please note: Fee structure is assessed annually and can vary depending on number of families enrolled for Duty program and fluctuations in facility costs.

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

Additional Information

FINANCIAL INFORMATION

- Fees are to be paid monthly, in regular instalments, or as arranged with the Treasurer
- \$40.00 non-refundable Registration Fee upon registration (goes toward Hamilton and District Council of Co-operative Preschools group membership, and group insurance)
- \$100.00 toy clean-up cheque, to be returned when toy clean-up is completed
- Fundraising commitment for the year, based on number of days child is enrolled:
 - \$125 for the year if enrolled 1 day per week;
 - \$175 for the year if enrolled 2 days per week;
 - \$225 for the year if enrolled 3 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.

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. These are contained in the DVCP Enrolment Package and DVCP Duty Volunteer Package.

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.policerolutions.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.

DUNDAS VALLEY CO-OPERATIVE PRESCHOOL
86 Cameron Avenue, Dundas, Ontario L9H 1P8

APPLICATION FOR ENROLLMENT 2017-2018

DATE OF APPLICATION:			
REQUESTED START DATE:			
CIRCLE: TUES AM	WED AM	THURS AM	CIRCLE: DUTY / NON-DUTY
CHILD'S INFORMATION			
CHILD'S LAST NAME:	FIRST:	MIDDLE:	
SEX:	BIRTHDATE (DD/MM/YYYY):	AGE WHEN STARTING:	
HOME ADDRESS:			
CITY:	POSTAL CODE:	HOME PHONE:	
PARENT INFORMATION			
1) PARENT'S NAME:			
HOME ADDRESS (IF DIFFERENT THAN CHILD'S):			
TELEPHONE # HOME:	BUSINESS:	CELL:	
OCCUPATION:		CIRCLE: FULL-TIME / PART-TIME	
COMPANY NAME:			
ADDRESS:			
2) PARENT'S NAME:			
HOME ADDRESS (IF DIFFERENT THAN CHILD'S):			
TELEPHONE # HOME:	BUSINESS:	CELL:	
OCCUPATION:		CIRCLE: FULL-TIME / PART-TIME	
COMPANY NAME:			
ADDRESS:			
EMAIL ADDRESS (for school communication purposes, newsletters, tax receipts)			
How did you hear about the preschool?			
DOCTOR / HEALTH INFORMATION			
DOCTOR'S NAME:			
ADDRESS:		TELEPHONE #:	
Does your child have any medical issues to be aware of? (if yes, detail below)			

Does your child have any dietary restrictions? (if yes, please detail below)	
IN CASE OF EMERGENCY	
THIS SECTION <u>MUST</u> BE COMPLETED	
Please list <u>TWO</u> emergency contact people in Dundas area - other than the child's parents	
1. NAME OF PERSON:	
RELATIONSHIP TO CHILD:	
HOME PHONE #:	WORK PHONE #:
ADDRESS:	
2. NAME OF PERSON:	
RELATIONSHIP TO CHILD:	
HOME PHONE #:	WORK PHONE #:
ADDRESS:	
PLEASE LIST THE NAMES OF PERSONS TO WHOM YOUR CHILD MAY BE RELEASED:	
1. NAME OF PERSON:	
2. NAME OF PERSON:	
SIGNATURE OF ENROLLMENT BY PARENT	
PRINTED NAME OF PARENT:	
SIGNATURE OF PARENT:	
DATE:	
OFFICE USE ONLY	
REGISTRATION FEE (\$40) 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 additional forms in the DVCP Enrolment Package and the Duty Volunteer Information Package if applicable.