



Burton Avenue United Church  
37 Burton Avenue, Barrie, Ontario, L4N 2R3 (705) 725-1259  
[www.steppingstonesnurseryschool.org](http://www.steppingstonesnurseryschool.org)

2018/2019 School Year

Dear Parents,

Welcome to Stepping Stones Co-operative Nursery School. Enclosed in the following registration package you will find information about our program, a Co-Operative Membership Agreement that outlines your role in the cooperative program, and all the necessary forms to enroll your child at Stepping Stones for the 2018/2019 school year.

### **Our Philosophy**

At Stepping Stones, we let kids be kids. We know that each child is special and each has unique differences. Given their varying needs, our Registered Early Childhood Educators provide inviting preschool programs with an atmosphere that promotes learning and fun. Children attending Stepping Stones learn tolerance, cooperation, confidence, and independence. They can play freely, constructively and creatively.

As a play-based program, the children at Stepping Stones are learning through their independent and interactive play. They are provided with many choices and are encouraged to become involved in a variety of activities but ultimately the level of participation is the child's decision.

The Stepping Stones preschool program teaches children to interact and learn respect for their classmates, teachers and adults other than their parents. Their curiosity, creativity, social skills and self-esteem will be stimulated and enhanced. Most importantly, we strive to teach the children appropriate social and developmental skills, preparing them for Kindergarten, the next big stepping stone in life.

### **The Co-Operative**

A co-operative preschool is one that is owned and run by its members. As a parent of a child attending the co-operative nursery school, you are agreeing to be a member. Monthly fees are lower than at other centres, as members are agreeing to contribute their time and efforts to support the operation of the school. Throughout the school year, there will be some decisions about the running of the school that will require a vote from every member. There will also be mandatory fundraisers. For those who would like to be even more involved, there is an opportunity to become a Duty Parent (see more information on being a Duty Parent on page 12). Duty Parents also get a break on fees because of their time commitment to the school. The Board of Directors, the group who coordinates decision making on the daily running of the school, is comprised of members who volunteer to take on this responsibility.

## **Our Teachers**

Stacey Edmondson (Mrs E) has been teaching at Stepping Stones for 18 years. She is currently the Program Supervisor and brings a wealth of experience to the program. Meaghan Sewell (Ms Sewell) has been our Program Teacher for 4 years. A former member of Stepping Stones, she brings a fresh approach to the school's programming. Our teachers regularly attend conferences and training programs on early childhood education.

## **The Program**

Stepping Stones offers a 2-day, 3-day or 5-day program for children aged 2-5 years. All programs run from 9:15am-11:30am.

### **2-Day Program**

The 2-day program is offered to children 2-5 years, on Tuesdays and Thursdays. It is an excellent way to introduce your child to nursery school or to supplement your child's early learning experiences. There is limited availability for children aged 2-2.5 years in this program. In certain circumstances, we will consider requests for Monday/Wednesday, Wednesday/Friday or Monday/Friday options for this program.

### **3-Day Program**

The 3-day program is offered to children aged 2-5 years on Mondays, Wednesdays and Fridays. It is an excellent way to introduce your child to nursery school or to supplement your child's early learning experiences. There is limited availability for children aged 2-2.5 years in this program.

### **5-Day Program**

The 5-day program is offered to children aged 2.5-5. This is an excellent option for children preparing for kindergarten, as it encourages the development of skills used in the JK and SK classroom.

## **The Fees**

### **Deposit**

A deposit equal to one month's tuition is due at the time of registration to hold your child's place in the program. It will be applied to the tuition for June 2019. Should you withdraw your child before the end of the school year, you will lose this deposit.

### **Membership / Insurance Fee**

\$60.00 for new families \$40.00 for returning families, to be paid upon registration for each new student. This non-refundable fee covers insurance fees, membership to Parent Co-operative Preschool Corporation (PCPC), and administration costs such as photocopying for each child.

### **Co-op Deposit**

\$100.00 – dated September 1, 2018, to be held in trust (not deposited). The cheque will be returned to you on your child's last day of school in June 2019, provided you have fulfilled all the requirements of the co-operative program (for example, attend the General Meetings, Committee participation etc).

### **Administration & Cleaning Fee**

\$100.00 - due August 22, 2018. This fee is non-refundable and covers general maintenance, repairs, cleaning and other miscellaneous costs associated with the running of the school.

## Monthly Tuition Rates

Monthly Tuition	Duty Parent Rate	Non-Duty Parent Rate
2 Day Program	\$135.00 (\$15.70 per day)	\$165.00 (\$19.19 per day)
3 Day Program	\$170.00 (\$13.18 per day)	\$210.00 (\$16.28 per day)
5 Day Program	\$250.00 (\$11.63 per day)	\$310.00 (\$14.42 per day)

For more information on payment schedules and tuition cheques, please see page 11 of the registration package.

## The Registration Process

Please **fully** complete the attached registration package. If you have any questions regarding the school, the registration process or fees, please contact the Registrar at [steppingregistrar@gmail.com](mailto:steppingregistrar@gmail.com). Completed forms and cheques must be submitted to the Registrar or Stacey Edmondson, Program Supervisor, as soon as possible to secure your child's space.

Once you have completed the registration package and provided your post-dated cheques for the year, you will be contacted by email to confirm your child's enrolment in the program.

## Questions or Concerns

Thank you for choosing Stepping Stones! If you have any questions, please don't hesitate to contact a member of the board:

President: [steppingstonespresident@gmail.com](mailto:steppingstonespresident@gmail.com)

Treasurer: [steppingtreasurer@gmail.com](mailto:steppingtreasurer@gmail.com)

Registrar: [steppingregistrar@gmail.com](mailto:steppingregistrar@gmail.com)

Fundraising Coordinator: [steppingfundraiser@gmail.com](mailto:steppingfundraiser@gmail.com)

Secretary: [steppingsecretary@gmail.com](mailto:steppingsecretary@gmail.com)

We look forward to a wonderful year with you and your child at Stepping Stones Co-Operative Nursery School.

Sincerely,

The Board of Directors  
Stepping Stones Co-operative Nursery School



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## **Registration Package Checklist**

### **Don't forget to read, sign and submit:**

- Registration Form
- Permission to Photograph
- Communication Amongst School Members
- Co-operative Membership Agreement
- 2 Copies** of Immunization Record AND **2 copies** of the Immunization History form.
- All Required Cheques (Deposit, Membership, Co-Op Deposit, Administration, Tuition)
- Criminal Reference Check / Vulnerable Sector Screening form(s) - for Duty Parent, if applicable, **and** any/all parents/guardians who will attend field trips (at least one parent/guardian must attend field trips with your child.)



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### Emergency Information Form

Child's Surname:		Child's First Name:		Name known by:	
Date of Birth:	Month:	Day:	Year:	Sex: <input type="checkbox"/> F <input type="checkbox"/> M	
Home Address:			City:	PC:	
			Main Telephone:		
Contact Email Address(es) (please include anyone wishing to receive correspondence about student):					
<b>Parent/Guardian #1 Information</b>			<b>Parent/Guardian #2 Information (if applicable)</b>		
Name:			Name:		
Relationship to Student:			Relationship to Student:		
Occupation:			Occupation:		
Business Address:			Bus. Address:		
Business Tel.:			Business Tel.:		
Cell Phone:			Cell Phone:		
<b>Additional Student Information</b>					
Siblings (age(s)):					
Allergies:			Medical Condition(s):		
Any other special instructions:					
Is your child in the Resource Teacher Program?					
Doctor's Name:				Telephone:	
Doctor's Address:					
<b>Emergency Contact (If Parent/Guardian(s) listed above cannot be reached)</b>					
Name:			Relationship to Child:		
Address:			Telephone:		
<b>Additional Persons Authorized to Pick Up My Child:</b>					
Name:			Relationship to Child:		
Name:			Relationship to Child:		

This page will be copied and kept in the Emergency Information Binder on the premises.

I hereby give consent to have my child \_\_\_\_\_ examined by a doctor as necessary, and if at any time due to an accident, sudden illness or emergency, medical treatment is necessary, this may be given. I as a parent/ guardian will accept responsibility of any medical expenses that result from injury or accident to my child during activities he/she participates in with Stepping Stones Co-Operative Nursery School.

\_\_\_\_\_  
 Signature of Parent/ Guardian

\_\_\_\_\_  
 Date

Please ensure ALL boxes are filled out - please write NA if the box is not applicable to you.

I wish to be Duty OR Non-Duty Name(s) of Duty Adult(s): \_\_\_\_\_

I wish to enroll my child in:  Mon, Wed, Fri  Tuesday, Thursday  Mon, Tues, Wed, Thurs, Fri

I acknowledge and understand it is my responsibility to read and adhere to the Parent Manual (available in hard copy by request, or on the school website) and any other policies/procedures communicated to me by the Board of Directors. \_\_\_\_\_ (initial)

I acknowledge and understand that the Ministry of Education (our licensing agency) has access to the school files. \_\_\_\_\_ (initial)

Are you a returning family:  Yes  No School Year (s) of previous enrollment: \_\_\_\_\_

Where did you hear about Stepping Stones Co-Operative Nursery School? \_\_\_\_\_

### Permission to Photograph

Throughout the year we will be taking photographs of your child in class and at special events or field trips. His/her picture may be placed in a photo slideshow available for viewing at open house and special events. We also have a website and a Facebook page which advertise for the school and are available for public viewing. If you give permission for your child to be photographed for these purposes, you are acknowledging that any photos are the property of Stepping Stones Co-Operative Nursery School and may be used for current and/or future events for advertising and promotional purposes.

I give permission for \_\_\_\_\_ to be photographed at Stepping Stones Co-Operative Nursery School or at its related events, to be used (check all that apply):

- On school premises in photo slideshow or posted in the classroom
- On our website
- On our Facebook page

I ***do not*** give permission for \_\_\_\_\_ to be photographed at Stepping Stones Co-Operative Nursery School or its related events.

### Communication Between School Members and Confidentiality

As a Co-operative, throughout the year communication is necessary between Member Families, the Board of Directors and Staff. This information includes communication regarding duty scheduling, reminders of upcoming events and day-to-day business and is for the sole purpose of Stepping Stones Co-Operative Nursery School business and not for any other solicitation. The school requires that the email addresses be posted and/or shared via email amongst Member Families. Member Families are responsible for providing a current email address and checking it regularly for information from the Board or Staff.

Please note that all information obtained at Stepping Stones Co-Operative Nursery School regarding the children, Member Families and Staff is to remain confidential.

I acknowledge and understand this policy, and that my email address will be shared amongst Member Families.

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date



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## Co-operative Membership Agreement

I understand that Stepping Stones Co-Operative Nursery School is an organization whose responsibilities are shared amongst **all** its Members, as defined herein and throughout the registration package. By signing this Co-operative Membership Agreement ("CMA"), I acknowledge that I have read and understand the responsibilities as outlined in this CMA, and throughout the registration package.

**CO-OPERATIVE DEPOSIT:** A \$100.00 Co-operative Deposit is collected at the start of the school year. This money is held in trust (the cheque is not cashed) and will be returned to you at the end of the school year, provided you have met your co-operative obligations, including but not limited to: attending all General meetings, fulfilling your committee and duty jobs, participating in fundraising events and contributing minimum pledges to mandatory fundraisers.

The breakdown for the Co-operative deposit is as follows:

- General Meetings (3 per school year) - \$15.00 each
- General Committee job (1 per school year) - \$15.00
- Fundraising Committee job (1 per school year) - \$40.00
- Minimum fundraising contribution (2 per school year) - \$25.00-\$40.00 each

For each meeting not attended or job unfulfilled throughout the year, the co-op deposit will be reduced, as indicated above and/or in the Parent Manual. The Co-Operative Deposit will be cashed upon the first infraction. The balance owing will be returned in June 2019 or at the time of withdrawal.

**GENERAL MEETINGS:** Stepping Stones Co-Operative Nursery School holds three general meetings per school year, usually in August, January, and May. These meetings are mandatory. Each Member Family is required to have a representative present at each of these meetings. A signature is required on each attendance sheet to be eligible to receive this portion of the Co-Operative Deposit back at the end of the school year.

**COMMITTEES:** All Member Families are required to sign up for and complete two Committee jobs: one is a Fundraising Committee job, and the other is related to classroom duties or events. Committee jobs may be assigned upon registration through the Committees Board member. Please see Parent Manual for more details.

**FUNDRAISING:** As tuition and related fees do not fully cover all the school's expenses, Stepping Stones Co-Operative Nursery School relies on fundraising. Fundraising activities are a chance for your neighbours and friends to contribute to our community-based school. All money raised will go towards requirements for the school. We welcome and encourage your input about fundraising ideas throughout the year. Stepping Stones

Co-Operative Nursery School hosts two mandatory fundraisers each year, in which all Member Families are required to participate by assisting in planning and making minimum donations. A handful of voluntary fundraisers may also be held at the discretion of the Board of Directors and based on the financial needs of the school. See the Parent Manual for more details.

**DUTY PARENT RESPONSIBILITIES:** Should you sign up to be a Duty Parent, you will be required to fulfill a number of responsibilities above and beyond non-duty Members. Please see the Duty Parent section on page 12 of this registration package for more information.

**SNACK:** There is time set aside each day for your child to have a snack, should you wish to send one. Children are to bring a nutritious, nut-free snack from home. At the beginning of the school year, a written and signed note is required from each Member Family, stating the student's full name, the date and that a snack will be provided from home. Each child is also required to provide their own drink each day. Both the snack and drink must be clearly labeled with the child's full name. Please see Parent Manual for more details.

**FINANCES:** Payment of fees as outlined in the fee structure, and supporting fundraising activities planned by the membership is required.

**WITHDRAWAL:** Once registered, should a Member Family withdraw their child from Stepping Stones Co-Operative Nursery School, they will forfeit their registration fee, cleaning/maintenance fee, and deposit of one month's tuition. Tuition cheques for months not yet cashed will be returned by mail, along with any or all of the Co-Operative Deposit (depending on whether duties and responsibilities have been met to date).

**ADMINISTRATION:** It is required that you adhere to the principles of the co-operative incorporation.

STEPPING STONES CO-OPERATIVE NURSERY SCHOOL, BEING A CO-OPERATIVE, REQUIRES THE MAXIMUM PARTICIPATION OF ALL MEMBER FAMILIES FOR ITS EFFICIENT OPERATION.

I AGREE TO ABIDE BY THE TERMS OF THE CMA OUTLINED ABOVE AND ANY OTHER ROLES AND RESPONSIBILITIES OUTLINED IN THIS REGISTRATION PACKAGE, INCLUDING THE PARENT MANUAL, AND AS OTHERWISE DEFINED BY THE BOARD OF DIRECTORS.

\_\_\_\_\_  
Signature of Parent/Guardian\*

\_\_\_\_\_  
Date

\*I acknowledge and understand I am signing on behalf of all parents/guardians who will interact with Stepping Stones Co-Operative Nursery School regarding my child.



## Student Information

- Please attach a current copy of your child's immunization record
- Parent to complete the following form at the time of Child Care registration, and return to the Child Care facility to forward to the health unit

Child's Legal Surname	Other Surnames (if any)
Legal First Name	Preferred Name
Date of Birth    yyyy / mm / dd <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other	Ontario Health Card Number
Legal Parent / Guardian	Legal Parent / Guardian
Preferred Mailing Address	Alternate Mailing Address
City	City
Postal Code	Postal Code
Preferred Phone _____ (circle one) Home                      Cell                      Work	Preferred Phone _____ (circle one) Home                      Cell                      Work
Alternate _____ (circle one) Home                      Cell                      Work	Alternate _____ (circle one) Home                      Cell                      Work
Current Preschool / Child Care	
Previous Preschool / Child Care	

When your child receives their next immunization(s), provide this information to the Child Care Centre and call the health unit or complete the secure electronic form on our website at [www.simcoemuskokahealth.org/immsonline](http://www.simcoemuskokahealth.org/immsonline) to update their immunization record in our database. Immunization records and updates are NOT automatically provided by your doctor.

The Simcoe Muskoka District Health Unit is required by the *Child Care and Early Years Act, R.R.O. 2014 Reg. 137/15 s. 35* to collect and maintain up-to-date records of immunization for every child enrolled in a program. Children are to be immunized complete for their age in accordance with the current Publicly Funded Immunization Schedule for Ontario.

If you choose not to immunize your child, please contact the health unit for more information at 705-721-7520 or 1-877-721-7520 ext. 8807.

2015-09

This information is collected under the authority of the *Health Protection and Promotion Act R.S.O 1990 c.H.7., s.4* and the *Child Care and Early Years Act, R.R.O. 2014 Reg. 137/15s. 35*. The personal health information collected on this form will be used to maintain immunization records and to monitor the use of vaccines for public health purposes. Questions regarding the collection and use of personal health information should be directed to the Office of the Privacy Officer, Simcoe Muskoka District Health Unit, 15 Spurling Drive, Barrie ON L4M 6K9, 705-721-7520 or 1-877-721-7520.



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All cheques should be made payable to Stepping Stones Co-operative Nursery School. **For accounting purposes, each cheque must be written separately.** All cheques for the entire school year are due upon registration in order to secure a space for your child.

Monthly tuition is paid on the 22nd of the preceding month (for example, September's tuition is paid on August 22). Monthly tuition rates vary, depending on the program selected. As the deposit will serve as June's tuition payment, post-dated cheques are required for August 22, 2018-April 22, 2019 (September - May tuition).

Monthly Tuition	Duty Parent Rate	Non-Duty Parent Rate
2 Day Program	\$135.00 (\$15.70 per day)	\$165.00 (\$19.19 per day)
3 Day Program	\$170.00 (\$13.18 per day)	\$210.00 (\$16.28 per day)
5 Day Program	\$250.00 (\$11.63 per day)	\$310.00 (\$14.42 per day)

Please ensure you have included the following cheques with your registration package (dated appropriately):

- Membership/ Insurance Fee - \$60.00 for new families; \$40.00 for returning families (dated immediately)
- Deposit - one month's tuition (dated immediately)
- Co-Operative Deposit - \$100.00 (dated September 1, 2018 to be held in trust until the end of the school year)
- Administration & Cleaning Fee - \$100 (dated August 22, 2018)
- All post-dated tuition cheques (dated August 22, 2018 - April 22, 2019)

Should you register after the beginning of the school year, you are responsible for providing all fees (membership fee, deposit, co-operative deposit and administration/cleaning fee) upon registration, along with post-dated tuition cheques.



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### **Duty Parent Roles and Responsibilities**

During each school day, there is one duty parent in the classroom to assist the teachers in the smooth operation of the school. Examples of responsibilities include tidying/organizing parts of the classroom and preparing the snack area for students. Duty Parents are expected to arrive on their designated duty day no later than 9:15 and ensure all their assigned duties are complete, prior to leaving for the day. Duty Parents are not permitted to bring their other children with them on their duty day.

The number of assigned Duty Days will depend on various factors, including the number of duty parents, but generally will be once to twice a month for 2 day members. Those attending 3- to 5-days should expect more duty days per month. There is a tracking sheet kept by the Secretary to ensure over the period of the school year that duty days are fairly distributed.

If you are unable to meet your Duty Day requirements, you must attempt to find a replacement duty parent. Should you not be able to do so, you must immediately contact a member of the Board. The Board will provide the contact information for all Duty Parents, in order to facilitate switches within your group if required. The Board must be notified of any changes in schedules.

We will try to accommodate scheduling requests to the best of our ability, however please remember having your assigned duty day covered if you are unavailable is **your** responsibility. If accommodating schedule requests becomes too complicated you may be requested to change to a non-duty role and pay non-duty fees.

Should you miss a duty day and are unable to find a replacement, you will be charged \$15 from your co-op deposit. As the teachers will be required to complete your clean-up duties, the charge will cover their extra time spent at school. Should you miss more than two duty days, you will be charged non-duty rates for the month of the second infraction.

There will be a duty orientation held immediately following the first General Meeting. This is a great opportunity to meet other duty parents and get acquainted with the types of tasks which will be required of you.

### **CRIMINAL REFERENCE CHECK**

All Duty parents are required to provide a current Criminal Reference Check including Vulnerable Sector screening (must be dated within two years of current date and valid for entire school year) before starting duty on school premises. The process for getting a Criminal Reference Check can take 2-12 weeks to process; therefore proof of submission (receipt) is accepted with the Registration Package until the actual Reference Check is delivered. You will not be added to the Duty Calendar until the completed CRC/VS is provided to the school. You will be charged non-duty rates until you have provided the CRC/VS and are added to the duty calendar.



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### **Criminal Reference Check and Vulnerable Sector Search**

For the purpose of volunteering at Stepping Stones Co-Operative Nursery School, please detach the bottom half, fill out and bring it to the Barrie Police Station or your local OPP station if you live outside of Barrie.

Barrie Police Department  
29 Sperling Dr.  
Barrie, ON, L4M 4T2  
(705) 725-7025 ext. 2141  
Monday-Sunday 7am-10pm

- If you present this volunteer application to the records counter, there is **no cost** for the Criminal Reference Check and Vulnerable Sector Search. Otherwise, there is a \$40 charge.
- You must present one piece of photo identification indicating a local address (i.e. Driver's License, photo Health Card, Passport, or Government ID Card).
- Criminal Reference Checks and Vulnerable Sector Searches take approximately 2-12 weeks to process. A receipt showing that you have applied for the CRC/VS must be provided to the Nursery School with a completed registration package to hold your child's spot. A CRC/VS must be provided to the school prior to you being added to the duty schedule/attending a field trip.
- Stepping Stones Co-Operative Nursery School will accept Criminal Reference Checks including Vulnerable Sector screening that are dated not more than **2 years** from the time of volunteering.

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### **Criminal Reference Check and Vulnerable Sector Search**

We confirm that \_\_\_\_\_ would like to apply to be a parent volunteer at Stepping  
(Name of Applicant)  
Stones Co-Operative Nursery School. This volunteer position requires parents to participate with the children  
(ages 2 – 5 years old) in the program, and assist with any cleaning in the classroom or attend field trips.

Sincerely,

Stacey Edmondson  
Program Supervisor