

ROCKWOOD NURSERY SCHOOL INC.
 191 Main Street South, Box 699, Rockwood, On.
 N0B 2K0
 www.rockwoodnurseryschool.ca
 Tel: 519-856-4486
 Registrar: Bianca Chambers, 905-875-7422 (cell)
 biancawarkus@gmail.com
Registration Form 2018-2019

Section A. Child and Parent Information

Child's full name:	Date of Birth:
Home address:	Home Telephone :

Mother's name:	Father's Name:
Home address <i>(if different from above)</i> :	Home address: <i>(if different from above)</i> :
Telephone no. <i>(if different from above)</i>	Telephone no. <i>(if different from above)</i> :
Work address:	Work address:
Work telephone no.:	Work telephone no.:
Cell no.:	Cell no.:
E-mail address:	

We will use this email regularly to inform you of upcoming school events and changes,

If your child will be picked up regularly by someone other than yourself (i.e. caregiver or grandparent) please indicate:

Name: _____ Telephone no.: _____ Relationship: _____

Section B. Emergency and Medical Information

Emergency contact 1:		
Name:	Telephone no:	Relationship:
Emergency contact 2:		
Name:	Telephone no.:	Relationship:

Child's Physician	Physician's telephone no
Physician's address:	
Medical Alerts: <i>More details may be given in the child health history section</i>	
Drug Allergies: <i>More details may be given in the child health history section</i>	

Authorization: In the event that I cannot be immediately reached and my child
 (name) _____ needs immediate medical attention, I authorize Rockwood
 Nursery School Inc. to make the necessary arrangements:

Signature of Parent/Guardian: _____

Date: _____

Section C. Child’s Medical/Immunization Record

In order to attend Day Care in Wellington-Dufferin-Guelph, you must provide a complete history of your child’s immunization to the Nursery School. Parents who do not wish their child to be immunized for medical, conscience or religious reasons may obtain an exemption form by contacting their local Public Health office. All children attending licensed day care in Ontario must have up-to-date immunization against six designated diseases: diphtheria, tetanus, polio, measles, mumps and rubella (German measles).

It is the parent’s/guardian’s responsibility to maintain a record of immunization for their children and inform Rockwood Nursery School as immunizations are updated.

It is not mandatory in Ontario to be vaccinated, however if your child is not vaccinated and there is an outbreak at the school your child will not be allowed to attend until the outbreak is declared over.

If you decide not to vaccinate the Parent/Guardian must also follow these procedures - File a legal exemption which must be notarized and signed by the Commissioner of Oaths. Copies of the legal exemption must be given to the school.

If you are unable to complete or locate this form or cannot locate your child’s record, please contact your previous physician or call Public Health for Assistance: Tel: 1-800-265-7293 or (Guelph) 519-821-2370 www.wdghu.org info@wdghu.org

Child’s full name:	Child’s DOB:	Boy () Girl ()
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Mother’s name:	Father’s Name:
Home address:	Home address:
City & postcode:	City & postcode:
Home telephone no.:	Home telephone no.:

Name of Daycare/nursery school attending: Rockwood Nursery School Inc.	
Physician:	Telephone No:

PLEASE ATTACH A PHOTOCOPY OF CHILD’S FULL VACCINATION RECORD (SINCE BIRTH) TO THIS FORM

Parent’s/Guardian’s signature : _____

Date: _____

Notice of Collection: The information on this form is collected under the authority of the Child Care and Early Learning Act., and in accordance with MFIPPA and will be used for maintaining a school immunization record.

Note: This form is retained by the Ministry and must be completed in full.

Section D. Child’s Health History and Development

If your child has a special medical condition (including but not limited to allergies) please also complete the Individual Action Plan at the end of this document Appendix 1. This is required under the Day Nurseries Act.

Does your child have any allergies (food, medical, insects, etc.)? **	Yes () please explain	No ()
Does your child have any health problems? **	Yes () please explain	No ()
Does your child take any regular medication or undergo regular medical treatment (incl. hearing, vision, speech)?	Yes () please explain	No ()
Is there any other medical or physical information about your child you wish to provide?	Yes () please explain	No ()
Have you any concerns about your child’s development or behaviour?	Yes () please explain	No ()
Has your child ever had any communicable diseases? (hepatitis, mumps, measles, whooping cough, rubella)	Yes () please specify which illness	No ()

Please use a separate piece of paper to provide more details to any of the above, if necessary, and attach to this form.

**If your child has allergies or a medical condition, please provide details on Appendix 1 – Individual Action Plan

Is a second language spoken at home? Yes () Language: No ()

Signature Parent/Guardian: _____

Date: _____

Section E. Permissions

- 1. Photographs:** We would like to use pictures of the nursery children, taken during our classes and field trips, on our website. Please note the children’s names will not appear alongside the pictures. Please indicate below if we may use your child’s picture. .

I hereby consent that _____ (child’s name) picture may appear on the Rockwood Nursery School’s website.

Signature of Parent/Guardian: _____

Date: _____

- 2. Field Trips:** There are field trips throughout the year. Parents/guardians take their own children and siblings are invited to attend all the school trips. Costs may vary depending on the trip, though every effort is made to keep them minimal.

In addition, other excursions may be planned during class times. We require your permission to take your child on these:

I, _____ (parent/guardian name), hereby consent to allow _____ (child’s name) to leave the premises of Rockwood Nursery School Inc. in order

to participate in occasional excursions to places of interest in the community. The outings are a planned part of the children’s program. I understand that such a trip involves extra hazards beyond those of normal school activities. It is also understood that supervision will be provided by staff and by volunteer parents at the school on the day of these planned trips or walks.

Signature of Parent/Guardian: _____

Date: _____

Section F. Parent Resources and Criminal Reference Check. This applies to all parents wishing to volunteer in the school.

Please note that if you wish to help out in the classroom each parent/volunteer will need to have a current Vulnerable Sector Check as well as a Record of Immunization with Tetanus, Diphtheria, MMR Booster done within the last ten yrs. Please discuss with a teacher for forms and details.

Are you Infant First Aid Certified? Yes/No (circle one)

Do you have a recent Vulnerable Sector check? Yes/No (circle one)

Section I. Registration Information

Please write the child’s name in the final column of the table below to indicate the program(s) you wish your child to be registered in. A non-refundable registration fee of \$50 is required per child (not per program if the child is in more than one program) plus post-dated cheques for tuition. If families are registering 2 or more children, a **5% discount** will be applied for the additional child(ren) registered in an equal/lower cost program.

Program	Day(s)	Time	Age	Cost per month	Preferred class <i>write child's name</i>
Group A <i>Pre-school</i>	Mon/Wed	9:00 to 11:30am	Ideal for children who turn 3 in 2018	\$165.00	
Group B <i>Toddler</i>	Tue/Thurs	9:00 to 11:15am	Must be 18+months	\$170.00	
Group C* <i>Enrichment JK Readiness</i>	Tue/Thurs	12:30 to 3:00pm	Ideal for children who turn 3 and up in 2018	\$165.00	
Group D** <i>Pre-school, Enrichment & JK Readiness</i>	Fri only	9:00 to 2:30pm	Ideal for children who turn 3 and up in 2018	\$175.00	

**This program is designed for children who will be attending kindergarten in the fall of 2019 and is intended to help prepare them for the kindergarten program*

***This program is designed for children who will be attending kindergarten in the fall of 2019 and is intended to help prepare them for the kindergarten program but is also able to accommodate pre-school age.*

Packages Available (savings for multiple program enrollment for one child)

Program	Day(s)	Time	Cost per month
Group A+D	Mon/Wed & All Day Friday	9:00 to 11:30am 9:00 to 2:30pm	\$335.00
Group B+D	Tues/Thurs & All Day Friday	9:00 to 11:15am 9:00 to 2:30pm	\$340.00
Group C+D	Tues/Thurs & All Day Friday	12:30 to 3:00pm 9:00 to 2:30pm	\$335.00
Group A+B	Mon/Wed & Tues/Thurs	9:00 to 11:30am 9:00 to 11:15am	\$330.00
Group A+B+C	Mon/Wed & Tues/Thurs	See schedule above	\$495.00

Program	Day(s)	Time	Cost per month
Group B+C	Tues/Thurs – must go home for lunch	9:00 to 11:15am 12:30 to 3:00pm	\$330.00
Group A+C	Mon/Wed morn & Tues/Thurs aft	9:00 to 11:30am 12:30 to 3:00pm	\$325.00
Group A+B+D	Mon/Wed, Tues/Thurs & Fri	See schedule above	\$505.00
Group B+C+D	Tues/Thurs & Fri	See schedule above	\$505.00
Group A+C+D	Mon/Wed, Tues/Thurs & Fri	See schedule above	\$500.00

In order for a space to be reserved, this completed form **MUST** be accompanied by:

- **A \$50 registration fee (non-refundable), dated at today’s date; and**
- **Post-dated tuition cheques for the FULL school year, dated 1st August 2018 to 1st May 2019 (Please see tuition section, Appendix 3, for more details on how to pay.)**
- **\$50 Cleaning Deposit Cheque (only cashed if you do not attend your day, details below)**

Make cheques payable to Rockwood Nursery School Inc.

Please note, any withdrawals must be given prior to August 1st, 2018 for September enrolment or the post-dated August tuition cheque will be processed by the Nursery School and is non-refundable.

Registrar Bianca Chambers (cell: 905-875-7422 call or text) biancawarkus@gmail.com

Classes will start the week beginning September 10th, 2018

Section J. Parent Duties and Fundraising Guidelines

The Nursery School is a co-operative venture between the teachers and parents of the children who attend the school. As such we rely on parent involvement to run the school, including the fundraisers. This helps keep our standards high and our tuition lower.

Members’ meetings: We have two annual evening meetings, one in the fall and one in the spring. This is your opportunity to keep up to date with school events, elect board members, etc. **Attendance is mandatory** and we encourage you to come without your children to each of these, if possible. The Fall Meeting is scheduled for Wednesday September 5th, 2018. Please mark it on your calendar.

Cleaning: Each family is required to help **once** to clean the school toys and carpets. The schedule is issued at the start of the year and you can arrange to switch with another parent if you cannot make your day.

A deposit cheque for \$50, dated 31st January 2019, is required at registration and will only be cashed if you do not do your cleaning day

Committee duties: we have a number of committees and duties that parents are required to help with. These are primarily to:

- **Help organize school events**, such as the School Picnic
- **Coordinate essential fundraising activities** such as our Spaghetti Dinner/Silent Auction (our main fundraiser), Scholastic orders, Quarter Auction, Easter Egg hunt

The full list of committees will be available at the fall meeting and you can sign up there. If you do not sign up for one, the Board will assign you to a committee or duty.

Appendix 1: Individual Action Plan

Rockwood Nursery School has an Anaphylaxis Policy. This is to help protect those children at risk. If your child has a special medical condition (including but not limited to allergies) please complete the following and submit it with your registration forms.

Child's name:	
Medical Condition:	
Specific Warning Signs & Symptoms:	
Triggers: <i>(if applicable)</i>	
Emergency measures to be taken:	

Anaphylactic Policy

If any children in the school are identified as having a special medical condition, as outlined above, the school will request that you and all other helping parents complete a further form in relation to our anaphylactic policy. These forms will be given out at the start of the school year.

Appendix II Tuition

Tuition cheques for the **FULL** year are submitted to the Tuition Manager at the time of registration and are post-dated. Payments can be made in 4 ways:

- **10 cheques** for the monthly amount, dated 1st August 2018 to 1st May 2019 (*e.g. For Group A (Mon/Wed), 10 cheques for \$165*)
- **3 cheques**, the first dated 1st August 2018 for one month's tuition (*e.g. For Group A (Mon/Wed), 1 cheque for \$165*); the second covering 4 month's payments dated 1st September 2018 (*e.g. For Group A (Mon/Wed), 1st cheque for \$660 (i.e. 4 x \$165)*), and the third covering the remaining 5 months, dated 1st January 2019; (*e.g. For Group A (Mon/Wed), 1st cheque for \$825 (i.e. 5 x \$165)*)
- **2 cheques**, the first dated 1st August 2018 for one month's tuition (*e.g. For Group A (Mon/Wed), 1 cheque for \$165*) and the second for the sum of the remaining 9 month's tuition dated 1st September 2018. (*e.g. For Group A (Mon/Wed), a cheque for \$1,485*).
- **1 cheque**, for the full year's tuition dated 1st August 2018 (*e.g. for Group A (Mon/Wed), 1 cheque for \$1,650*)

It is your responsibility to ensure that by the start of the school year all tuition cheques have been given to the Registrar. Cheques are cashed as close to the 1st of the month as possible.

IMPORTANT: If tuition is not paid on time, your child will lose their place in the class. In the event a cheque is returned by the bank you will be given two weeks' notice to pay the outstanding tuition in full plus a \$20 administration fee. Payment can be made by certified cheque. CASH IS NOT ACCEPTED. Failure to pay an outstanding balance by the start of the following month will result in your child losing their space and it will be offered to those on the waiting list.

No refunds of tuition will be given for holidays planned during school time. You must give 2 weeks' written notice if you wish to withdraw your child from the school..

Please note when paying tuition you are paying for the month in advance. For example: If you join the school October 1, 2018 you will need to provide two (2) months of tuition in October in order to be fully paid up (One for October and one for November, your November 1, 2018 cheque is for the month of December).

Any questions regarding tuition, please contact the Tuition Manager Telka O'Donovan 519-241-8385
Important Dates to Remember:

- Registration for returning families begins **Friday March 9th, 2018**. Registration for new families begins **Monday March 26th 2018**. Places are allocated on a first come, first served basis. Please note, registration forms **MUST** be completed in full, including all attachments (vaccination records, police check, copies of ID etc.) to be considered received, including post-dated cheques. Your spot **WILL NOT** be held if it is not complete.
- **The Fall Orientation Meeting is on WEDNESDAY, SEPTEMBER 5th, 2018 at 7pm.**
- School begins the week of **Monday September 10, 2018**. Tuition is due before this date.

Keep this page for your information.

Registration checklist:

- Registration cheque, \$50 (*dated today's date.*)
- Post-dated tuition cheques (*dated 1st August 2018 to 1st May 2019.*)
- Cleaning deposit cheque, \$50 (*dated 31st January 2019.*)
- Photocopy of child's immunization records.
- Completed each section of this registration form - *please check you have signed and dated each space.*
- Public Health Immunization Information form completed and attached.
- Individual Action Plan (*if your child has a special medical condition, including allergies with an anaphylactic reaction.*)

IMPORTANT: All the above MUST be submitted at the time of registration to secure your child's spot

Need help paying for Child Care? Child Care Subsidy can help.

Serving families in Guelph and Wellington County

For more information, or to apply contact:
Child Care Subsidy: 519.837.3620 x3090 or
in person at: 129 Wyndham Street North, Guelph

ALTERNATE FORMATS AVAILABLE UPON REQUEST.

You might need child care if you...

- Are working (full or part time)
- Are self employed
- Are going to school or in a training programme
- Have an approved referral based on concerns about your child's development, or you have a medical or family need that requires child care support

Child Care Subsidy is financial help for families to pay for child care for children newborn up to 13 years of age.

Child Care Subsidy is available to families who are:

Financially eligible + Have a need for child care

Depending on your family income, Subsidy may be able to help with all or part of your child care costs at programmes with a Subsidy Agreement.

For more information or to find child care in Guelph and Wellington County visit our website at www.wellington.ca/childcare



**Rockwood Nursery School
Wait List Policy
Revised January 2017**

The intent of the policy is to prohibit Rockwood Nursery School from charging parents a fee or deposit for the placement of their child on a waiting list for an unsecured spot in the school.

It is also intended that the waiting lists be made available to prospective parents while still maintaining the privacy and confidentiality of all children on the list.

Rockwood Nursery School will require a \$50.00 administrative fee when enrolling a child into the school. This fee will only be charged once a spot has been secured and is non-refundable.

The waiting list will be arranged according to each class and as spaces become available in a particular class the first child on the list will be contacted. The parent/guardian will have a week to decide if they will take the spot or decline it, at which point the space will be offered to the next person on the list.

PLEASE NOTE:

The *Child Care and Early Years Act* and *Immunization of School Pupils Act* require that students have up to date immunizations for Tetanus, Diphtheria, Polio, Measles, Mumps, Rubella (German measles), Meningococcal disease (Meningitis), Pertussis (Whooping cough), and Varicella (Chickenpox).

In order to attend licensed child care in Wellington-Dufferin-Guelph, you must provide one of the following:

- A complete history of your child's immunizations to Public Health (Medical Officer of Health)

OR

- One of the following Ministry of Education exemption forms:
 - [Statement of Conscience or Religious Belief](#) – which must be signed by a Commissioner for Taking Affidavits.
 - [Statement of Medical Exemption](#) – which must be signed by a healthcare provider and include their license or registration number.

Please note that a new Ministry of Health and Long-Term Care exemption form under the *Immunization of School Pupils Act* will be required at the time of school entry.

It is the responsibility of the parent/guardian to maintain up to date immunization records for their child(ren). When additional immunizations are given please report them to Wellington-Dufferin-Guelph Public Health by calling 1-800-265-7293 ext: 4396 or ask to speak to "Immunization Records".

If you are unable to complete this form or cannot locate your child's immunization record, please contact your health care provider for further assistance.

**Notice with Respect to the Collection of Personal Information
(Freedom of Information and Protection of Privacy Act)**

Each staff, student and volunteer in a licensed child care centre or person employed by / associated with a licensed home child care agency must complete this form.

In administering and enforcing the *Child Care and Early Years Act, 2014* (CCEYA), Ministry of Education inspectors, program advisors and the director under the CCEYA may collect and review personal information about staff employed by a licensed child care centre or employed by or associated with a licensed home child care agency under the authority of s. 30, 31, 67(1) and 69(1) of the CCEYA and s. 53, 54, 55, 56 and 57 of O. Reg. 137/15 under the CCEYA to ensure that the licensed child care centre or home child care agency is complying with the CCEYA and O. Reg. 137/15.

This form is required to be kept for the ministry's review at the child care centre where you are employed or the head office of the home child care agency.

Your personal information may be provided by your employer in connection with an application for approval of a Supervisor, a person to take the place of a Registered Early Childhood Educator or approval of a Home Child Care Visitor, if applicable.

Information collected in the licensing process about Registered Early Childhood Educators may be shared with the College of Early Childhood Educators if necessary for the enforcement of the *Early Childhood Educators Act, 2007*.

Questions concerning the direct or indirect collection of personal information may be addressed to the:

Child Care Quality Assurance and Licensing Branch
Early Learning Division
Ministry of Education
900 Bay Street, 24th floor, Mowat Block
Toronto, ON M7A 1L2
416-314-8373

Name (print) _____

Signature _____

Date _____

A copy of the form should be given to the person who completes it.