

Vaughan Co-op Nursery School (VCNS) Waitlist Form for the 2012-13 School Year - Open October 3, 2011

This is a WAITLIST FORM ONLY and does NOT guarantee a space at the school. Families will be contacted by early April to discuss whether space is available.

The registrar will contact all families to invite you to an information session at the end of January or early February. This will be your opportunity to tour the school, meet the teachers and have your questions answered.

Please Print Clearly:

| Child Information | | |
|------------------------------------|----------------|-----------------------------|
| First Name: | Last Name: | Middle Name(s): |
| Date of Birth (dd/mm/year): | | F ___ M ___ |
| Home Address: | | Home Phone: |
| City, Postal Code: | | |
| How did you hear about the school? | | |
| Are you an alumni family? Y N | | |
| Parent or Guardian 1 | | Parent or Guardian 2 |
| Name: | Name: | |
| Email Address: | Email Address: | |
| Work Phone: | Work Phone: | |
| Cell Phone: | Cell Phone: | |

| | |
|---|--|
| Are you looking for: (check one) Please feel free to add comments. | |
| <input type="checkbox"/> | Part time (minimum 3 half mornings) |
| <input type="checkbox"/> | Full time (up to 5 full days) |
| <input type="checkbox"/> | Kindergarten Enrichment Program (Tuesdays, Wednesdays, Thursdays afternoon only) - available with or without walkover from select schools and a hot lunch |

| Duty Day Participants | |
|--|---------------------------|
| *Name(s) of person(s) who will be doing duty days: | (1) |
| | (2) |
| | (3) |
| Parent/Guardian Signature | Parent/Guardian Signature |

Below you will find copies of our Membership and Financial Agreements, please sign and date them.

We include these so that you are fully aware of the obligations of becoming a member of Vaughan Co-op Nursery School and so that we can confirm your intent to abide by these requirements should your child be offered a place at the school.

MEMBERSHIP AGREEMENT

Vaughan Co-op Nursery School provides a unique experience for both Parents/Caregivers and their children in that Parents/Caregivers are afforded the opportunity to play a large role in their child's nursery school experience. Vaughan Co-op Nursery School, by virtue of being a Co-op, expects a great amount of participation from each member family. By participating, each member family has a voice in their child's education.

Listed below are the obligations required of each member family that must be fulfilled during your child's stay at the Co-op. We do understand that situations arise that may cause you to be unable to attend an obligatory meeting, but we ask that every effort is made to satisfy the listed requirements. Should such a situation arise, it is also the member family's responsibility to formally send regrets, i.e. inform the office of your inability to attend.

In consideration of my child being accepted into the program, **I/We agree to the following:**

- to arrive on time and participate fully on my **duty day** once per week (every other week for families in the kindergarten program only),
- or arrange for an approved substitute to attend in my place
- to **drop-off and pick-up** my child/children on time
- to pay **fees on time** as per the financial agreement
- to participate in **fundraising**
- to respect the **health policies** of the school, keeping all family members out of school if they show any signs of a communicable disease or condition as per our health policies
- to read the **parent handbook** prior to your child's first day
- to read the **duty day handbook** when you receive it in September
- to read the **weekly communication** via email
- to check the **web-site** for duty day schedules, lunch menu etc.
- to provide one am or pm **snack** approximately once a month
- to take on one **parent job** (per family)
- to attend 3 out of 4 scheduled **work days**, or equivalent time per school year
- to attend one **duty day staff training session**
- to attend one **duty day review** meeting
- to attend **both general meetings (Fall and Spring)**

Parent/Guardian

Date

Parent/Guardian

Date

FINANCIAL AGREEMENT

1. A non-refundable \$50.00 application/registration fee per family is required at the time your family is offered a space in the program.
2. Enrollment is for one school year, September to June. We are closed for 2 weeks at Christmas, for March Break and all statutory holidays. No reduction or refund can be made for absences. In the event of withdrawal or significant reduction of use resulting in fewer hours and/or lower fees, one month's written notice must be given or a financial penalty of one month's fees or \$200.00, whichever is less, will be assessed. There is no penalty for withdrawal without notice during your child's first month.
3. Post-dated cheques are required at time of acceptance into the program. The cheque for last month fees should be dated June 1, 2012. Should you withdraw after June 1st, this cheque will be non-refundable as a space has been reserved for your child. The other cheques should be dated the first of the month, from September 2012 to May 2013.
4. A late penalty of 1% monthly (12% per annum) will be charged on all accounts overdue by more than 30 days. Families must be debt free to Vaughan before enrolling for another year. Serious delinquency will be brought to the attention of the Executive and might result in losing your space in the school.
5. Everyone is charged for the month of September even though it is not possible for all the children to start on the same day. Staggering the entry helps make for a smooth start to the year for everyone.
6. Families will be requested to pay \$16.95 for each Police Reference Check.
7. A \$150.00 refundable cheque, dated June 1st, 2013 is required when your child starts. This will be returned upon completion of 3 workdays.

If any of these conditions present a problem, please contact the Office. We can be flexible where there is a need.

Parent/Guardian

Date

Parent/Guardian

Date