

Westpark Co-op Preschool



Registration & Information Package

2023-2024

514-400-8133

100 rue Fairview, DDO, H9A 1V4
Web site: www.westparkpreschool.weebly.com
email: westparkpreschool@hotmail.com

OUR SCHOOL

Westpark Co-op Preschool is operated as a non-profit, non-denominational enterprise founded and incorporated since 1963 by a group of dedicated parents. We offer a guided play philosophy which allows maximum freedom for the children in their choice of activities and companions. We aim to help the children become socially aware and provide varied experiences and stimulating fun such as academic themes, introduction to French, dance, science, gardening, concerts, sand/water tables, cooking, baking, guest speakers, field trips and much more!

The classroom is run by a qualified teacher and the school is run by the parents. We offer two programs: Parent & Tots for 2-year-olds and Preschool for 3 & 4 year olds. The tuition fees and fundraising are the sole sources of revenue and they cover insurance, materials & the teacher's salary. Thus, we have a Board of Directors to ensure the school and meetings are run efficiently, but all parents are equal and should all participate in whichever way they are able. All parents are expected to attend board meetings as most decisions are made together.

OUR TEACHER

Kristina Stojisavljevich Maric teaches the Parent & Tots class and the Preschool program. Kristina graduated with a Bachelor of Education from the Ontario Institute of Education in Toronto, Ontario and a Bachelor in Sociology from Brock University St. Catharines, Ontario. She's been an educator for over 20 years and has taught Junior and Senior Kindergarten, Grades 1 and 2. Additionally, Kristina has her Specialist Certificate in English as a Second Language. She is a mother of two beautiful boys and enjoys spending time with her family, visiting farms and zoos both near and far! She also enjoys gardening, baking, refurbishing furniture and singing in her church choir.

DUTY DAY (FOR PRESCHOOL PROGRAM ONLY)

Each parent takes turns for duty days. As this is done on a rotating basis, the more children that attend, the less often each parent will need to come in. The schedulers are responsible for preparing the duty day schedules, taking into account the parents' availabilities. If for any reason a parent cannot make their day, it is their responsibility to find a replacement to switch duty days with. When it is your day to come in, that day becomes your child's special day which makes them very happy as they get special tasks to do! Parents on duty should be prepared to help the teacher with supervision, crafts and snacks. Should you need to bring a younger sibling with you on your duty day, they are invited solely if they do not disrupt the teacher and other children.

SNACKS

Each child is to bring their own nutritious peanut and nut free snack ex : fruit / veggies, crackers, cheese etc. with a bottle of water. Each item should be labelled with the child's name including their lunch box. On your child's birthday, you can bring cupcakes or a cake. Always remember to verify food allergies.

ATTENDANCE

Snow storms – if the LBPSB has cancelled classes, the school will be closed. You may also receive an e-mail from a Chairperson/Teacher if a class is cancelled due to an emergency or illness. Please advise the teacher if your child will be absent from school (text message or e-mail).

Westpark Co-op Preschool Registration 2023-2024

Dear Parents:

To complete your registration, please provide the following:

1. The completed registration form including pages 3 to 8 of this document.
2. An e-transfer sent to westparkpreschool@hotmail.com of the following one-time fees:
 - a) Registration fee of \$45.00 (non-refundable). If you submit this completed registration package before June 1st, 2023, the fee is only \$25.00.
 - b) A one-time consumable fee of \$50.00 to cover supplies, equipment, etc.
 - c) Monthly fee for May 2024 (see table below for amount due). This is non-refundable in the case of early withdrawal.

Afterwards, please send monthly fees by e-transfer to westparkpreschool@hotmail.com on the 1st of each month of the amount stated below:

PROGRAM	DESCRIPTION	COST PER MONTH
Parent & Tots <i>(2-year-old program)</i>	Monday 9am - 11am - with parent or caregiver	\$ 45.00
Preschool <i>(3 & 4-year-old program)</i>	3 days a week (Tues – Fri) 9am - 12pm	\$ 175.00
Preschool <i>(3 & 4-year-old program)</i>	4 days a week (Tues – Fri) 9am - 12pm	\$ 190.00

An additional fee for field trips may also apply.

Attached are the necessary registration documents and health forms for your child. These forms **must** be submitted before your child attends our school.

If you have any questions or would like some additional information, please feel free to contact us at 514-400-8133.

Thank you,
The Westpark Co-op Preschool Board of Directors.

Westpark Co-op Preschool Registration 2023-2024

CONFIDENTIAL

Please indicate which program you are registering for and circle days:

Tots Program (2 yr.) Preschool Program (3 & 4 yr.) Which days? T W Th F

Child's Full Name: _____ Name known as: _____

Date of Birth (D/M/Y): _____ Age as of Sept. 1st, 2023: _____ years _____ months. Sex: _____

Full Address: _____

Phone number: _____ Medicare Number (incase of emergency): _____

Family's email address: _____

Languages spoken at home: _____

Mother's Name: _____ Occupation: _____ Phone No.: _____

Father's Name: _____ Occupation: _____ Phone No.: _____

Name and number of regular caregiver, if different from above: _____

Persons to contact in case of emergency (other than parents/caregiver mentioned above):

Name	Phone Number	Relationship to Child
1.		
2.		
3.		

List of persons authorized to pick up the child: 1. _____

2. _____

3. _____

It is the assumption that both parents are allowed to pick up the child unless otherwise stated.

If another person is to pick up your child and his or her name does not appear on this list, please call and notify the school prior to pick up time and ensure that the person knows that a proof of identification may be required.

Westpark Co-op Preschool Registration 2023-2024

CONFIDENTIAL

Child's Name: _____

1. Personal Habits:

Eating Habits: _____

Potty trained: When: _____

Mother tongue: _____

Speech difficulties? yes no Hearing difficulties? yes no

Visual problems: _____

Any issues we should be aware of: _____

2. Family Situation:

Number and ages of siblings: _____

Do both parents live with the child? yes no Other members of the household: _____

Any recent family changes we should be aware of: _____

3. Social Background:

How does he/she get along at home? _____

How does she/he handle new situations? _____

How does he/she get along in play with others? _____

Has she/he any keen interests (i.e. pets, etc.)? _____

How much TV does the child watch? _____ Favourite programs: _____

Has she/he been to daycare or another preschool before: yes no

If so, which one and why did you leave? _____

Is there anything more concerning your child and his/her experiences which you think will help us in our understanding of him/her? _____

4. Early History:

Has there been any illness or accident that has left lingering after-effects or physical disabilities?

Westpark Co-op Preschool Registration 2023-2024

CHILD'S HEALTH FORM

(confidential)

All parents must provide completed medical forms to the Westpark Co-op Preschool BY LAW.

Child's Name: _____ Class: Tots Preschool

Pediatrician's Name: _____ Phone number: _____

ALLERGIES: _____

Emergency treatment in case of severe allergic reaction: _____

Communicable Diseases

Please indicate which of the following your child has had, or has been vaccinated against:

<i>Chicken Pox</i>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> vaccinated	<i>Measles</i>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> vaccinated
<i>German Measles</i>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> vaccinated	<i>Mumps</i>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> vaccinated
<i>Whooping Cough</i>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> vaccinated	<i>Other:</i>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> vaccinated

Operations or serious illnesses: _____ Any routine medications: _____

Playgroup activities NOT recommended: _____

I have included updated copies of my child's vaccination record (**mandatory**)

Please sign each of the following:

- I agree to comply with the health regulations by providing completed and signed medical forms prior to the start of school.

Signature (or printed name): _____

- I hereby authorize the Westpark Co-op Preschool of D.D.O. to take all necessary steps concerning my child's health in case of emergency.

Signature (or printed name): _____

Westpark Co-op Preschool Registration 2023-2024

PARENT PARTICIPATION FORM

As parents in a co-op preschool, we all need to pitch in to make our school functional, efficient and a fun place to be. Please fill in the following questionnaire to tell us a little more about yourself.

Name of child: _____ Class: Tots Preschool

Have you ever been associated with this or any other co-op preschool or school?

If yes, in what capacity and with which school were you associated? _____

Do you have access to discounts? yes no If yes, which kind? _____

Do you play a musical instrument? yes no If yes, which one? _____

Can you do any artwork, (publicity posters, etc)? yes no

Do you have a flair for writing newsletters, publicity? yes no

Are you perfectly bilingual and willing to help with translations? yes no

Are you a stay-at-home parent? yes no

Who will be doing duty days?

child's mother child's father other (please specify): _____

(Please read and sign below)

I certify that, to my knowledge, I am in good health and am free of any infectious disease. There is no known reason for me to avoid participating in preschool activities, including being a duty day parent.

I will inform the teachers and refrain from participating in preschool activities if this health status changes, until an exposure to an infectious disease can be further investigated.

Signature of parents (or printed names): _____

Date: _____

LEGAL ADVISOR: If you are a parent with legal knowledge, and are willing to be on hand should the need arise, please sign below:

Signature (or printed name): _____

Westpark Co-op Preschool Registration 2023-2024

PARENT PARTICIPATION FORM

As this is a co-operative preschool, one parent or both must be prepared to serve on a committee or take office in the school. Below is a list of the various committees of the school. Please list your first three choices in order of preference. Everyone must assume a position, and all positions must be filled.

Board of Directors:

Chairperson and/or Co-chairpersons (*Chief administrators of the school*)

Secretary (*Takes minutes of meetings, etc.*)

Treasurer (*Handles all banking, payroll and keeps accurate financial records*)

Other positions / committees:

Tots program contact (*Acts as a liaison between Tots program and Board*)

Publicity (*Advertising for the school i.e Facebook*)

Photographer (*In charge of taking pictures of class and events and sharing them*)

Building and Repairs (*Occasional maintenance of school equipment*)

Field Trips (*Organizes 2-3 outings with the teacher*)

Scheduling (*Prepares, emails and posts duty day schedules on a monthly basis*)

Fundraising (*Helps organize events, research feasible fundraising activities, contacting sponsors etc.*)

Emergency parents (*Fills in for duty day parents last minute when necessary*)

Sewing and Laundry (*Washes and mends fabric items as necessary*)

My Choices:

a) _____ b) _____ c) _____

CODE OF CONDUCT

Westpark Co-op preschool teaches and promotes respect for all individuals (teachers, students and parents). Our school policy is based on respect for self, others and the learning environment. Appropriate behaviour is expected not only from the students, but from everyone involved with the school.

There is a zero tolerance for any verbal, emotional or physical abuse of any kind. We believe that as a co-op, we must be able to resolve any issues in a diplomatic and reasonable manner.

If any individual cannot follow the school's code of conduct, they may be asked to leave the preschool.

Signature (or printed name): _____

Parent of: _____

Westpark Co-op Preschool Registration 2023-2024

We hereby apply for active membership in the Westpark Co-op Preschool of D.D.O. and enclose the registration fee of \$45.00 which is not refundable (or \$25.00 if submitting before June 1st).

The registration fee and consumable fee (\$50) covers student accident insurance, supplies and some other expenses. Monthly fees cover the teacher's salary.

I also enclose the tuition fee for the last month of the school year - May 2024, which is non-refundable, due and payable at the time of registration.

Preschool children should be 3 or 4 years of age as of September 30th, 2023. Children in Parent & Tots should be 2 years of age as of September 30th, 2023.

If accepted into active membership, I fully understand and agree to uphold the following rules and obligations:

1. To be bound by the By-laws of the Westpark Co-op Preschool of Dollard-des-Ormeaux / Jardin d'Enfants Communautaire Westpark de Dollard-des-Ormeaux, and to observe all rules and regulations issued by the Board of Directors. I agree as a parent in the co-op school to participate in the parents' committee and fulfill my responsibilities therein.
2. To send etransfers of monthly fees covering the period of September 1st, 2023 to April 1st, 2024 on the first of each month.
3. In the event that the child is to be withdrawn from the school:
 - (a) One month's notice must be given to the Board of Directors IN WRITING at any time on or before January 1st, 2024.
 - (b) The amount refundable is dependent on a replacement being available to fill the vacancy caused by the withdrawal. Any refund will only apply to the period September 1st, 2023 through January 1st, 2024.
 - (c) If the child withdraws after January 1st, 2024, the tuition fees for February, March, and April are only refundable at the discretion of the Board of Directors, as it may be difficult to find a replacement when the year is so advanced, and this withdrawal may cause serious financial hardship to the school.
4. I hereby release the Westpark Co-op Preschool of Dollard-des-Ormeaux and its officers, from all or any responsibility or liability arising from or out of any incident or accident which may occur on or about or en route to or from school premises, or any grievances resulting from decisions made by the Parent's Board.
5. I recognize that field trips and duty days are part of the school curriculum, and my child and I are expected to participate in both.
6. We will keep the teachers informed of any event or change of routine at home which may affect our child's behaviour and advise the teacher should our child come in contact with any communicable diseases, including lice.
7. We agree (father and/or mother) to make ourselves available twice during the year to help with setting up the school and closing the school for the summer (i.e. moving in and moving out).
8. The Westpark Co-op Preschool of D.D.O. does not provide transportation.

Signature (or printed name): _____ Date: _____

N.B. There are two copies of this form. Please **submit** this copy to the preschool.

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16. The Westpark Co-op Preschool of D.D.O. does not provide transportation.

Signature (or printed name): _____ Date: _____

N.B. There are two copies of this form. Please **keep** this copy for your records.