



TENDER YEARS CO-OP SCHOOL

1444 Dundas Crescent, Mississauga, ON L5C 1E9

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“Celebrating Over 35 Years Serving Mississauga”

REGISTRATION INFORMATION PACKAGE 2018/2019

Welcome to Tender Years Co-operative School! For over thirty-five years, through the consistent and dedicated efforts of our parents and staff, we have earned an excellent reputation for delivering an outstanding learning experience to our community’s youngest learners. Our highly experienced and enthusiastic Registered Early Childhood Educators (RECEs) provide exemplary programming for Toddlers, Preschoolers, and Kindergarteners alike.

An inclusive setting, Tender Years is committed to serving all learners, regardless of ability. In fact, Tender Years works closely with community agencies and families to ensure students with special needs are set up for success and have the greatest opportunity for growth and development. If your child has been identified with a developmental delay, or you have concerns about your child’s development, please speak to our School Supervisor, prior to registration. In this way, we can ensure that your child’s needs are best understood and supported in the classroom environment.

Importantly, Tender Years strives to keep its fees below other area private schools and centres while maintaining high educational standards. For this reason, Tender Years is a **co-operative school**, which means that every parent in our school is also a *member* of our school, and one who contributes meaningfully to its smooth running through participation on teams and committees. In exchange for members’ participation, fees are discounted by **\$110 per month!** Therefore it is of utmost importance that members fulfil all their responsibilities for our school. **Active members** must commit to participating on a team or committee for *each child* enrolled and may be asked to participate in one BINGO over the course of the year. The average time commitment for participation on any team is approximately 4-5 hours per month. Active families **must** also attend **four** general meetings per year.

Of course we do realize that not all members are able to participate actively. As per the *Ontario Co-op Act*, up to 25% of our membership can be made up of non-active members. **Non-active members** are not required to participate on a team or a committee, but they can still help by supporting and participating in our fundraising efforts throughout the year, which is essential to the success of our school and classroom programming!

Please note that as per the *Ministry of Education*, **all forms must be filled out completely** before your child can be registered. Returning families **must** also complete a new set of registration forms. If your child is new to Tender Years, parents must complete the *Region of Peel Immunization Record Form* and provide copies of both sides of your child’s Immunization Record (yellow card), which can be completed at the school. This is a requirement by *Peel Public Health* and failure to do so may result in the exclusion of your child from our school. Any new immunizations must be reported to the School Administrator.

IMPORTANT CONSIDERATIONS

Holidays and Professional Learning Days

Tender Years observes the following holidays:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Christmas Day
Good Friday	Civic Holiday	Boxing Day
Easter Monday	Labour Day	

Professional Learning Days are aligned with the Peel District School Board's Professional Learning Days.

Programming Specifics

All Tender Years programs are **closed** for:

- One week in December, from December 24th, 2018 to December 28th, 2018
- One week in March for March Break, from March 11th to 15th, 2019

Fees reflect the above-noted school closures.

Special Events Fee

All families are required to pay a Special Events Fee of \$160, which will go toward the organization of one to two formal fundraising events for parents and their friends and family. To date, we have held an annual gala celebration each spring.

General Meeting Deposit

All active families are required to attend the four general meetings scheduled throughout the year. Upon registration each active family will must provide a cheque for \$100.00. Returns in increments of \$25.00 will be made to each active member upon documented attendance at each general meeting.

Orientation for Active Families

It is mandatory that all active members attend the General Meeting in September. The purpose of this meeting is to review the policies of the school, the *Early Years and Child Care Act*, Peel Health requirements, and any changes from the previous school year. This meeting also gives parents the opportunity to ask questions and get to know other parents. Non-active members are **strongly encouraged** to attend this meeting as well.

Classroom Volunteers

All classroom volunteers, and those in the school on a regular basis, are required by the *Ministry of Education* to have: a current Vulnerable Sector Criminal Record Check; a TB test (within 6 months); an up-to-date Diphtheria/Tetanus booster; and proof of primary series of Polio and MMR booster or immunity.

Withdrawal

In the unlikely and unfortunate event that you need to withdraw your child from Tender Years, a minimum of **30 days written notice** is required in order to avoid payment for the following month. Monthly fees are refundable up to and including **August 1st, 2018**, with the

TYC Registration Package 2018/2019

exception of the non-refundable \$80 Registration Fee. The Special Events Fee is refundable up to and including February 1st, 2019, provided no formal fundraising event occurred prior to this date. The General Meeting deposit is refundable in full or in part dependent on the time of withdrawal and the number of general meetings attended.

**** Please note that fees are *not* refunded due to illness, vacation, facility- or weather-related issues.**

Fees and Payments

Upon registration you will be required to provide cheques for the following:

- Registration Fee, \$80.00 (current date)
- Special Events Fee, \$160.00 (post-dated to November 1st, 2018)
- General Meeting Deposit \$100.00 (current date)
- First Fees Payment (August 31, 2018)
- Last Fees Payment (Current Date)
- Fee payments for the year (8 post-dated cheques based on fee schedules in this package)

*** Fees are *not* refunded due to illness, vacation, facility- or weather-related issues.**

**** 5% discount is applicable to second child registered**

School Registration and Placement

School registration and placement can only be confirmed on completion and receipt of the following:

- Registration forms
- Immunization forms
- Post-dated cheques

Before and After School Casual Care

If you have an early meeting scheduled or you're running late, fear not! Your child is welcome to come in early or stay late on an as-needed basis. Our *Before School and After School Programs* run every morning from 7:00 am to 9:00 am, and every afternoon from 4:00 pm to 6:00 pm.

Hours	Cost	Inclusions
7:00 am – 9:00 am	\$15.00 per day	Breakfast
4:00 pm – 6:00 pm	\$15.00 per day	Healthy Snack

TODDLER PROGRAM

TODDLER PROGRAM					(1:5 Ratio)
Scheduling Option	Participation Level	Monthly Fee Schedule			Inclusions
		5-day	3-day	2-day	
<i>School Day</i> (9am-4pm)	Non-active	\$1,126	\$736	\$577	<ul style="list-style-type: none"> • Morning snack • Lunch • Afternoon snack
	Active (\$110 discount)	\$1,016	\$626	\$467	
<i>Half Day</i> (Mornings: 9:00am-12pm) (Afternoons: 1:00am-4pm)	Non-active	\$632	\$431	\$349	<ul style="list-style-type: none"> • Snack
	Active (\$110 discount)	\$522	\$321	\$239	
ADD ON PROGRAMS					
Program	Monthly Fee Schedule			Inclusions	
	5-day	3-day	2-day		
<i>Before School</i> (7am-9am)	\$71	\$44	\$32	<ul style="list-style-type: none"> • Breakfast 	
<i>After School</i> (4pm-6pm)	\$71	\$44	\$32	<ul style="list-style-type: none"> • Healthy Snack 	
<i>Half-Day Lunch</i> (12pm-1pm) \$8.00/lunch	\$154	\$88	\$66	Is your child enrolled in a half-day program? They're welcome to stay for lunch with their classmates!	

* All snacks and meals are balanced and healthy, adhering to Canada's Food Guide. Our current caterer, Yummy Catering, incorporates organic food into much of their menu.

PRESCHOOL PROGRAM

PRE-SCHOOL PROGRAM					(1:8 Ratio)
Scheduling Option	Participation Level	Monthly Fee Schedule			Inclusions
		5-day	3-day	2-day	
School Day (9am-4pm)	Non-active	\$1,105	\$723	\$567	<ul style="list-style-type: none"> • Morning snack • Lunch • Afternoon snack
	Active (\$110 discount)	\$995	\$613	\$457	
Half Day (Mornings: 9:00am-12pm) (Afternoons: 1:00am-4pm)	Non-active	\$560	\$388	\$317	<ul style="list-style-type: none"> • Snack
	Active (\$110 discount)	\$450	\$278	\$207	
ADD ON PROGRAMS					
Program	Monthly Fee Schedule			Inclusions	
	5-day	3-day	2-day		
Before School (7am-9am)	\$64	\$40	\$29	<ul style="list-style-type: none"> • Breakfast 	
After School (4pm-6pm)	\$64	\$40	\$29	<ul style="list-style-type: none"> • Healthy Snack 	
Half-Day Lunch (12pm-1pm) \$8.00/lunch	\$154	\$88	\$66	Is your child enrolled in a half-day program? They're welcome to stay for lunch with their classmates!	

* All snacks and meals are balanced and healthy, adhering to Canada's Food Guide. Our current caterer, Yummy Catering, incorporates organic food into much of their menu.

KINDERGARTEN PROGRAM

KINDERGARTEN PROGRAM					(1:13 Ratio)
Scheduling Option	Participation Level	Monthly Fee Schedule			Inclusions
		5-day	3-day	2-day	
<i>School Day</i> (9am-4pm)	Non-active	\$1,105	\$723	\$567	<ul style="list-style-type: none"> • Morning snack • Lunch • Afternoon snack
	Active (\$110 discount)	\$995	\$613	\$457	
<i>Half Day</i> (Mornings: 9:00am-12pm) (Afternoons: 1:00am-4pm)	Non-active	\$560	\$388	\$317	<ul style="list-style-type: none"> • Snack
	Active (\$110 discount)	\$450	\$278	\$207	
ADD ON PROGRAMS					
Program	Monthly Fee Schedule			Inclusions	
	5-day	3-day	2-day		
<i>Before School</i> (7am-9am)	\$64	\$40	\$29	<ul style="list-style-type: none"> • Breakfast 	
<i>After School</i> (4pm-6pm)	\$64	\$40	\$29	<ul style="list-style-type: none"> • Healthy Snack 	
<i>Half-Day Lunch</i> (12pm-1pm) \$8.00/lunch	\$154	\$88	\$66	Is your child enrolled in a half-day program? They're welcome to stay for lunch with their classmates!	

* All snacks and meals are balanced and healthy, adhering to Canada's Food Guide. Our current caterer, Yummy Catering, incorporates organic food into much of their menu.

School Teams for Active Members

Each active family is required to sign up for **one team per child registered**. Each of these teams directly supports our school, and helps to keep monthly childcare fees low. Active participation on your chosen team is vital to the smooth operation of the school.

BINGO Team

(10-15 members)

BINGO is one of Tender Years' biggest fundraising activities, which in turn reduces the financial commitment required from parents. Tender Years BINGO team members assist in the sale of BINGO cards to the players and running of the event at Delta BINGO in east Mississauga. Full training is provided. BINGOs start in September and run through to August 30th of the following year; however you may be called upon to start your commitment prior to September, in **July or August**. The typical time commitment is 4 to 5 hours per BINGO.

Each team member is required to work a minimum of **10 BINGOs per year**. The bingo dates are split into 2 teams. The dates are predetermined for each team, approximately once per month.. Tender Years operates 20 BINGOs per year scheduled as follows:

- First Thursday of every month from 5pm to 10pm
- Four additional Wednesday evening BINGOs in September, October, March, and April
- Four additional Saturday morning (8am to noon) BINGOs in December, January, June, and July

While we recognize that a 5pm start might be difficult, we do have some flexibility and request that you indicate that on your team selection form.

Special Events Team

(8-10 members)

The Special Events Team is responsible for the organization and execution of our school-wide special events. Duties include: mandatory attendance at preparation meetings, planning, organizing and executing the school's special events and attending each of the special events to assist with set-up, execution and clean up. It would be an asset for team members to be creative and have good communication skills. Special events at the school include the Fall Fair (on a Saturday), Holiday Concert (evening), Spring Picnic (during the day) and Graduation (evening).

Gala Team

(10-15 members)

The Gala Team is responsible for the organization and execution of our annual gala. Duties include: mandatory attendance at preparation meetings (approximately monthly), completing planning tasks for the gala, recruiting prize donations for the silent auction, attending prize sorting days (1-2 weeks prior to the gala), assisting with set up on the morning of the gala, attending and assisting with the execution of the gala, and assisting with clean-up after the gala. It would be an asset for team members to have a large network, possess strong communication skills and be creative.

Prize Recruitment Team

(5-10 members)

The Prize Recruitment Team is responsible for attendance at prize recruiting meetings, campaigning for prizes for the silent auction and attending prize-sorting day(s) – typically the Saturday before a large event. It would be an asset for team members to have a large network of possible donors, possess strong communication skills, and be comfortable approaching businesses and vendors in-person with donation requests, as well as making conducting “cold calls.” Members of this team will

be asked to seek 20 major gift donations or high end services (each valued at approximately \$50-\$100), which can be used for our silent auctions. Items that generate the most income include sport tickets, sporting goods, overnight hotel stays, technology, etc.

School Support Team

The School Support Team is made up of a variety of school-related roles that are needed to support the smooth operation of our school. **All** school volunteers **must** have completed a Vulnerable Sector Check and provide proof of same to the school **prior to** assuming their duties.

1. Handyperson (2 members)

The Tender Years Handyperson is responsible for general maintenance, small repair jobs, and toy repairs on an as-needed basis. The Handyperson must have their own tools; however, the school does have some basic tools on site such as a drill, hammer, screwdriver and a set of wrenches. This person must be quick and detail-oriented. Ideal candidates for this job must be able to respond quickly and promptly to the repair needs of the school. ***Due to safety and insurance reasons, children are not permitted to accompany parents to the school while doing handy tasks.***

2. Fish Tank Person (1 member)

The Tender Years Fish Tank Person is responsible for cleaning the 2 classroom fish tanks every two weeks (not during classroom hours) and will be responsible for purchasing equipment or supplies where needed. The school will reimburse any purchases made. ***Due to safety and insurance reasons, children are not permitted to accompany parents to the school while doing fish tank duty.***

3. Indoor Toy Cleaning (1-2 members)

The Indoor Toy Cleaning Team is responsible for cleaning and sanitizing the school's indoor/classroom toys and equipment. This job can be done during the week (after 2 pm) or on the weekend. ***Due to safety and insurance reasons, children are not permitted to accompany parents to the school while performing toy cleaning responsibilities.***

4. Outdoor Cleaning/Maintenance (1-2 members)

The Tender Years Outdoor Cleaning/Maintenance Team is responsible for cleaning and sanitizing the school's outdoor toys and equipment on a monthly basis. Outdoor toy cleaning is not to be done during school programming hours, but must be done after school or on weekends. The Outdoor Cleaning/Maintenance Team is also responsible for clearing outdoor debris (i.e. snow, leaves, etc.) from all school walkways leading to/from the play area, as well as salting walkways prior to the beginning of programming (9:00 am). Toy repairs are required on an as-needed basis. ***Due to safety and insurance reasons, children are not permitted to accompany parents to the school while performing outdoor cleaning/maintenance duty tasks.***

5. In-School/Teacher Support and Library Person (2-3 members)

The Tender Years In-School/Teacher Support Person is responsible for completing various cut and prep tasks for all of the classrooms. This role can be completed at the school or at home. Time commitment is a few hours each week. This role is combined with the library role, which involves picking up and returning a cart of books to Sheridan Centre Library on a monthly basis.

6. Laundry Person

(1 member)

The Tender Years Laundry Person is responsible for taking home soiled laundry from the school, washing it, and putting away the clean laundry upon its return. The laundry includes toddler/preschool cot sheets, kitchen towels, and classroom/outside towels. Laundry is to be done weekly. Laundry is to be picked up at the end of the day Friday and returned before programming on Monday morning.

7. IT/Website/Social Media/Marketing Team

(1-2 people)

The Tender Years IT/Website/Social Media/Marketing Team is responsible for assisting the school with any IT/computer-related issues and regularly updating the Tender Years website, and social media accounts. This team is also responsible for assisting the Board of Directors with executing marketing initiatives and for researching annual fee comparisons and program offerings with similar centres in our community, in order to best ensure that Tender Years' fees remain competitive. Members of this team must have strong skills in managing social media platforms, familiarity with website management, specifically WordPress, and they must be committed to updating social media on *at least* a weekly basis.

8. Sewing/Mending Person

(1 member)

The Tender Years Sewing/Mending Person is responsible for repairing and mending damaged school items on an as needed basis. Such items include, but are not limited to dress-up clothing, bedding, and curtains. This person must have access to their own sewing machine, thread, and other related sewing materials.

Board of Directors Job Descriptions

You're encouraged to read the brief job descriptions for the Board of Directors positions listed below, and consider whether you would be interested in joining our Board of Directors. Those interested in a board position can obtain more detailed job descriptions from the school office. Board members meet on a monthly basis and while they are not required to participate on a team, some positions require them to chair a team and/or committee. Importantly, a board position counts for involvement on *two teams*. All board members must complete a Vulnerable Sector Criminal Record Check.

President

The President is responsible for working directly with the senior staff, chairing all monthly board meetings, setting associated agendas, reviewing staff employment, evaluation systems, letters of employment, and assisting with staff issues. The President works with all Board members, ensuring all aspects of school operations are in place and operating efficiently. The President also works in conjunction with the Treasurer and school team to prepare the annual budget. The President consults with the school's HR Committee on an ongoing basis.

Background: *Strong knowledge of the school philosophy and business operation, diplomacy, excellent communication and people skills, proficiency with Google Drive and all associated applications. Experience in education an asset.*

Vice President/Marketing Chair

The Vice President must attend all monthly board meetings, is responsible for performing duties of the President when necessary, coordinates negotiations of all contracts and leases, other than those dealing with staff. The Vice-President also organizes and chairs the Marketing Team's meetings and coordinates the monthly updates of Tender Years' programs, photos and upcoming events on social media outlets, i.e. Facebook, Tender Years' website, Twitter, etc. with team members. The Vice-President oversees the collection of fee comparisons on comparable programs within the community prior to the establishment of fees for the following year.

Background: Strong written and verbal communications skills, diplomacy, and knowledge of the school philosophy and business operation, as well as good working knowledge of social media to support marketing of the school.

Treasurer

The Treasurer is responsible for overseeing all bookkeeping and financial systems in conjunction with our school accountant. The Treasurer presents an analysis of profit/loss, balance sheets, forecast and analysis for fee increases; co-ordinates banking and bill payment activity, reporting and preparing financial government returns, overseeing payroll activity. The Treasurer also prepares the annual budget, in conjunction with the President, the Board of Directors and the Management Team. The Treasurer or BINGO Chair is responsible for attending the quarterly BINGO Association meetings on a Sunday morning.

Background: Strong financial and accounting knowledge, preferably someone with an accounting designation or bookkeeping skills.

Secretary

The Secretary must attend all monthly board meetings and quarterly General Meetings, and is responsible for taking, preparing and circulating all minutes. The Secretary is also responsible for preparing, filing and administering with appropriate ministries, the coordination of the school handbook, the coordination and production of school newsletters and/or blog in conjunction with the President and school supervisor. The Secretary must also reserve meeting room space for the four General Meetings held in September, February, November, and May.

Background: Excellent communication skills both written and oral; ability to work under established deadlines; proficient with computers and word processing programs including, but not limited to Microsoft Word, Google Drive, Google Docs, email.

Parent Liaison

The Parent Liaison attends all monthly board meetings, is responsible for setting up the active parent teams, and providing orientation to some teams. The Parent Liaison also deals with parent concerns and issues, and coordinates cooperative commitment reminder letters and levees fines in conjunction with the President and School Supervisor. This position has a heavier responsibility during the summer months due to school year preparation and team creation.

Background: Strong organizational skills, good people skills, diplomacy, and the ability to anticipate and respond to parent needs with discretion. Proficiency with Google Drive, Google Docs, Google Drawings, and email is an asset.

BINGO Chair(s)

The BINGO Chair has the option to hold a board position, and attend monthly meetings. If not, the BINGO chair is required to update the Board, bringing forth any concerns on a regular basis. The BINGO Chair is responsible for the smooth operation of each of the 20 BINGO events held throughout the year. This includes the scheduling and running of the actual BINGO event as well as the report completion at the hall for each BINGO. The Chair manages and trains all BINGO team members and, along with the Treasurer, may be requested to attend the mandatory Delta BINGO Association meetings each year. The BINGO chair also works with the Office Administrator to ensure the timely submission of BINGO-related paperwork. **This position runs all year, beginning in July.**

Background: *BINGO experience is an asset, as well as strong organizational, communication, and computer skills.*

Special Events/Prize Recruitment Chair

The Special Events Chair attends all monthly board meetings and is responsible for working with the Board/School Supervisor and the Special Events team to plan all of the special events at the school, including the Fall Fair, Spring Picnic, Graduation and 1-2 other special events at the school. The chair is responsible for chairing the Special Events team meetings to ensure that everything is in place for successful special events, e.g. prize recruitment, prize sorting, donation requests and recognition, location rentals, catering, entertainment, décor, raffle licensing, etc.

Background: *Strong organizational, delegation, & communication skills. Background in special event planning an asset, as is working knowledge of Google Docs, Google Forms, & Google Drive.*

Member at Large

The Member at Large holds a voting position on the school's Board of Directors and assists board members in fulfilling their duties over the course of the year. This is a supportive position, and those holding this position must be flexible in the support they provide. In the past, our Member at Large has assisted with bylaw revisions, hiring, and marketing initiatives

Background: *Strong organizational & communication skills. Flexibility with time and supportive in nature.*

TENDER YEARS CO-OPERATIVE SCHOOL REGISTRATION 2018/2019

FAMILY INFORMATION

CHILD'S INFORMATION <i>(Please complete in full)</i>			MEMBERSHIP	<input type="checkbox"/> ACTIVE	<input type="checkbox"/> NON-ACTIVE
LAST NAME		FIRST NAME			
MIDDLE NAME		DATE OF BIRTH <i>(dd/mm/yyyy)</i>		GENDER <input type="checkbox"/> F <input type="checkbox"/> M	
LANGUAGE(S) SPOKEN AT HOME					
LIVING WITH	<input type="checkbox"/> BOTH PARENTS <input type="checkbox"/> MOTHER ONLY <input type="checkbox"/> FATHER ONLY <input type="checkbox"/> LEGAL GUARDIANS <input type="checkbox"/> FOSTER PARENTS				
CUSTODY	<input type="checkbox"/> BOTH PARENTS <input type="checkbox"/> MOTHER ONLY <input type="checkbox"/> FATHER ONLY <input type="checkbox"/> LEGAL GUARDIANS <input type="checkbox"/> CHILDREN'S AID				

MOTHER'S INFORMATION

LAST NAME		FIRST NAME	
HOME ADDRESS		CITY	
POSTAL CODE		EMAIL	
HOME #		CELL #	
WORK ADDRESS		WORK #	

FATHER'S INFORMATION

LAST NAME		FIRST NAME	
HOME ADDRESS		CITY	
POSTAL CODE		EMAIL	
HOME #		CELL #	
WORK ADDRESS		WORK #	

EMERGENCY CONTACTS / AUTHORIZED PICK UP PERSONS

1	NAME	RELATIONSHIP	
	ADDRESS <small>(street, city, postal code)</small>	HOME #	
		CELL #	
		WORK #	
2	NAME	RELATIONSHIP	
	ADDRESS <small>(street, city, postal code)</small>	HOME #	
		CELL #	
		WORK #	

Please tell us how you originally found out about Tender Years?

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SIGNATURE		DATE	
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TENDER YEARS CO-OPERATIVE SCHOOL REGISTRATION 2018/2019

PROGRAMMING OPTIONS AND ADD-ONS

Registering is as easy as 1-2-3!

Simply choose your:

1. Program
2. Frequency
3. Daily Scheduling Preference

Once you've chosen the above, choose an add-on program, if required.

STEP 1 <i>Choose your:</i> PROGRAM <i>(Circle one)</i>	STEP 2 <i>Choose your:</i> FREQUENCY <i>(Circle one)</i>	STEP 3 <i>Choose your:</i> DAILY SCHEDULING PREFERENCE <i>(Circle one)</i>	
		SCHOOL DAY	HALF DAY
TODDLER	5-day (M-F)	9am-4pm	AM: 9am-12pm
PRESCHOOL	3-day (MWF)		Or
KINDERGARTEN	2-day (T/Th)		PM: 1pm-4pm
CHOOSE YOUR ADD-ON PROGRAM(S): <i>(please check all that apply)</i>			
<input type="checkbox"/> Before School (7am-9am)	<input type="checkbox"/> After School (4pm-6pm)	<input type="checkbox"/> Half-Day Lunch (12pm-1pm)	

SIGNATURE OF PARENT / GUARDIAN	DATE
OFFICE USE ONLY	
ADMISSION DATE:	WITHDRAWAL DATE:
SIGNATURE	

TENDER YEARS CO-OPERATIVE SCHOOL REGISTRATION 2018/2019

HEALTH / MEDICAL INFORMATION & LEARNING PROFILE

It is the responsibility of the parents/guardians to inform Tender Years of any additional immunizations, boosters, and changes to doctor information or health card details.

HEALTH / MEDICAL INFORMATION				
DOCTOR'S NAME		ADDRESS		
CITY		POSTAL CODE		
PHONE NUMBER				
ALLERGIES	<input type="checkbox"/> FOOD	<input type="checkbox"/> ENVIRONMENTAL	<input type="checkbox"/> DRUG	EPI-PEN?
IF YES, SPECIFY	Y N			
<i>Does your child have any ...</i>		<i>Circle one:</i>	<i>Please provide details where appropriate:</i>	
• Dietary restrictions?		Y N		
• Medical condition(s)?		Y N		
• Signs of ill health?		Y N		
• Special dietary, rest, or exercise concerns?		Y N		
• Condition, congenital or acquired of which we should be aware?		Y N		
<i>Has your child ever ...</i>		<i>Circle one:</i>	<i>Please provide details where appropriate:</i>	
• Been treated for a serious condition?		Y N		
• Had any communicable disease(s), i.e. chicken pox, measles, mumps		Y N		
LEARNING PROFILE				
<i>Please answer the following:</i>		<i>Circle one:</i>	<i>Please provide details where appropriate:</i>	
Does your child speak?		Y N		
Does your child have any hearing or vision difficulties?		Y N		
Does your child have any communication difficulties?		Y N		
Is your child toilet trained?		Y N		
Has your child attended school?		Y N		
What is the method of discipline in your home?				
Does your child have any particular likes or dislikes?				
What are your expectations of Tender Years?				
Is there any other information about your child that we should know?				

TENDER YEARS CO-OPERATIVE SCHOOL REGISTRATION 2018/2019

ACTIVE MEMBERSHIP

(NB: Active members need only fill out this page)

Thank you for deciding to take an **active** part in the running of our school! As you know, families that decide on active membership, enjoy a discount in fees by \$110/month. It's just our way of saying **thank you!**

If at a later date, you realize that you are unable to meet your commitments as an active member, you may choose to change your membership status to non-active; however you will not retain your discount.

Section A: ACTIVE MEMBER TEAM CHOICE			
<i>Please print CLEARLY</i>			
Name of Child		Name of 2 nd Child Registered	
Name of Designate Active Parent			
Main Contact #		Email Address	
Profession / Skills: <i>(Optional)</i>			
Please check (✓) the program in which your child is enrolled:			
<input type="checkbox"/> TODDLER	<input type="checkbox"/> PRESCHOOL	<input type="checkbox"/> KINDERGARTEN	
Please check (✓) the attendance pattern of your child:			
	5-Day (M-F)	3-Day (M, W, F)	2-Day (T, Th)
School Day			
Half Day			
Section B: TEAMS AND COMMITTEES			
<i>Please decide on your top three (3) team/committee choices and rate them in order of preference from 1 to 3. Those interested in a board position, please note that all positions are elected at our May General Meeting. Board members attend monthly Board meetings and involvement counts for two teams.</i>			
	BINGO (10-15 members)		
	SPECIAL EVENTS (8-10 members)		
	GALA TEAM (10-15 members)		
	PRIZE RECRUITMENT TEAM (5-10 members)		
SCHOOL SUPPORT (10-12 members)	Role:		
BOARD OF DIRECTORS (min 5 members)	Position:		

Please note, as per Tender Years' *Consents and Commitments* page of this registration package, **all active members must fulfill their team requirements**. Remember, we're depending on you! Members who do not fulfill their team requirements in good faith are subject to a \$110 fine for each month they fail to fulfill their active status duties. Mandatory transfer to non-active status will be considered for consistent failure to meet active-status duties (i.e. 3 months in a row).

TENDER YEARS CO-OPERATIVE SCHOOL REGISTRATION 2018/2019

CONSENTS & COMMITMENTS

Please review the following and provide your consent as appropriate.

Area	Description	Consent <i>Circle one:</i>	Initial
Community Excursions	I consent to my child to participating in neighbourhood excursions under teacher supervision.	Y N	
Field Trips	The Toddler, Preschool, and Kindergarten programs may include field trips during the school year. Please take note of the following: <ul style="list-style-type: none"> • Extra fees may be applicable • Toddler and Preschool trips require an adult to accompany a child on a field trip • Notification of trips will be sent out in advance, which must be signed by the parent • For insurance reasons, siblings are not permitted on trips 	Y N	
Sunscreen	I consent to Tender Years staff to apply sunscreen on my child. I understand sunscreen must be supplied by myself and labeled with my child's name.	Y N	
Audio-Visual Recordings & Photographs	I consent to photographs and other audio-visual recordings being taken of my child while in Tender Years' care. I further consent to Tender Years using photographs and recordings of my child in the following ways:	Y N	
	<ul style="list-style-type: none"> • Via Tender Years' website and social media (i.e. Facebook, Twitter, Pinterest, Google+, Instagram) 	Y N	
	<ul style="list-style-type: none"> • For participation in school's Seesaw program (separate consent also required) 	Y N	
	<ul style="list-style-type: none"> • For classroom activities 	Y N	
	<ul style="list-style-type: none"> • For class/group photos, and photos for memory books and keepsakes. These may be distributed to other Tender Years' families 	Y N	
	<ul style="list-style-type: none"> • For administrative and safety purposes such as updating your child's file, and photographing children prior to off-site excursions 	Y N	
Team / Committee Commitment <small>(Active members only)</small>	I understand that as an active member, I must participate on one team. I understand that my \$110/month discount is dependent on my active involvement, and meeting my commitments to my team/committee. I understand that failure to fulfill my team requirements in good faith will result in a \$110 fine for each month I fail to fulfill my active status duties. I further understand that I will be transferred to non-active status for consistent failure to meet active-status duties (i.e. 3 months in a row).	Y N	
General Meeting Attendance <small>(Active members only)</small>	I understand that as an active member of the school, I am required to attend all four general meetings. I understand my attendance is vital to the running of the school, and I will be required to vote on the approval of school matters including, but not limited to the annual audited financial statements, proposed bylaw changes, etc. I also understand that my monthly General Meetings deposits will only be returned to me upon confirmed attendance at each of the four General Meetings.	Y N	
SIGNATURE OF PARENT / GUARDIAN		DATE	

TENDER YEARS CO-OPERATIVE SCHOOL REGISTRATION 2018/2019

IMPORTANT CONSIDERATIONS

HEALTH		Initial
<p>If my child becomes ill at Tender Years, I will be notified. If requested, I understand and agree that it is my responsibility to pick up my child or arrange for an emergency contact person immediately. I understand and agree that if my child is not well enough to participate in all components of the program, including outdoor play, then I am responsible for arranging alternate childcare. I also understand that my child must be symptom-free for 24 hours before returning him/her to school.</p>		
<p>I understand that it is best to administer my child's medication at home whenever possible. Should daytime administration be necessary, I understand that I must first complete a Medication Authorization form in order to authorize any Tender Years staff member to administer any medication.</p>		
<p>I understand that for health and safety reasons, Tender Years does not permit children or parents to bring food into the school. I confirm that I will not bring, and will not allow my child to bring food into the school. I will also ensure that my child's clothing and backpack does not contain any food items or medication.</p>		
<p>I acknowledge that reasonable efforts have been taken to provide an allergen free environment at Tender Years; however I understand that Tender Years cannot guarantee an environment free of all allergens. I acknowledge that my child may inadvertently come into contact with a substance that he/she may be allergic to and that such contact may result in an allergic reaction. I understand that there are certain risks of allergen contact in a child care setting.</p>		
RELEASE DISCLAIMER		
<p>In consideration or the provision of child care services, I hereby agree to release, waive, forever discharge, save harmless and keep indemnified Tender Years Co-operative School, (including its employees, Board of Directors, volunteers and other representatives for whom it is legally responsible, from and against all claims, actions, damages, costs, expenses, losses and liabilities, of any kind whatsoever, and however caused, arising from, or in connection with, the provision of child care services, unless same is caused by the sole negligence of Tender Years Co-operative School.</p>		
PARENT/GUARDIAN SIGNATURE		DATE
PARENT/GUARDIAN SIGNATURE		DATE
WITNESS SIGNATURE		DATE

TENDER YEARS CO-OPERATIVE SCHOOL REGISTRATION 2018/2019

PRIVACY POLICY

TENDER YEARS' PRIVACY STATEMENT

Tender Years Co-operative School is committed to protecting the privacy of the personal information of its members and the children enrolled at our centre. We value the trust of those we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

In accordance with Tender Years' Privacy Policy, Tender Years collects, uses, transfers and discloses personal information for purposes limited to those that are related to its business of providing education and related services to its co-operative members. Tender Years may disclose personal information as required by law, to the Ministry of Education, under the Child Care and Early Years Act, the Children's Aid Society, and Revenue Canada. Copies of Tender Years' Privacy Policy are available in the office.

If you wish to receive Tender Years' notices and reminders about upcoming general meetings, team and committee communications, school closures, newsletters, special events, and fundraising events, please provide us with your email address below. Email addresses are collected solely as an avenue to communicate specific information to our Tender Years' families. They will not be provided to any third party for purposes of solicitation.

EMAIL ADDRESS	
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PROTECTION OF CONFIDENTIAL INFORMATION

It is the policy of Tender Years Co-Operative School, as per section 38 of the *Freedom of Information and Protection of Privacy Act* and Tender Years' Constitution, Article XIV, that all staff, Board of Directors, parents, volunteers and students be made aware of the confidential nature of information concerning children and their families and that the confidential nature of such information will be respected.

All reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized perusal, or other abuse, will be exercised. Only Tender Years' staff and the Program Advisor from the Ministry of Education during their mandatory annual inspection will have access to the children's records. All client information, which will come to our knowledge, will be considered confidential and will not be released to any agency or third party without signed authorization by the parent(s).

PARENT / GUARDIAN NAME		DATE	
SIGNATURE			
OFFICE USE ONLY			
MANAGEMENT SIGNATURE			
TITLE			
DATE			

TENDER YEARS CO-OPERATIVE SCHOOL REGISTRATION 2018/2019

MEDICAL CONSENT FORM

This form enables a doctor to give necessary treatment in case of an emergency when parents/guardians cannot be contacted. It is understood that every effort will be made to reach the parents. If at any time, due to circumstances such as accident, sudden illness, or emergency, and medical treatment is necessary, this treatment may be given to the following named child.

CHILD'S FULL NAME			
CHILD'S DATE OF BIRTH			
CHILD'S HEALTH CARD #		VERSION CODE	
HOME PHONE #			
MOTHER'S FULL NAME			
HOME / CELL #		WORK #	
FATHER'S FULL NAME			
HOME / CELL #		WORK #	
EMERGENCY CONTACT		PHONE #	
ALLERGIES			
MEDICATIONS			
HEALTH CONCERNS			

I/We, the undersigned, hereby give permission to Tender Years' staff to take my/our child, named above, to the hospital in case of emergency, in the event that we cannot be reached and the situation is such that medical assistance has been deemed necessary.

PARENT/GUARDIAN NAME		DATE	
PARENT/GUARDIAN SIGNATURE			
PARENT/GUARDIAN NAME		DATE	
PARENT/GUARDIAN SIGNATURE			