



# Sidney Co-operative Preschool Registration Package

Please complete, sign, and submit all required information and items in order to prevent any delays in registering your child. Please use the following checklist to ensure all information and items are submitted.

Please note that all tuition fees **must** be submitted to Sidney Co-op Preschool via pre-authorized payment, with no exceptions. The registration fee **must** be submitted via e-transfer to **sidneypreschooltreasurer@gmail.com**. We are enrolled in auto-deposit, so there is no need for a secret question/answer. The fundraising cheques must be made out to Sidney Preschool and submitted with this registration package.

## Registration Package Checklist

- Fees
  - Registration fee e-transferred (\$150)
  - Coast Capital pre-authorized payment form (to be emailed separately)
  - 2 x fundraising fee cheques (2 x \$200) postdated for Dec. 1 and Apr. 1
  - 2 x copies current (within the last 2 months) 4x6 colour photo of your child (from the neck up, looking at the camera, eyes open). Can be a photograph or printed.
- VICPA Standard Enrolment Form
  - Child's Information Form
  - Family Information Form
- Emergency Medical Release Form
- Release of Children Form
- Copy of immunization records
- Field Trip Emergency Card
- Field Trip Permissions & Support
- Fundraising Option Acknowledgement
- Media Release Form
- Fee Agreement Form
- Parent Participation Agreement
  - Criminal Record Check if a Duty Parent (to be emailed separately)
  - Duty Parent References & Immunization Status Form (to be emailed separately)
  - ACCB Form (to be emailed separately)
- VICPA Membership Application Form
- VICPA Parents' Agreement Form

# Vancouver Island Cooperative Preschool Association

## Standard Enrolment Form for Sidney Co-op Preschool

### Child's Information

Child's Full Legal Name:	Birth Date (mm/dd/yyyy):
Name Child Responds To:	Sex: <input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> _____ (fill in the blank)
Languages Spoken at Home:	Enrolment Date:
Hours Child Will Attend Preschool: (Please Check) <b>Monday:</b> <input type="checkbox"/> 9-1 or <input type="checkbox"/> 9- <b>Tuesday:</b> <input type="checkbox"/> 9-1 or <input type="checkbox"/> 9- <b>Wednesday:</b> <input type="checkbox"/> 9-1 or <input type="checkbox"/> 9- <b>Thursday:</b> <input type="checkbox"/> 9-1 or <input type="checkbox"/> 9- <b>Friday:</b> <input type="checkbox"/> 9-1 or <input type="checkbox"/> 9-	Home Address:
Provincial Health Number (PHN)  Medical Insurance Plan (MSP) Number:	Allergies:  Medications Taken Regularly:
Family Physician Name:  Phone:	Child's Dentist Name:  Phone:
Child's General Health:  [ ] Good [ ] Fair [ ] Poor	Please list any known health problems/ medical disabilities:
Serious Illness/Injuries (past and current):	Dietary Restrictions:

### Immunization Record

- My child has received immunizations **Please attach immunization record**
- I choose not to have my child participate in the province's immunization program

**Family Information**

Parent/ Guardian Name:	Home Phone:
Home Address:	Place of Work:
Cell Phone:	Work Phone:
Email address:	

Parent/ Guardian Name:	Home Phone:
Home Address:	Place of Work:
Cell Phone:	Work Phone:
Email address:	

Has the child had any previous experience away from home? (Preschool, Daycare, Play Groups etc.)

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Please List Any Important People in Your Child’s Life (siblings, grandparents etc.), as well as some of your Child’s likes and dislikes (activities, toys, foods, anything to help me get to know them):

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Please use this space for any additional information about your child or family you feel is important: (skills you’re working on at home, potential developmental delays, special needs etc.)

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Have you been a member of a VICPA or another co-op preschool? If so, where and when?

**Emergency Medical Release**

It is VICPA policy to notify the parent/guardian if a child is ill or requires medical attention. If the preschool is unable to contact the parent/guardian and the child needs immediate medical help, parental consent is necessary for facility staff to take appropriate action on behalf of the child. Your consent will accompany the child to the emergency service.

I authorize the staff at Sidney Preschool & Childcare to call a physician, take my child to the nearest emergency centre or summon an ambulance for emergency medical aid should the person(s) in attendance feel such services are required and I cannot be contacted by phone. If such an emergency should arise, I shall be notified as soon as possible. I agree that any cost incurred for such services shall be the sole responsibility of myself.

**If I/we cannot be reached in case of medical emergency, please contact:**

**1<sup>st</sup> Contact/Pick Up**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

**2nd Contact/Pick Up**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

**3rd Contact/Pick Up**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

**Parent/Guardian Name (printed):** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Release of Children**

### **General Release**

Some parents may require other individuals to pick up their children from preschool during the program year (e.g. nanny, grandparent, family friend). I \_\_\_\_\_(your name) authorize the Sidney Preschool & Childcare (Early Childhood Educator or ECE substitute responsible in the school) to release my child, \_\_\_\_\_(child's name) to the following adults. I understand that every effort will be made to contact me first.

**AND**

### **Emergency Release**

In the event of an emergency or other major disaster, I \_\_\_\_\_(your name), authorize Sidney Preschool & Childcare (Early Childhood Educator or ECE substitute responsible in the school) to release my child, \_\_\_\_\_, (child's name) to the following adults. I understand that every effort will be made to contact me first.

<b>Name:</b>	<b>Address:</b>	<b>Phone Number:</b>

**Is there a written agreement or order with respect to the custody of your child?**

**Yes** If yes, a copy must be attached.

**No**

**Under no circumstances is my child to be released to the following person(s):**

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**Parent/Guardian Name (printed):** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Field Trip Emergency Card**

**Child's Information**

\* Picture of your child\*

**Name:**

**Sex:**

**Date of Birth:**

**Allergies:**

**Medications:**

**PHN:**

**Physician Name:**

**Physician Phone Number:**

**PARENT/GUARDIAN #1:**  
**Name:**  
**Home Address:**  
**Phone:**  
**Alternate Phone:**

**EMERGENCY CONTACT #1**  
**Name:**  
**Phone:**  
**Alternate Phone:**

**PARENT/GUARDIAN #2:**  
**Name:**  
**Home Address:**  
**Phone:**  
**Alternate Phone:**

**EMERGENCY CONTACT #2**  
**Name:**  
**Phone:**  
**Alternate Phone:**

**EMERGENCY CONTACT #3**  
**Name:**  
**Phone:**  
**Alternate Phone:**

**Parent/Guardian Name (printed):** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Field Trip Permissions & Support**

### **Walking Field Trips**

During the year, we often go on walking field trips. Sometimes it's around the block and other times we have a specific destination in mind (ex. the beach). We do these walks when weather and time permits, so they are not always planned in advance.

I \_\_\_\_\_ (parent/guardian name)

**DO** or  **DO NOT** give permission for \_\_\_\_\_ (child's name) to attend all walking field trips.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Driving Field Trips**

Parents will be notified of all field trips involving vehicles. Some field trips will require the parents to drive their child to and from the site of the activity or to arrange carpooling. In this case, the preschool session will begin and end at the site of the field trip. If the preschool is arranging drivers, the parents will be notified which drivers have which children. Drivers should be reminded that medication can have adverse effects on driving ability.

Every reasonable precaution must be taken to ensure the safety of students. This includes making sure the children are properly seated in rear seats only, that seat belts or child restraints are properly used and adjusted, and with only 1 child per seatbelt. Any field trip will have a minimum adult – child ratio of 1 to 2. Any increase in the numbers of parent helpers is up to the discretion of the ECE. The factors affecting the ECE's decision include, but are not limited to: location, type of activity, mode of transportation, ages of children.

All parents driving for school field trips are responsible for ensuring cars are in good repair and have seat belts for the driver and all passengers, are in possession of a valid driver's license, and **must have a minimum of \$1,000,000 liability insurance**, however \$2,000,000 is recommended.

Are you able to drive?  YES  NO

Are you able to supervise?  YES  NO

Do you have \$1,000,000 or more liability insurance?  YES  NO

How many children can you have seat belted in your vehicle, **excluding** the front seat? \_\_\_\_\_

I \_\_\_\_\_ (parent/guardian name)

**DO** or  **DO NOT** give permission for \_\_\_\_\_ (child's name) to attend all driving field trips.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please note: parents/guardians may opt out of specific field trips, but are responsible for finding alternate care for their child(ren) at their own cost.*

## **Fundraising Option Acknowledgement**

As a non-profit organization, fundraising is **vital** to meeting our preschool's operating costs each school year. Under the direction of the Fundraising Chair, all members participate in a number of events throughout the year. Ideas for new fundraisers are always welcome!

If you do not wish to participate in fundraisers, you have the option to pay a fee instead.

**I/We choose to participate in the following fundraising option:** (Please check 1 of the following boxes)

**Full participation in all events** \*Please initial in the space provided next to the following statements:

\_\_\_\_\_ I/We will participate in all minor fundraisers (e.g. FlipGive, Thrifty Foods Smile Cards, Paradise Island Cheese, Vesey's/West Coast Seeds, etc.)

\_\_\_\_\_ I/We have provided two post-dated cheques for \$200 each (dated December 1<sup>st</sup> and May 1<sup>st</sup>).

\_\_\_\_\_ I/We understand that if we do not attend the December event, the cheque dated December 1<sup>st</sup> will be cashed

\_\_\_\_\_ I/We understand that if we do not attend the Spring Fundraiser, the May 1<sup>st</sup> cheque will be cashed

Please note:

- Families who participate in the events will have their post-dated cheques destroyed (not cashed)
- Requests for special consideration if you cannot attend the event will be considered by the Fundraising Chair

**Opt out of fundraising** \*Please initial in the space provided next to the following statements:

\_\_\_\_\_ I/we choose to opt out of all fundraising activities by paying \$400 in lieu of fundraising (this amount is addition to the standard Sidney Preschool tuition fees)

\_\_\_\_\_ I/We will provide the preschool with a \$400 cheque payable by October 1<sup>st</sup> of the respective year

\_\_\_\_\_ This payment is eligible for a tax receipt and is non-refundable

\_\_\_\_\_ I/We understand that my family members are welcome to participate in any of the preschool fundraising events if I/we choose, simply for the social aspect/sense of community.

**Parent/Guardian Name (printed):** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Media Release Form**

Please be advised that your child(ren) may be photographed or videotaped on various school days. Please check off any and all permissions you give to Sidney Cooperative Preschool.

Name(s) of child(ren): \_\_\_\_\_

My child(ren) may be photographed and/or videotaped for the purpose(s) of: (please check under 1 column)

<b>Photos and/or videos may be used:</b>	<b>Yes, I consent</b>	<b>No, I do not consent</b>
-within or displayed around the classroom		
-on the Sidney Preschool website		
-on Sidney Preschool's social media accounts (instagram, facebook, etc.)		
-for marketing purposes (online or paper advertisements, etc.)		

If no to any of the above, do you consent to photos/videos being used for the above purposes if your child's face is not shown (photos/videos where their back of head, limbs, etc. may be seen)?

YES     NO

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Fee Structure and Schedule Options**

### **Two Days Per Week**

Full Participation fees: \$195.00 per month

Partial Participation fees: \$255.00 per month

### **Three Days Per week:**

Full Participation fees: \$295.00 per month

Partial Participation fees:\$365.00 per month

### **Five Days Per week:**

Full Participation fees: \$475.00 per month

Partial Participation fees:\$525.00 per month

### **Drop In:**

\$30 per day.

**There is a \$10 per minute late pick-up fee for any child picked up after 1:00 p.m. Late fees must be paid the same day**

*\*Please note that some months have fewer preschool days than others; fees are prorated for the school year.*

## **Fee Agreement**

I, the undersigned, understand and agree that:

1. Fees must be submitted to Sidney Co-op Preschool via cheque, with no exceptions. All cheques must be **paid to the order of Sidney Preschool**.
2. The registration fee will be paid when the application for my child has been accepted.
3. The monthly tuition fee shall be paid in the following manner:
  - a. Ten (10) post-dated cheques to cover the remaining tuition (September-June) are to be given to the Treasurer at, or before, the September General/Orientation Meeting.
4. Spots are guaranteed only if post-dated cheques are provided for the childcare program.
5. All families entering mid-year will pay the registration fees, the entering month's fees, and provide post-dated cheques for all remaining fees through to June, to the Enrollment & Orientation Chair at the time of enrolment.
6. **Students are not accepted into class until all fees are paid as outlined above.**
7. Some families may qualify for financial assistance (i.e., childcare subsidy) offered through the Ministry of Children and Family Development. I will contact the Treasurer or ECE for more information. **I will apply for childcare subsidy as soon as possible** (i.e., in August), as it can take several weeks for your approval. I am **responsible for paying the tuition fees for my child in the event that I am not approved for subsidy.**
8. If applying for social assistance, I must submit all monthly tuition and fundraising cheques and registration fees before my child starts school. I understand that these charges will be reimbursed once money is received from the Ministry of Social Services.
9. Cases of hardship (e.g. due to illness, strike, etc.) shall be reviewed by the Executive on an individual basis. Postponement of the monthly tuition fee may be considered for a limited period of time depending on the financial status of the Preschool.
10. The number of classroom days varies from month-to-month but tuition fees are prorated for the year.
11. Fees are required to be paid on time each month. If fees are not paid on time (ex. cheque bounces) more than once, **our family will be asked to withdraw from the preschool group.**

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent Participation**

While children are taught by a qualified Early Childhood Educator (ECE), Sidney Cooperative Preschool is parent-operated. It is administered and maintained by the parents on a non-profit, non-sectarian, inter-cultural basis.

Under the guidance of our ECE, parents assist in the classroom which makes for a unique learning experience.

Parent participation varies. As such, our fees have 2 tiers: full participation and partial participation.

### **Partial Participation**

Parents are required to:

- attend a monthly general meeting (approx. 1 hour in length);
- participate in all fundraising events (3-5 per year);
- complete the weekly set up/put away of the classroom (approx. once per month);
- participate in 1 master clean (there are 3 per year, approx. 2 hours each);
- fulfil either an executive role, or, a member-at-large general duty job (see 'Parent Jobs' below for more information); and
- pay a registration fee and monthly tuition on time

### **Full Participation**

**In addition to the above duties**, parents are required to:

- assist in the classroom as a Duty Parent (1 to 2 times per month);
- complete 10 hours of pre-arranged orientation sessions with other parents and the ECE (completed within a month of your start date); and
- attend monthly parent education sessions (approx. 1-1.5 hours, usually directly following the monthly general meeting)

### **Parent Education**

Our monthly parent education is outstanding! We bring in pediatricians, child psychologists, speech pathologists, nutritionists, experts in early childhood literacy, numeracy, health, and more.

### **Parent Jobs**

Each family is responsible for fulfilling at least one job over the course of the year to ensure our preschool runs smoothly and successfully.

## **Parent Jobs**

Each family is responsible for fulfilling at least one job over the course of the year to ensure our preschool runs smoothly and successfully.

### **Executive Positions (elected):**

#### **President**

- Oversees efficient running of the Preschool
- Coordinates all administrative responsibilities and ensures they are carried out
- Church liaison and VICPA delegate

#### **Vice President 1: Human Resources**

- Handles any personal issues as they arise
- Organizes the winter (December), spring (March), and year-end (June) clean-ups of the preschool

#### **Vice President 2: Operations**

- Chairs the Salary Negotiation Committee and Hiring Committee
- Updates the yearly job list, fills jobs, distributes job portfolios, oversees jobs
- Organizes Duty Parent training

#### **Secretary**

- Keeps all records of the preschool, other than financial
- Takes, posts, distributes, and files minutes of all executive and general meetings.
- Records attendance at general meetings

#### **Treasurer**

- Collects and deposits post-dated cheques for monthly fees and fundraising requirements
- Pays all ordinary accounts and all extraordinary accounts on the approval of the Executive
- Processes payroll for all employees
- Prepares and posts annual budget
- Handles any banking responsibilities (Deposits, bank statements)
- Chairs the budget, salary, and negotiations committee
- Completes all required reports, grant applications, tax forms, and childcare receipts as listed in portfolio

#### **Fundraising Chair**

- Responsible for organizing all fundraising events.
- Forwards all funds raised as a result of fundraising events to the treasurer.
- Responsible for the promotion and advertising of fundraising events through newspaper ads and other multimedia in order to promote attendance and enrollment, in conjunction with social media person

### **Non-Executive Positions**

#### **Fundraising Committee (2 ppl)**

- Assist the Fundraising chair with coordinating events
- Attends fundraising meetings as needed
- Sets up Thrifty Foods smile card application, Co-op dollars and distribution, and FlipGive account

- Sends out information and reminders to families regarding yearlong fundraisers, and deadlines for short-term fundraisers

### **Marketing, Social Media, & Photography**

- Posts weekly to instagram and facebook
- Advertises fundraising events through facebook/social media in conjunction with fundraising/marketing chair
- Encourages duty parents to take pictures and text to social media person
- Produces slideshow for families for the end of year.
- Organizes a class photo (can organize a photographer or do it yourself) at beginning of the year and again at the end

### **Parent Education**

- Arranges speakers for the monthly general meetings and keeps records of the speakers and topics presented
- Responsible for parent education Library and maintains inventory records of books and articles in the library
- Shall be responsible for keeping track of missed parent education talks

### **Scheduler**

- Create the monthly schedules (duty parents/set-up and put away) so that all families are participating equally
- Distribute schedules at least 2 weeks before the start of the month
- Send out reminders about school closures (holidays,winter/spring break etc.)
- Ensure ECE is aware and updated on any changes to the schedule
- Keep Google Calendar up-to-date (it should be a living document)

### **Library/Equipment (Indoor/Outdoor)**

- Organizes and maintains the childrens and parents libraries.
- Repairs books and outdoor/indoor equipment and areas as needed
- Sets up lending library pockets for children at the start of the year.
- Explains lending procedures to parents (can be at the next general meeting)

### **Laundry/Recycling**

- Shall be responsible for taking items in the laundry basket home and washing them on Thursday, returning on Monday (folding towels and dish clothes).
- Checks paint smocks and dress up clothes to see if they need washing.
- Shall be responsible for taking home recycling.

### **Compost/Gardening**

- Establish compost system in conjunction with ECE
- Plan winter garden in conjunction with ECE
- Source seeds, soil, and fertilizer. (This initiative is new this year; please note that there is no budget for it)
- Complete light monthly landscaping work (weeding, watering, raking, etc,)
- Rake entire yard once per month

### **Playdough, Crafts,& Shopper**

- Responsible for making playdough every other week. Playdough is made at home and brought to be stored Monday morning.
- Be available for other craft preparation as required by the ECE.
- Shop for preschool equipment and supplies as needed (cornmeal for sandtable, paper towel etc.)

### **First Aid & Earthquake Kits**

- Stock and maintain supplies in earthquake and first aid kits.
- Ensure there is adequate supplies and appropriate food and water at all times.
- Keep current contact lists with all kits and update as needed.
- Go over emergency plan with ECE and inform members of plan.

### **Website**

- Responsible for the maintenance and updating of the website, including but not limited to:
  - Pictures, Special events, Guest Speakers, Fundraising, Teacher info, Fee updates, Update registration package.
  - If necessary, change the "Look" of the website - consult with ECE & exec.

### **Put Away/Set Up: Rotate through all families**

- Responsible for putting away on Thursday afternoons, ensuring the preschool space is left clean for the next group (spot cleaning around eating area especially).
- Responsible for setting up the preschool according to ECE's wishes.

## **Parent Participation Agreement**

Parent participation is vital for a co-operative preschool. As such, parents are asked to take on various roles in order for our preschool to run. There are 2 options for parent participation.

**I/We choose to participate in the following parent participation option:** (Please check 1 of the following boxes)

**Partial parent participation** \*Please initial in the space provided next to the following statements:

- \_\_\_\_\_ I/We agree to attend a monthly general meeting (approx. 1 hour in length)
- \_\_\_\_\_ I/We agree to participate in all fundraising events (3-5 per year)
- \_\_\_\_\_ I/We agree to complete the weekly set up/put away of the classroom (approx. once per month)
- \_\_\_\_\_ I/We agree to participate in 1 master clean (there are 3 per year, approx. 2 hours each)
- \_\_\_\_\_ I/We agree to fulfil at least 1 of either an executive role, or, a member-at-large general duty job
- \_\_\_\_\_ I/We agree to pay a registration fee and monthly tuition on time
- \_\_\_\_\_ I/We agree to provide fundraising cheques (whether or not they are cashed)
- \_\_\_\_\_ I/We understand that the presence of one duty parent/caregiver per family is required at every meeting, and that our family will be asked to withdraw from the preschool group if more than two meetings are missed.
- \_\_\_\_\_ I/We understand that if we do not participate fully to the expectations of the preschool, that our family will be asked to withdraw from the preschool group.

**Full parent participation** \*Please initial in the space provided next to the following statements:

- \_\_\_\_\_ I/We agree to attend a monthly general meeting (approx. 1 hour in length)
- \_\_\_\_\_ I/We agree to participate in all fundraising events (3-5 per year)
- \_\_\_\_\_ I/We agree to complete the weekly set up/put away of the classroom (approx. once per month)
- \_\_\_\_\_ I/We agree to participate in 1 master clean (there are 3 per year, approx. 2 hours each)
- \_\_\_\_\_ I/We agree to fulfil at least 1 of either an executive role, or, a member-at-large general duty job
- \_\_\_\_\_ I/We agree to pay a registration fee and monthly tuition on time
- \_\_\_\_\_ I/We agree to provide fundraising cheques (whether or not they are cashed)
- \_\_\_\_\_ I/We agree to assist in the classroom as a Duty Parent (at least once every 3 weeks)
- \_\_\_\_\_ I/We agree to complete 10 hours of pre-arranged orientation sessions with other parents and the ECE  
(completed within a month of your start date)
- \_\_\_\_\_ I/We agree to continuously log parent hours over the course of the year
- \_\_\_\_\_ I/We agree to attend monthly parent education sessions (approx. 1-1.5 hours, usually directly following the monthly general meeting)
- \_\_\_\_\_ I/We understand that the presence of one duty parent/caregiver per family is required at every meeting, and that our family will be asked to withdraw from the preschool group if more than two meetings are missed.
- \_\_\_\_\_ I/We understand that if we do not participate fully to the expectations of the preschool, that our family will be asked to pay the partial parent participation fees, or be asked withdraw from the preschool group

**Parent/Guardian Name (printed):** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Vancouver Island Cooperative Preschool Association

## The VICPA – What's That?

Dear Parent:

Your preschool is a member of the Vancouver Island Cooperative Preschool Association that is an umbrella organization for parent participation “co-op” preschools. All member preschools have the common philosophy of “learning through play”.

The VICPA Executive is a group of volunteer parents who share their time and experience for the benefit of all our preschools. The VICPA works on behalf of all its members to provide services that make running a co-op preschool easier.

These services include:

- Workshops – training and support of preschool executive
- Standards – ensuring VICPA's standards are met in all preschools
- Board and Committees – addressing issues relevant to preschools
- Equipment loan – sharing commonly held equipment amongst member preschools
- Information exchange including the Coverall newsletter

The VICPA provides a forum for networking between preschools. This sharing is invaluable to the school's executive members as it allows them to do their jobs more effectively and ultimately provides you with a well run preschool. Your VICPA fees allow us to run a small office, hire and Executive Coordinator and an Early Childhood Educator Consultant, publish our newsletter and present our annual spring parenting conference, Making Tomorrow.

Please consider the above information when filling in the VICPA Membership Form **(which is on the back of this sheet)**.



# Vancouver Island Cooperative Preschool Association

## Membership Application Form

Please complete the following application and return to you preschool's Enrolment officer as soon as possible in order for you Preschool to remain a member in good standing with the VICPA.

I, \_\_\_\_\_, a \_\_\_\_\_  
your name(s) parent/guardian

At \_\_\_\_\_ preschool, a group member in good standing with Vancouver Island Cooperative Preschool Association (VICPA) hereby apply to be an individual member with VICPA.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

### Enrolment Form for VICPA

Occasionally projects arise within the association requiring specific skills. Just as your preschool benefits from its members' talents, so can our association of preschools. While we understand that you lead busy lives, we ask that you consider volunteering with VICPA. Please look over the many suggested areas below and circle ones of interest and/or expertise denoting which parent. Also, please feel free to offer any skills that have not been listed.

Name: (please print) \_\_\_\_\_ Date \_\_\_\_\_

Preschool Name: \_\_\_\_\_ Class: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Most convenient time to reach you: \_\_\_\_\_

Are you a returning parent? Y N

If yes, how many years have you been with a VICPA co-op? \_\_\_\_\_

Do you know who or what VICPA is? Y N

Accountant (CA/CGA)\_\_\_ Bookkeeper\_\_\_ Carpenter (painter, repair skills)\_\_\_ Graphic Artist\_\_\_  
Calligraphy\_\_\_ Media (radio, TV, Newspaper, Magazine)\_\_\_ Advertising/Public Relations\_\_\_ Publishing\_\_\_  
Organisational Skills\_\_\_ Drama/Actor\_\_\_ Salary Negotiation\_\_\_ Hiring Experience\_\_\_ Lawyer\_\_\_  
Health professional (please specify)\_\_\_ Word processing (specify)\_\_\_  
Making Tomorrow Conference\_\_\_ Sewing \_\_\_ Other \_\_\_\_\_

# Vancouver Island Cooperative Preschool Association - VICPA

## Parents' Agreement Form

**Parents' Agreement Form** for Sidney Preschool & Childcare a member school of V.I.C.P.A. for the school year 2020/2021.

We, the undersigned, have read carefully the Constitution and By-Laws of Sidney Preschool & Childcare and agree to abide by it.

1. When acting as a duty-parent/caregiver, I agree to arrange to arrive 15 minutes before preschool opening and to stay for 15 minutes after preschool dosing. So that both my child and I may get the most out of this very special day, I will not bring any other children to the preschool. If I cannot be present, I will trade duty days with another parent/caregiver and notify the necessary people (eg. ECE, class rep, duty scheduler, etc.)
2. We will make every effort to be **prompt in bringing** and **picking up** our child for preschool and daycare.
3. We will not send our child to school or childcare if the child is ill, nor will we come as duty parents when we are ill. If our child contracts a communicable disease or condition (e.g., chicken pox, head lice, etc.) we will notify the ECE/Supervisor immediately.
4. We understand that, in the school room and on the playground, the ECE has overall responsibility for the program, teaching methods, discipline, and health and safety measures. On a duty day, the parent/caregiver is there as the ECE's assistant.
5. We hereby authorize the ECE to:
  - a. Arrange for periodic examinations by public health personnel;
  - b. Send our child home, if we are unable to pick him/her/them up, accompanied by an adult approved by us;
  - c. In case of serious injury or other medical emergency, to obtain professional help (family doctor and/or ambulance) and notify the parents/caregivers immediately. We agree that any cost incurred for such services shall be the sole responsibility of ourselves. If parents/caregivers cannot be reached contact is then made with the person whose name appears as an alternate on the enrollment form, and emergency form;
  - d. To exercise discretion to ensure the safety and well-being of our child.
6. We will keep the ECE informed of any event or change of routine at home that may affect our child's behavior.
7. If we have questions about our child's progress or the program of the preschool, we will direct them to the ECE; we will direct queries or suggestions about the administration of the preschool to the executive through the President or Personnel Committee.
8. **We will pay our child's tuition fees according to procedures adopted by the preschool/childcare.**
9. If it becomes necessary to withdraw our child from school, we will give one month's notice in writing to the Secretary, or pay one month's dues in lieu of notice. We understand that in some circumstances, registration fees are non-refundable as outlined in the Preschool Constitution and/or enrollment policy.
10. **To be a fully cooperative member of the preschool/childcare, we will serve on the executive, on a committee, take on at least 1 job, as well as assist in the general upkeep of the preschool/childcare.**
11. We undertake to attend **all monthly meetings**, held on the 2nd Monday of each month at 7:00 p.m. If we are Duty PArnts, we undertake to attend the Parent Education Program which directly follows the monthly meeting. (Participation in an ongoing Parent Education Program is a requirement to

- maintain compliance with Community Care Facility Act, Child Care Licensing Regulation). We understand that the presence of one duty parent/caregiver per family is required at every meeting, **and that our family will be asked to withdraw from the preschool group if more than two meetings are missed.** We are aware that telephone contact with the Secretary is necessary in the event of an unavoidable absence and that the posted minutes of the meeting must be read and signed and, if a duty parent, that **Parent Education must be followed up per VICPA Standards.**
12. We will take an active interest in the Vancouver Island Cooperative Preschool Association (V.I.C.P.A.).
  13. We understand that in accordance with the **Child Care Licensing Regulation** as a duty parent/caregiver we are required to have on file the written opinion of a medical practitioner that our mental and physical health is adequate for the job. A form letter from the V.I.C.P.A., is provided to the duty parent/caregiver for the Medical Practitioner's signature. **We may not serve as duty parents in the classroom until this form has been presented to the Enrollment & Orientation officer and kept on file at the preschool.** If the local Medical Health Officer in your community does not require a T.B. (tuberculosis) test, then disregard item 14.
  14. We understand that in accordance with the **Child Care Licensing Regulation**, it is compulsory for the regular duty parent/ caregiver born or raised in countries where tuberculosis is endemic, to have a TB test that proves they do not have active tuberculosis A copy of the results of this test must be presented to the Enrollment & Orientation officer and will be kept on file at the preschool. This process must be completed before the parent/caregiver begins the first duty day.
  15. We agree to make every effort to present the forms for items 13 and 14 at the time of registration. These forms are licensing requirements for the legal operation of our preschool. **Parents cannot assist as duty parents until the above mentioned documents have been received by the Enrolment & Orientation Officer. Children cannot attend the program fully until all their registration forms have been submitted.**
  16. We understand that duty parents are unable to do participation days in the classroom without a Criminal Record Check in accordance with the Criminal Record Review Agency.
  17. We understand that the use of the preschool and childcare facilities, and the activities which our child or children undertake during program hours, involves some risk of minor physical injury. We hereby release and discharge the V.I.C.P.A., the Sidney Preschool & Childcare, and its employees and volunteers from any actions, causes of action, or liability which we may have individually or have on behalf of our child or children in excess of the public liability insurance carried by V.I.C.P.A. and the society.

This Parents' Agreement form and, in particular, the waiver-release clauses herein contained represent the entire agreement between the parties and the said terms are contractual in nature and not a mere recital.

# **Vancouver Island Cooperative Preschool Association (VICPA) Parents' Agreement Form**

We have read the Parents' Agreement form in its entirety and confirm that we know the contents of this agreement and that we sign the agreement voluntarily.

This Agreement signed and duly witnessed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**Parent/Caregiver (persons "on duty" and delivering child to class)**

Parent/Caregiver 1 (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Caregiver 2 (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Witness (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

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**For use only for families participating for a consecutive year.**

I/We have reread the Parent Agreement form.

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_