PARENT INFORMATION PACKAGE

2023-2024

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Gingerbread House

Co-operative Preschool

400 Stevenson St. N.

Guelph, ON N1E 5C3

(519) 836-1870

gingerbreadhousepreschool@gmail.com

**Welcome!**

At Gingerbread House Co-operative Preschool, we understand that each child is a unique individual. Each child plays, learns and expresses themselves differently. It is our job to continuously examine and reflect on the environment in our centre so we can provide the optimum learning experience for each and every child in our program.

Children are given the freedom to select and explore all the activities provided in our classrooms. Child-directed ideas and interests are made available in many different ways. Our activity centres include but are not limited to science table, sensory bin, literacy and math, crafts, puzzles, light table and loose parts play.

We highly encourage and help foster social relationships with peers. This provides opportunities for turn-taking and sharing while building each child's problem-solving skills.

We as teachers are here to support both the child and the family in a mutually positive learning experience.

Our goals:

* To create a warm, safe, nurturing, and stimulating environment
* To foster confidence and self-esteem
* To encourage and allow each child to develop relationships with both adults and children, thus building on their problem-solving skills
* To encourage and provide opportunities to develop their individual independence skills
* To have F-U-N!

**Co-operative Preschool**

The Gingerbread House Co-operative Preschool Corporation is a non-profit association of families who organize and administer the school. We are licensed by the Ministry of Education in the Province of Ontario.

We are an organization where the parents, the teaching staff and the executive board work together to provide the best possible preschool education for both parents and children. All parents comprise the general membership. With the many families participating in our co-operative preschool, we have a diverse pool of skills, personalities and knowledge to draw on for the benefit of the school and the children. As members of our co-op, parents commit to being enthusiastic, active participants in our school community, including attending school events and general meetings, participating in fundraising initiatives by contributing and volunteering, and completing their parent jobs, which are assigned at the start of the school year.

Each year an executive board is elected from the general membership. They are responsible for the management of the school. Together, along with the Supervisor, they have the responsibility to suggest school policy, set the monthly budgets, purchase equipment and employ teachers and assistants.

Our teaching staff are carefully chosen and have appropriate educational background and experience to ensure quality care and understanding of child development. They have personal qualities of friendliness, warmth and the ability to relate openly to children and adults, and are enthusiastic and energetic individuals with the best interests of the children in mind. Our staff are dedicated to the needs of the children, the concerns of the parents and the high expectations of the Gingerbread House Co-op Preschool Program itself. If you require any information from them, they would be most happy to speak with you.

The teaching staff is responsible for the design and implementation of the Preschool programs and we are very proud of the fact that we work with other consultants, parents and our executive board to ensure that the best possible programs are available for the children.

**General Meetings**

Parents are required to attend both general meetings, which are held at the beginning and end of the school year, in September and May. These meetings are to inform you, the parents, about any changes to our rules and regulations, by-laws and constitution, executive board elections, upcoming events, the financial standing of the school, and any other relevant topics. The meetings are a forum for open discussion and decision making that impacts our Preschool, as well as an opportunity for parents to get to know one another and share ideas. Our September meeting serves as an Orientation meeting, so attending this meeting will ensure that your child’s first few days at preschool run as smoothly as possible for them.

**Parent Jobs**

In addition to the duties of its paid staff, our Co-operative Preschool relies on the volunteer efforts of its parents. As members of the school, it is required that each family contributes to the preschool by either serving on the Board or by contributing through other parent jobs.

The positions available on our Executive Board include of a Chair (or Co-chairs), Treasurer, Secretary, Accounts Receivable, Fundraising Coordinator, Marketing and Membership Coordinator and any new positions required on a year-to-year basis. The Executive Board members are required to attend meetings once a month (August – June) and complete duties according to their position. If interested, please ask for more information about these positions.

To keep our preschool running smoothly and ensure that the parent jobs are completed as required, a $200 parent job deposit (cheque) will be given by each family to Gingerbread House Preschool upon enrollment. This cheque would only be cashed if the assigned job has not been completed, after a verbal reminder and written warning have been given. Otherwise, the parent job deposit cheque will be shredded at the end of the school year.

The structure of our co-op parent job model for the preschool year will be determined by the Board before the general meeting in September, so that families will be able to sign up at the meeting for their jobs for the year. If the Preschool is unable to have parents come into the space to complete co-op jobs due to public health restrictions, then families will pay a $20 per month co-op opt out fee (to cover costs for staff to do the extra cleaning) instead of the $200 deposit. Parents who are serving as Board members as their parent job are exempted.

**Field Trip Policy**

We usually have one field trip in May or June. All children are accompanied and transported by a parent or guardian on our field trips, in a properly secured car seat. If the parent is unable to attend, the parent will arrange for another adult (grandparent, aunt/uncle, trusted adult) to transport and accompany their child on the field trip. Any child who is not able to be accompanied and transported by an adult will not be able to participate in our field trips.

**Outside Play**

We will usually begin the morning with children being dropped off in our outside play space, so children will have at least 30 minutes of outside play time at the beginning of the program. If there is inclement weather or other extenuating circumstances, we will begin the program inside with the gross motor toys instead. Please dress your child appropriately for play in outside weather each day before leaving home. The school does NOT have extra snow suits, hats or mittens that we can lend to the children.

**What to Bring**

Everyday play clothes are recommended. Please send your child with a labelled pair of indoor shoes or slippers for sanitary and safety reasons. In the mucky, muddy, snowy weather, please send your child with a change of shoes. Please send a complete change of clothes, including underwear, socks, and weather appropriate tops and bottoms. If children are wearing diapers/pull-ups, please bring an individual change pad for us to use, as required by Public Health. We recommend that you clearly label boots, coats, etc. (If you are interested in purchasing labels, you can go to <http://campaigns.mabels.com> and search Gingerbread House Preschool (Guelph). 20% of your purchase will be donated to the Preschool.) Outdoor wear is left in the cubbies during the program. Each child is assigned a cubby at the beginning of the year. Please also send your child with their own labelled water bottle from home and their own labelled snack/lunch bag containing one of our Public Health approved snacks.

**Inclement Weather Policy**

If the Upper Grand District School Board (UGDSB) has closed schools, and/or if the City of Guelph has cancelled city buses, then Gingerbread House Preschool will be closed for the day. We will send a message that morning via email, Facebook and the Remind app to let parents know of the closure. We will also call the Guelph radio station Magic 106.1 FM with a school update.

**Pandemic Protocol**

Families will be provided with up-to-date information about screening and other pandemic-related public health measures at the first meeting in September. In the case of children having to stay home because of symptoms of illness or quarantine, there will be no refund for days not attending, as we still have to support our staff wages and fixed costs to operate the Preschool.

In the case of a mandated emergency closure of all child care centres by the Ministry of Education or Ministry of Health, a closure of elementary schools to in-person learning, and/or any unforeseen circumstances arise due to the pandemic: If the closure occurs in the first half of the month, families will be offered the choice to receive a refund of the second half of the month’s tuition, or donate it to the school for a charitable tax receipt. If the closure notice occurs in the second half of the month, no refund for the remaining days will be offered. No further monthly tuition payments will be deposited until such time as the child care centre is able to safely re-open.

**School Handbook**

Please see our School Handbook for further detailed school policies. The Handbook can be found at the school and on our website.

**2023/2024 Important School Dates**

|  |  |
| --- | --- |
| \*Fall General Meeting/Orientation\* | Monday August 28, 2023 |
| First Week of Classes | September 11-15, 2023 |
| Thanksgiving Day Holiday Closure | Monday October 9, 2023 |
| Holiday Concert  | December 14/15, 2023 |
| Christmas Break Closure  | December 25, 2023-January 5, 2024 |
| Early Years Professional Learning Day Closure  | TBD  |
| Family Day Holiday Closure | Monday February 19, 2024 |
| March Break Closure  | March 11-15, 2024 |
| Good Friday Holiday Closure | Friday March 29, 2024 |
| Easter Monday Holiday Closure | Monday April 1, 2024 |
| Spring General Meeting | TBD (May) |
| Victoria Day Holiday Closure | Monday May 20, 2024 |
| Graduation/Last Day of Classes | Friday, June 21, 2024 |

**2023/2024 Pricing & Payment Information**

Gingerbread House Cooperative Preschool is enrolled in the Canada Wide Early Learning Child Care System (CWELCC). The main goal of the CWELCC program is to reduce child care fees to $10 per day by September 2024. Currently our fees have been reduced by %50. Our daily base fee before joining the CWELCC was $23 per day. Fee’s will be updated as rates change.

Mornings: Monday - Friday (9:00 am - 12:00 pm)

* 2 Day Option (Tues/Thurs): $108 per month
* 3 Day Option (Mon/Weds/Fri): $156 per month
* 5 Day Option (Mon – Fri): $264 per month
\*5-day option may not be available depending on public health requirements.
* There will be a 10% discount for any additional children in a registered family.
* A non-refundable registration deposit of $50 is required to reserve your spot. This will be credited toward your June tuition. (If you withdraw your child before June, your deposit will not be refunded.) Applications will not be accepted without a $50 cash, e-transfer, or cheque deposit, labelled with child’s name and days registered.
* Tuition payments for September through June can be made by e-transfer to gbhtuition@gmail.com. **Please include your child’s name in the memo field. The password must be Gingerbread**. Payments must be made on the 1st of each month September through June – it is recommended you set up automatic payments, as Gingerbread will charge a $20 fee for late payments.
* The Parent Job deposit of $200 must be provided as a cheque dated for February 1, 2024(seeParent Job section for more information).
* If it becomes necessary to withdraw your child from the school, at least one month’s notice must be given. The final tuition cheque paid to the school is the one month’s notice (i.e. 1 month notice given on February 28th, leaving March 30th. School collects March tuition and returns April to June). If notice is not given, one month’s fee shall be forfeited.

**Contact Us**

Gingerbread House Co-operative Preschool

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Guelph, ON N1E 5C3

(519) 836-1870
gingerbreadhousepreschool@gmail.com
[www.gingerbreadhouseguelph.com](http://www.gingerbreadhouseguelph.com)
[www.facebook.com/GingerbreadHousePreschoolGuelph/](http://www.facebook.com/GingerbreadHousePreschoolGuelph/)

2023/2024 PRESCHOOL ENROLLMENT APPLICATION

|  |  |
| --- | --- |
|  Date of Admission: |  Date of Discharge:  |

***Please complete this package in full, as per Ministry of Education requirements*.**

**Personal Information**

|  |  |  |
| --- | --- | --- |
| First name:  | Last Name:  | Sex (m/f/x):  |
| Address:  |
| City:  | Postal Code:  | Province:  |
| Home Phone:  | Birth Date: |

**Days of Care**

9:00 am – 12:00 pm ☐ Monday/Wednesday/Friday ☐ Tuesday/Thursday
**Family Information**

|  |  |  |
| --- | --- | --- |
| Caregiver Name:  | Relationship: | Phone: |
| Home Address: | City: | Postal Code: |
| Employer: | Position: | Work Phone: |
| Work Address: | City: | Postal Code: |
| Email Address: |
| Caregiver Name: | Relationship: | Phone: |
| Home Address: | City: | Postal Code: |
| Employer: | Position: | Work Phone: |
| Work Address: | City: | Postal Code: |
| Email Address: |
| Marital Status: ☐ Married ☐ Widow/er ☐ Divorced ☐ Separated ☐ Other |
| Siblings: |
| Please give us a brief explanation of your family structure (ex. pets, extended family in home): |
| Do you anticipate any major changes or events that would affect your child in the upcoming school year (e.g. moving, employment changes, new baby, health issues)? |
| What holidays does your family celebrate at home? |

**Medical Information**

|  |  |
| --- | --- |
| Family Physician: | Phone No.: |
| Physician Address: |
| City: | Postal Code: |
| Special Medical Conditions: |
| Symptoms of child’s ill health: |
| Child’s Allergies: |
| History of Communicable Diseases: | Dates: |
| Medical Treatment, drug or medication to be administered during hours child is receiving care:(Written and signed instructions must be provided by parent.) |
| Special Requirements (diet/rest/exercise): (Written and signed instructions must be provided by parent.) |
| Are any other agencies supporting your child/family (ex. Kids Ability, Wee Talk, CMHA, other)? Please explain:  |
| Please comment on your child’s development (i.e., habits, favorite activities, routines, etc.): |
| Other Information: |
| **Record of Immunization**\*\*Please attach **one copy** of your child’s immunization card to enrollment package, as well as **one copy** of the attached “Immunization Information for Licensed Child Care Settings” form from Wellington-Dufferin-Guelph Public Health. \*\* |
| **Signature of Parent:** | **Date:** |

**Emergency Contacts**In case Parents/Guardians cannot be reached, the following people may be contacted:

|  |  |
| --- | --- |
| Name: | Relation: |
| Address: | Home Phone: | Bus. Phone: |
| City: | Postal Code: | Mobile Phone: |

|  |  |
| --- | --- |
| Name: | Relation: |
| Address: | Home Phone: | Bus. Phone: |
| City: | Postal Code: | Mobile Phone: |

**Child Pick Up**Please list the name of those individuals who you have given permission to pick up from the preschool in the event that you are unable to pick up your child yourself.

|  |  |
| --- | --- |
| Name: | Relation: |
| Address: | Home Phone: | Bus. Phone: |
| City: | Postal Code: | Mobile Phone: |

|  |  |
| --- | --- |
| Name: | Relation: |
| Address: | Home Phone: | Bus. Phone: |
| City: | Postal Code: | Mobile Phone: |

**General Information**

**Toileting**

|  |
| --- |
| Your child is trained for Bladder: Yes ☐ No ☐ Bowel: Yes ☐ No ☐ |
| What kind of assistance does your child require? |

 **Care**

|  |
| --- |
| Have adults other than parents cared for the child before? Yes ☐ No ☐ |
| Has the child had any previous group experiences? Yes ☐ No ☐ |
| What languages, other than English, are spoken at home? |
| Are there any fears your child has? |
| Please share any comments or concerns about your child’s development that would help our teachers ease your child’s transition into preschool: |

**How Did You Hear About Us?**

|  |
| --- |
| ☐ Our Website ☐ Internet Search ☐ Newspaper ☐Friend/Relative☐ Facebook ☐ Sign outside Church ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Caregiver/Family Involvement**

|  |
| --- |
| What skills/experience do you have that you could contribute to our co-operative preschool community?  |
| Which Parent Jobs are you most interested in? See Parent Information Package for more information. Please select any that apply: |
| ☐ Chair/Co-Chair☐ Secretary☐ Membership Coordinator☐ Marketing/Publicity Coordinator☐ Parent jobs (dishes, laundry, housekeeping, etc.)☐ Health & Safety Board Member | ☐ Treasurer☐ Accounts Receivable☐ Fundraising Coordinator☐ Parent Job Scheduler☐ Volunteering time (ex. at bake sales, fun fair)☐ Where I am most needed |

**Consent for Publicity**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent Name), give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Child Name), to be photographed while attending Gingerbread House Co-operative Preschool or special events related to the preschool for the following purposes (please initial all that apply):

\_\_\_\_ Gingerbread House Co-operative Preschool’s public website ([www.gingerbreadhouseguelph.com](http://www.gingerbreadhouseguelph.com))

\_\_\_\_ Facebook and Instagram public page (Note: no names will be used on these forms of media and advertising.)

\_\_\_\_ Facebook Private Parents-Only Group (Note: no names will be used on these forms of media and advertising.)

\_\_\_\_ Print advertising, posters, flyers etc. (Note: no names will be used.)

\_\_\_\_ Internal preschool use, to be displayed in the classroom and at membership events such as our General Meeting.

\_\_\_\_ Public media (i.e., newspapers, television, etc., which may include online publishing)

I understand that those items above for which I have given consent will be used by Gingerbread House Co-operative Preschool to document preschool activities and routines for our membership and for purposes of public relations.

If you take personal photos in the preschool or at special events, we request that sharing on social media sites be restricted to photos of your own child(ren) only, or of children for whom you have received direct parental permission to share photos.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

**PARENT CONTRACT**

I agree to pay the non-refundable registration deposit and monthly tuition fees as set out by the treasurer and I understand that each month’s tuition fee is due on the 1st of the month, otherwise I will be charged a $20 late fee.

I agree to the Parent Job Deposit Policy, and agree to provide a $200 deposit cheque. (If the Preschool is unable to have parents come into the space to complete co-op jobs due to public health restrictions, then I agree to pay a $20 per month co-op opt out fee instead of this deposit. I understand this will be decided at first general meeting before school begins in September.)

I realize that a co-operative preschool needs the full and enthusiastic support and participation of all of its members if it is to be a viable institution, capable of providing a beneficial educational experience for my child. Therefore, I agree to attend and participate in all aspects of a co-operative preschool such as general meetings, parent jobs, fundraising/donations, field trips, etc.

If I have any questions about my child’s progress or the program of the school, I will direct my concerns to the supervisor or staff. I will direct queries or suggestions about the administration of the school to the executive board.

I understand that in the classroom and in the playground the supervisor has overall responsibility for the program, teaching methods, discipline and health and safety measures. I will keep the supervisor informed of any event or change of routine at home which might affect my child’s behaviour.

I will make every effort to be prompt in bringing my child to school and picking him/her up after closing.

I will not send my child to school if there is any question of illness. If my child contracts a communicable disease, I will notify the supervisor immediately.

I hereby authorize the supervisor to call me to come and pick up my child if he/she appears ill. In the case of an emergency, I give consent to have my child transported to a hospital, if necessary, and for medical treatment to be administered to my child by my family doctor or another qualified physician until such time as I can be reached.

I understand that the school could request the withdrawal of my child from the program because of the inability to comply with health regulations, non-payment of fees or other reasons outlined in the constitution.

If it becomes necessary to withdraw my child from the school, I will notify the supervisor at least one month in advance. If notice is not given, one month’s tuition fee shall be forfeited.

I understand that my non-refundable deposit fee will be deducted from the June tuition fee at the end of the school year.

In case of injury to my child while in the care, custody or control of the Preschool, I hereby waive all claims against Gingerbread House Co-operative Preschool Corp. and the supervisor in excess of public liability insurance carried by the school.

I, the undersigned, have read this contract carefully and agree to follow it to the best of my ability.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Witnessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration Checklist**

It is important that this package is completed properly and in full, to meet Gingerbread House Preschool, Public Health and Ministry of Education requirements. Please take your time and review all the information carefully. Incomplete packages will be returned to you for completion. ☺

* Days of Care checked off
* All addresses (Home, Work, Caregivers, Emergency & Doctor)
* Postal codes are included (Home, Work, Caregivers, Emergency & Doctor)
* All phone numbers (Home, Work, Cell, Caregivers, Emergency & Doctor)
* Parent Contract Signed and Dated
* Allergies and other important medical information
* Consent for Publicity form completed and signed
* Public Health Immunization Form
* Photocopy of child’s immunization record

**Payment Checklist**

* 2 days (Tue/Thu) $108/month ☐ 3 days (Mon/Wed/Fri) $156/month ☐ 5 days $264/month
* 10% sibling discount for additional children enrolling from the same family.
* Non-refundable deposit of $50 by cash, e-transfer, or cheque with current date. \*This is required for your application package to be accepted.
* Parent Job deposit cheque for $200, dated February 1, 2024. This will be refunded at the end of the school year as long as parent jobs are completed.
* Make deposit cheque payable to **Gingerbread House Co-op Preschool**. Please include your child’s name in the Memo field of the cheque.
* For e-transfer, set up automatic payments (or a calendar reminder to make payments) to gbhtuition@gmail.com for the first of each month, September through June, to avoid being charged a $20 late fee. **Include your child’s name in the memo. The password must be Gingerbread.**

**Emergency Information Card**

|  |  |
| --- | --- |
| Child's Full Name: | Date of Birth: |
| Address: | (H) Phone: |
| Parent/Guardian Name: | (W) Phone: |
| Email: |
| Parent/Guardian Name: | (W) Phone: |
| Email: |
| Emergency Contact Name:  | Relationship: | Phone: |
| Child's Doctor: | Phone: |
| Allergies: |
| Medical Conditions: |
| Medications: |
| Authorized for pick up:  |

* Days of Care: ☐ Mon/Wed/Fri ☐ Tue/Thu