



RULES AND REGULATIONS

5572 Doctor Leach Drive
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1 Admission Requirements

- 1.1 Maximum enrollment under daily supervision shall be according to the Day Nurseries Act.
- 1.2 Applications over and above this number shall be considered in the order received.
- 1.3 All children who will be a minimum of 2 years prior to December 31st of the current year will be eligible to enroll for September.
- 1.4 Children with identifiable special needs may be accepted after a probation period at the discretion of the Director.
- 1.5 Teachers will work with children who are actively toilet training and will follow procedures that meet the Day and Nursery Act when changing diapers.
- 1.6 Admission will be as follows:
 - 1.6.1 Children of current members will be offered the opportunity to pre-register prior to the General Public Registration.
 - 1.6.2 General Public Registration: Current members who did not exercise the pre-registration option will receive no priority once the General Public Registration has begun.
 - 1.6.3 For Junior Preschool Classes, children enrolling for September must attain the age of 2yrs by December 31st.
 - 1.6.4 For Senior Preschool Classes, children enrolling for September must attain the age of 3yrs by December 31st.
 - 1.6.5 A child's name may be placed on the waiting list for Preschool classes at any time. After the Pre-Registration timeframe passes for current families, available spaces will be filled by selecting the first child on the waiting list in order to fill classes.
 - 1.6.6 A parent can hold a spot in the preschool classes until their child becomes of age. The family must fulfill all obligations outlined in the registration package during this period. If the family has a scheduled duty day during this period, the family must pay for a replacement.
- 1.7 Continuance of each child in the Nursery School will be the combined responsibility of the Director and the Executive Officers. If, for any reason, a child is not eligible to enter or remain in the school, the parents will be reimbursed in full for any fees paid in advance not including the non-

refundable Registration Fee nor tuition paid for months that the child attended Nursery School.

2 Method of Applying for Membership

- 2.1 The Parents of a child applying for membership must complete the Registration Form in its entirety and forward it to the Registrar along with the Parent Participation Forms. The Registration Fee must accompany these forms. The Registration Fee is non-refundable.
- 2.2 A Registration Fee for each family shall be paid for each school year. This registration fee includes a \$1.00 membership fee to the Cooperative.

3 Withdrawal

- 3.1 A parent may be asked to withdraw his/her child due to the child's failure to adjust to Nursery School procedures or the parent's failure to participate as set out in the By-Laws. A rebate will be made calculated from the child's last day in school and all post-dated cheques will be returned to the parent.
- 3.2 Where a parent decides to withdraw his/her child, one month's notice must be given to the Registrar on the first day of the month: this will be known as the Notice Period.

4 Fees, Refunds, Etc.

- 4.1 Fees for members participating in the program will be set each year in the spring by the Executive.
- 4.2 All Tuition Fees are to be paid by post-dated cheques dated the 1st of each month and made out to the Manotick Co-operative Nursery School. There will be a charge \$20 for any NSF cheques received. All cheques are to be received before school commences. These are part of the enrollment requirements and will be returned if the child is put on a waiting list or withdrawn proper to school's commencement. If determined monies are not available by the 10th of the current month, the member will be asked to withdraw his/her child.
- 4.3 When a parent must ask another parent to substitute and cannot reciprocate by exchanging Duty Days with the substitute, he/she is responsible for purchasing the replacement services of a substitute teacher. The Executive sets the fee for replacement services.

- 4.4 No refunds will be made when the School is temporarily closed due to emergency conditions; i.e. storms, no heat, etc. No refunds will be made for absence due to illness.

5 Required Forms

- 5.1 All registration forms must be completed and signed before the child attends school.
- 5.2 A Consent Form, signed by the parent or guardian must be submitted to the Director/Supervisor prior to a child being taken out on a field trip away from School. Parents must be notified of impending trips.

6 Health Regulations

- 6.1 Children must complete medical forms, which comply with current requirements of the Ottawa-Carleton Regional Health Unit.
- 6.2 A T.B. chest x-ray or skin test will be required for each member of the staff as required by the City of Ottawa Health Department.
- 6.3 Communicable diseases or prolonged illness shall be reported to the Director, who in turn will notify the Health Department.
- 6.4 Any child sent to school who shows signs of illness can be sent home at the discretion of the Director.

7 Staff Appointments

- 7.1 The terms of employment for teachers shall be contained in a contract to be completed annually before the school year ends. One month's notice shall be required by either party for termination. Any problems in staff relationships, which cannot be resolved by personal consultations with the Director, may be referred to the Executive.
- 7.2 The terms of employment for the Director shall be contained in a contract to be completed annually before the school year ends. One month's notice shall be required by either party for termination. Any problems in the relationship between the Director and the Executive, which cannot be resolved by personal consultations, shall be referred to a mutually agreed upon community mediator.
- 7.3 Emergency Leave – Every employee shall be entitled to Emergency Leave at the discretion of the Executive.

8 Duties of the Staff

- 8.1 The Director shall be responsible for setting up the School Program; for interviewing staff applicants, along with an Executive hiring committee; for consultation with parents regarding their children; for the practical instruction of parents in the school program; for keeping medical records on each child, and (in case of need) a file of medical and consent forms at the school.
- 8.2 The Supervisor/Teachers shall co-operate with the Director in carrying out the school program and shall take over the duties of the Director in his/her absence.