



## Welcome to My School Co-operative Nursery School

We are pleased to welcome you and your child to My School. This welcome letter contains important information regarding our school and details the responsibilities of the members of our cooperative. We also provide an overview of our enrollment and onboarding process. If you have any questions, please email [membershipchair@myschoolcooperative.org](mailto:membershipchair@myschoolcooperative.org).

My School is a full co-operative, governed and funded by the parents of attending children. The purpose of our school is to provide a supportive and nurturing environment for pre-kindergarten boys and girls. Our teachers are AK Bito (supervisor / both programs) and Pauline McAuley (both programs), who are both R.E.C.E. qualified and have extensive experience in a pre-school setting. We strive to maintain small class sizes of 16-24 children in the 2 and 3 day programs.

We play outdoors for half an hour each morning in the playground. The rest of our morning is spent experimenting with art and crafts, getting involved in group play, having a snack, and enjoying song and story time!

Children are required to be 2 ½ years old by September. Children are not required to be toilet trained. Further information can be found on our website: [myschoolcooperative.org](http://myschoolcooperative.org)

### Location & Tuition

We are located in St. Vincent de Paul School, 116 Fermanagh Avenue, in the north building facing Westminster Avenue. Enter via the double doors, we are in the basement.

We offer several programs, including 2 day, 3 day and 5 day programming options. For more information on programs, hours and tuition, please visit our website: [www.myschoolcooperative.org](http://www.myschoolcooperative.org)

Parents can make their tuition payments online here:  
[https://client.rotessa.com/customer\\_authorizations?form\\_url=8997d804b2916800](https://client.rotessa.com/customer_authorizations?form_url=8997d804b2916800)

Payment of tuition fees is required as follows:

- The first and last months' fees are to be paid together in one cheque, dated for June 1st and submitted at the June Meeting. The cheque will be cashed shortly thereafter and are non-refundable.
- All other payments must be made through electronic funds transfer available here:  
[https://client.rotessa.com/customer\\_authorizations?form\\_url=8997d804b2916800](https://client.rotessa.com/customer_authorizations?form_url=8997d804b2916800)

### Membership Fee

\$125.00. annually

- This is an annual registration fee. It is non-refundable and must be submitted with your application. It will not be cashed until you have been accepted into the school.

### Toronto Police Vulnerable Sector Check Fee (see below)

- \$25.00 for each person participating in duty days.

### Toronto Police Vulnerable Sector Check (VSC)

Under the Child Care and Early Years Act, each person working directly with young children is required to undertake a police reference check. In compliance with this requirement, My School submits the

appropriate form to the Metro Toronto Police on your behalf. These forms must be formatted and printed to legal sized paper (11x14) in order to be processed by Metro Toronto Police. Forms are sent collectively in early June by My School and will be returned to your address following certification. Please bring this certified form to the September General Meeting, they will be kept on file at the School.

## **Co-operative Responsibilities**

Due to the co-operative nature of our nursery school, each family is required to fulfill certain duties inside and outside the classroom. The parents, teachers, and children all benefit from having the hands-on help from each family and we hope you will find this experience enriching and enjoyable!

The co-operative duties are as follows:

- A parent/caregiver from each family will be required to spend one to four mornings per month (depending on the program the child is registered in) in My School as a 'duty person'. The duty person's job is to facilitate the teacher's programming and to play with the children. Duty participants must provide
  - o Toronto Police Vulnerable Sector Check Form (\$25/form)
  - o Adult medical form
  - o Collection of Personal Information Form
- Each family is also required to be actively involved in a) one of the school's following three committees - Membership, Programming, or Fundraising/Social, b) volunteer for a position on the Board of Directors c) volunteer for a position
- Each family is required to help with regular maintenance and cleaning in the nursery school by participating in one clean up evening per year.

Duty day participants are not the same as adults / caregivers who are approved to pick up your child.

## **Application Information**

### **January 2019:**

- Applications forms are available online or upon request.
- Present and past members have priority status up until January 30, 2019
- Applications accepted on a first come first served basis. The \$125.00 registration fee and fee for the Toronto Police Vulnerable Sector Check is due at this time (\$25 / form).
- Applications will be reviewed and confirmed as complete.
- All families will be contacted to inform them of their application status.
- Successful applicants will have their non-refundable Registration Fee cheques cashed.
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### **Mid-May:**

- A Welcome Letter will be e-mailed to the upcoming membership with information, including the date of the June Annual General Meeting. Please submit your completed documentation to the school in order to maintain your acceptance.
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### **Early June AGM:**

- At this meeting, membership duties will be explained and members will have the opportunity to volunteers for specific positions. Please check for information on the Volunteer Positions sheet. All documentation and forms contained in this package must be completed by this time in order to maintain a spot within the school. If you have any question about these forms, please email [membershipchair@myschoolcooperative.org](mailto:membershipchair@myschoolcooperative.org)