



**Dear Parents/Guardians,**

Welcome or welcome back to Building Blocks Co-operative Nursery School. There are two primary purposes of the school:

1. To help each child develop physically, cognitively, emotionally and socially through play and interaction.
2. To help parents learn more about child development and child guidance techniques through parent meetings, parent education and participation in the program under a qualified teacher.

Building Blocks Co-operative Nursery School is a non-profit sectarian organization, operated and administered by parents for their children. The success of a co-operative school is determined by the quality of staff and by the hard work, enthusiasm and co-operation of all parents.

The teachers have the overall responsibility for the program, the teaching practises and the health and safety measures. The Board of Directors manages the business operation of the school, sets of fees, and oversees its administration according to the by-laws and the Ministry of Education. But the school belongs to you, the parents. You are expected to assume your share of the responsibility for its smooth operation. General meetings are held three times a year and attendance by all parents is expected. Your active participation will contribute greatly to the success of the school.

We hope that you and your children will share in the enjoyment of this wonderful experience, and that the happy, nurturing environment at Building Blocks will help each child realize their potential as an independent, mature and productive individual.

Thank you for choosing Building Blocks Co-operative Nursery School!

Sincerely,

**The Board of Directors, BBNS**

## GENERAL INFORMATION

- Location:** Building Blocks Co-operative Nursery School  
91 Doran Road, Midhurst ON L9X 0L5  
(lower level of Midhurst United Church)
- Phone:** 705-722-1078
- School Year:** September to the end of June.  
Christmas and March breaks are the same as the public school board. Nursery school will be held on P.D. days.
- Hours of School:** 9:00 am - 12:00 pm  
Children may be picked up after 11:45 am, but no later than 12:00 pm. If someone other than a parent/guardian is picking up a child, please notify a teacher.
- Age of Enrolment:** Students must be 30 months of age by the beginning of September.
- Payment of Fees:** An annual registration/administration fee of \$35.00 is due at the time of registration for an available spot. Registration fees are non-refundable. There is no fee to be placed on a wait list.  
Monthly tuition is to be paid to the Treasurer by a series of post-dated cheques. Cheques are due on the students first day of school.  
NSF cheques are subject to a \$25.00 penalty, plus any applicable bank charges.
- Waitlist:** As spots become available in BBNS, families will be contacted first who:
1. If all spots within the nursery school are filled, the child 's name will be put on a waiting list.
  2. As spots become available, families will be contacted first:
    - a) who have siblings currently at Building Blocks AND
    - b) who want to enrol their child in the available spot immediately (not three months from now) AND

c) whose names are on top of the list (i.e. have been waiting the longest) AND

d) whose child meets age eligibility requirements

3. Families will be notified of an available spot at least four weeks before the proposed start date. When contacted, families have one week to respond that they will enrol their child on this date. If they do not respond positively, the spot may be given to the next child on the wait list who meets the criteria in #2 above.

4. If requested, the wait list (containing only the first names and last initial of the children waiting) will be accessible to the parents waiting.

### **Choice of Program:**

#### **TWO DAY PROGRAM:**

Monday and Wednesday OR Tuesday and Thursday

**\$180.00 per month**

#### **FOUR DAY PROGRAM:**

Monday, Tuesday, Wednesday, Thursday

**\$360.00 per month**

### **Snacks:**

Nutritious snacks will be provided for the students. Snacks are not a meal, but usually include two food groups from Canada's Food Guide.

### **Parent Resource:**

Parents/guardians are encouraged to contribute their talents to the program - e.g. story telling, puppetry, baking, music etc. Please discuss any ideas that you may have with a teacher, so a suitable time can be arranged.

### **Field Trips:**

Parents/guardians will be notified in advance of each field trip. A parent/ guardian must accompany their child. Siblings are welcome. Additional fees may be necessary for various trips. Necessary fees will be approved at general meetings.

**Clothing:**

Please dress your child in washable, comfortable play cloths. All clothing and belongings should be labeled. Indoor shoes or slippers should have rubber soles. It's advised that a set of backup clothes be supplied in the case of an accident or spill.

**Inclement Weather:**

Building Blocks Nursery School closes in the event of inclement weather and our teachers are unable to make it to school, or if the SCDSB closes public schools. The Board of Directors will send an email the morning of a closure, as well as announce it on the BBNS Facebook & Instagram pages.

**Illness of Child:**

If there is any question of illness, do not send your child to school. Whenever possible, notify the teacher of the reason for your child's absence. If a communicable disease is contracted please be sure to notify the teacher so that this can be reported to Medical Officer of Health as soon as possible.

**Medications:**

Building Blocks Nursery School will NOT administer any prescribed medications, except emergency medications such as an api-pen or inhaler.

**Progress of Child:**

If you have any questions or concerns about your child's progress, or the program, please direct these to the teachers. Also, try to inform the teachers of any event or change in routine at home which may affect your child's classroom behaviour. Parent/teacher meetings can be arranged on request.

**Withdrawal:**

If it becomes necessary to withdraw your child from BBNS, please notify the Board of Directors/Registrar in writing one month in advance. Unused cheques will be returned. When a child cannot cope in the program, parents/guardians will be notified. If the situation cannot be resolved, it will be brought to the Board. If the collaborative efforts of the family, teachers, Board and other services (if appropriate) fail and the suggested steps to alleviate the problem are not successful, the child may not be able to continue in the program.

## STUDENT REGISTRATION FORM

Name of Child: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Birthdate (M/D/Y): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Guardian Name: \_\_\_\_\_ Guardian Name: \_\_\_\_\_

Doctor's Name, Address & Phone: \_\_\_\_\_

Ontario Health Card Number: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

History of Communicable Diseases (Nature and Dates):

\_\_\_\_\_

***In the event of an EMERGENCY, we will attempt to reach the parents/guardians at home or at their work place. The EMERGENCY CONTACT will be used last, unless otherwise instructed.***

Parent/Guardian Name, Place of Work, Address & Phone:

\_\_\_\_\_

Parent/Guardian Name, Place of Work, Address & Phone:

\_\_\_\_\_

Emergency Contact Name, Address & Phone:

\_\_\_\_\_

***In the event your are unable to pickup your child from school, to whom may we release them to:***

\_\_\_\_\_

***I wish to enrol my child in Building Blocks Nursery School. I agree to participate fully in all aspects of this Co-operative Nursery School (committee duties, general meetings, seasonal yard cleanup, monthly classroom cleanup etc.)***

Classroom Parent Duty (Circle 1):                  Duty Parent                  Non Duty Parent

Program Choice (Circle 1):                  2 day (Mon/Wed)

2 day (Tue/Thur)

4 day (Mon-Thur)

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

Admission Date: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

## CONSENT FORMS

*PLEASE COMPLETE ALL (5) FORMS BELOW*

### #1. Field Trips & Outings

During the school year, there will be field trips planned for the students. Parents/guardians will be notified in advance for each proposed trip. Parent/guardian permission for these trips is requested.

As a parent/guardian, I hereby consent to **(student name)** \_\_\_\_\_ participating in properly supervised field trips, excursions, and walks.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### #2. Emergencies

If in an emergency such as an accident, or sudden illness occurs while at Building Blocks Nursery School, every effort will be made to contact the parents/guardians first. However, if parent/guardian can't be reached, prior consent for medical treatment is necessary.

I here by consent to have my child **(student name)** \_\_\_\_\_ taken to the hospital, examined by a doctor, and given medical treatment, if at anytime an accident, sudden illness or other emergency should occur and neither parent/guardian can be reached.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### #3. Photographic Permissions

Complete all applicable sections.

**A )** I agree to the use of photographs and/or footage of my child \_\_\_\_\_ and/or myself during Building Blocks Nursery School activities for publicity purposes. Publicity may include printed promotional material, BBNS website, BBNS social media, research or broadcasts.

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

**B )** I agree to the use of photographs and/or footage of my child \_\_\_\_\_ and/or myself for use within the school (e.g. to be posted on the walls for classroom purposes.)

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

**C )** I agree to the use of photographs and/or footage of my child \_\_\_\_\_ and/or myself to be posted on the Building Blocks Online Classroom (*private Facebook group, for current families only*) and/or to be given to me directly in order to demonstrate my child's activities and progress.

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



#### #4. Hand Sanitizer

I consent to **(student name)** \_\_\_\_\_ using hand sanitizer under the supervision of a staff member. Hand sanitizing products aren't left accessible to children.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### #5. Fundraising Efforts

All Building Blocks families are expected to assume their share of co-operative responsibilities for the school's operation. General meetings are held 1-3 times a year and attendance by all parents is mandatory. Additionally, Building Blocks runs one mandatory fundraiser, the annual Trike-a-Thon

One parent/guardian from each family is required to sign up for the Trike-a-Thon committee. The committee fulfills the necessary jobs and collects the necessary supplies to run the event. Students are encouraged to pledge \$100.00 each.

Every year a \$200.00 accountability cheque, dated for June 1st, will be submitted at registration. Should a family fail to participate in the mandatory fundraiser, their cheque will be cashed at the end of the school year to cover their fundraising contributions. Participating families will have their cheque returned.

Any other fundraisers throughout the year (ie: Bradford Poinsettias, Holiday Bottle Drive, Mable's Labels, etc.) are elective.

Fundraising efforts go towards purchasing classroom supplies, new resources and equipment for the school, and field trip admissions.

I hereby acknowledge the information above, pertaining to Building Blocks's fundraising efforts. I agree to participate in the related co-operative responsibilities.

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

## PROHIBITED PRACTICES AGREEMENT

**Policy:** All employees, volunteers and students who work directly with the children at Building Blocks Nursery school are aware of what practises are prohibited with regards to discipline, pursuant to the regulations of Ontario 137/ss-6.7 of the Child Care and Early Years Act 2014, Section 48. Corporal punishment and other harmful disciplinary practises will adversely affect the emotional and physical well-being of the child.

**Procedures:**

Building Blocks Nursery School will never permit:

- A )** corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);
- B )** physical restraint of the children, including but not limited to confining in a high chair, car seat etc. for the discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others, and only until risk of harm/injury is no longer imminent);
- C )** locking the exits of the child care centre for the purpose of confining the child, or confining the are or room without adult supervision, unless such confinement occurs during an emergency;
- D )** use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth;
- E )** depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- F )** inflicting any bodily harm on children including making children eat or drink against their will

This agreement below must be signed upon commencing duties and reviewed annually.

I, \_\_\_\_\_ have agreed and understand the Prohibited Practises of Building Blocks Nursery School and I agree to follow the policy. As a staff member, volunteer or student, I will comply with the regulations in the CCEYA Ont. Reg. 137 and in the Building Blocks Nursery School Discipline Policy. If this policy is contravened by a teacher, volunteer or student, it should be brought to the attention to the Board of Directors/Supervisor and appropriate action taken in the accordance with the BBNS Discipline Policy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ANAPHYLACTIC FOOD ALLERGIES

There are children at Building Blocks Nursery School who have severe allergies which can cause an anaphylactic reaction. An anaphylactic reaction is an allergic reaction so severe it can cause death. Nuts and peanuts are a common trigger for anaphylaxis. As a result, Building Blocks Nursery school does not permit nuts, peanuts, or nut/peanut products to be brought into our centre.

If your child is entering the centre after recently eating peanut butter or other such products, please ensure that hands are thoroughly washed and teeth are brushed. A peanut/nut allergy can be so severe that even touching or inhaling a trace amount can trigger a life threatening reaction.

All parents take a turn (scheduled on the monthly calendar) providing snacks for the children attending our programs, but if for a health reason your child is bringing in any food for personal consumption, it must be nut/peanut free. Effective immediately, Building Blocks Nursery School must be informed in writing if it is necessary for you to supply snack for your child. Please inform your child that they are not permitted to share food.

In implementing an allergy/anaphylaxis policy, Building Blocks Nursery School does not permit parents to send in food for snack on special occasions (e.g. birthdays, seasonal holidays etc.) Staff will make appropriate arrangements, such as a birthday crown, and singing Happy Birthday.

Please sign below to confirm that you are aware and understand our policies and procedures regarding allergies.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy Statement:** Building Blocks Nursery School recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe potentially life-threatening allergic reaction brought about exposure to certain foods or other substances. Peanuts and peanut by-products, such as peanut oil and peanut butter, are the most common allergens to trigger an anaphylactic reaction. Other foods such as dairy, strawberries, fish, shellfish, wheat and soy, as well as non food items such as latex and bee stings can also bring about a life threatening reaction. Building Blocks Nursery School does not purport to be, nor can be deemed to be free of foods and non-food items.

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**Registration Package Checklist:**

- ☐ Print and complete Registration Package
  - ☐ Student's Immunization Record
  - ☐ Parent/Guardian's Immunization Record (*Duty parents only*)
  - ☐ Criminal Reference Check (*Duty parents only*)
  - ☐ Annual Registration & Administration Fee - \$35.00 cheque, cash or e-transfer
  - ☐ Trike-a-Thon Accountability Cheque - \$200.00 cheque (dated for June 1st)
  - ☐ Tuition Cheques - Series of post dated cheques, dated for the 1st of each month
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**Please insure all the appropriate fields are filled out in the  
Registration Package before submitting.**



## Immunization History for School Registration

### Parent/Guardian

- Please attach a copy of your child's immunization record (can be photocopied at the school).
- Please complete this form and return it to the school when you register your child. The school will forward this form to the health unit.
- When your child receives their next immunization(s), please call the health unit or complete the secure electronic form on our website at [www.smdhu.org/immsonline](http://www.smdhu.org/immsonline) to update their immunization record in our database. Immunization records and updates are NOT automatically provided by your doctor.

### Student Information

Legal <b>First</b> Name	Legal <b>Last</b> Name	
Preferred First Name	Other Last Names (if any)	
Birth Date    yyyy / mm / dd <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other	Ontario Health Card Number	
Mailing Address:		
House # / 911 #	Street Name	Apt. # / Suite # / Unit #
City / Town / Municipality	Province	Postal Code
School your child <b>is or will</b> be attending		
Previous School (please indicate name of the school and previous city)		

### Parent/Guardian Information

First Name: _____	Home Number: _____
Last Name: _____	Cell Number: _____
Relationship to Student: _____	
First Name: _____	Home Number: _____
Last Name: _____	Cell Number: _____
Relationship to Student: _____	

**Date form completed:**    yyyy / mm / dd

The Simcoe Muskoka District Health Unit is required under the Immunization of School Pupil's Act (ISPA) to collect and maintain up-to-date immunization records for every child registered in school. The ISPA states that parents are required to provide the health unit with proof of completed immunization for measles, mumps, rubella, tetanus, diphtheria, pertussis (whooping cough), polio and meningitis. **Varicella (chickenpox) immunization is ONLY required beginning with children born in 2010 and later.**

If you choose not to immunize your child, you must complete either a Statement of Medical Exemption (Form 1) or Statement of Conscience or Religious Belief Affidavit (Form 2). Please contact the health unit for more information at 705-721-7520 or 1-877-721-7520 ext. 8827.

This personal information is collected under the authority of the Health Protection and Promotion Act R.S.O. 1990, c. H.7, s.4, the Child Care and Early Years Act, S.O. 2014, O. Reg. 126/16, Part II, s. 35, the Immunization of School Pupils Act, R.S.O. 1990, O. Reg. 260/13, O. Reg. 261/13 and the Health Cards and Numbers Control Act, 1991 s.2. The information will be used to provide immunizations to students, to maintain immunization records and to monitor the use of these vaccines for public health purposes. Documents are maintained pursuant to the Municipal Freedom of Information and Protection of Privacy Act, 1991 and the Personal Health Information Protection Act, 2004. Questions regarding the collection and use of personal information should be directed to the Office of the Privacy Officer, Simcoe Muskoka District Health Unit, 15 Sperling Drive, Barrie ON L4M 6K9, (705) 721-7520 or 1-877-721-7520.

## Child Care Staff – Immunization Status Form

Staff Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Date of Form Completion: \_\_\_\_\_

Vaccines	Childhood Series	Booster
Tetanus, Diphtheria (Td)	Yes No	Date of Last Booster: (recommended every 10 years) YYYY/MM/DD
Pertussis (Tdap)	Yes No	Date of Adult Booster: (one adult lifetime booster dose recommended – given as Tdap vaccine) YYYY/MM/DD
Polio	Yes No	Adult boosters are not required
Hepatitis B	Dose #1: YYYY/MM/DD	Dose #2: YYYY/MM/DD Dose #3: YYYY/MM/DD (not required if given at school in grade 7)
Measles, Mumps & Rubella (MMR)	Dose #1: YYYY/MM/DD	Dose #2: YYYY/MM/DD

**For those not immunized for Measles, Mumps and Rubella, but who believe they have had the diseases, serology (blood work) needs to be completed to confirm immunity to all three diseases:**

Measles serology	Result: Immune	Not Immune
Mumps serology	Result: Immune	Not Immune
Rubella serology	Result: Immune	Not Immune

If serology indicates not immune to any of the three diseases, proceed with two doses of MMR Vaccine at least 4 weeks apart

Dose #1: YYYY/MM/DD      Dose #2: YYYY/MM/DD

Do you have a history of having had Chickenpox (Varicella): Yes No If yes, nothing further required.

If you are not certain or do not have a history of having chickenpox, have serology (bloodwork) to determine immunity

Chickenpox (Varicella) serology Result: Immune Not Immune

If serology indicates not immune, proceed with two doses of Chickenpox (Varicella) Vaccine at least 6 weeks apart

Dose #1: YYYY/MM/DD      Dose #2: YYYY/MM/DD