



178 Church Street  
Bowmanville Ontario  
L1C 1T9  
905 697 6384

hollyasselin@pineridgenurseryschool.com  
www.pineridgenurseryschool.com

## Submitting your application

Enrollment applications can be submitted by email to: [hollyasselin2@gmail.com](mailto:hollyasselin2@gmail.com) or in person at the school. Please contact the school at 905-697-6384 if you prefer to drop off a paper copy of the forms.

Required:

- **Child's Immunization record**

If your child is not immunized then one of the following standardized forms must be completed and submitted to the school:

- **Statement of Medical Exemption** or
- **Statement of Conscious or Religious Belief**

Please contact Holly for a copy of the form. The immunization record or exemption letter must be on file at the school before the child's first day in attendance.

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### Program fees:

- See page 7

Accepted Payment Methods:

1. E-transfer payment to [hollyasselin@pineridgenurseryschool.com](mailto:hollyasselin@pineridgenurseryschool.com).
2. Post-dated cheques payable to Pine Ridge Nursery School Inc

Monthly payment schedule:

Fees are payable on the 21st day of each month and applied to the upcoming month.

### Administration fee \$50.00 (do not send until you receive an offer of enrollment):

- This fee is due when you accept the offer of enrollment and must be paid within 3 calendar days. If the administration fee is not received within 3 days after enrollment is offered via email, then the school may move on to the next applicant. This fee is non-refundable.



# Enrollment Application Checklist

The checklist of required registration documents may assist you in submitting a complete enrollment package.

- Registration and Emergency Information
- Inclusion Checklist
- Program Options and Parent Handbook confirmation
- Consent & Acknowledgement (pages 8-10)
- All About Me Form
- Copy of Immunization Record or Exemption Form
- Anaphylaxis forms (if needed). Contact Holly.



# Registration and Emergency Information Form

Child's First Name: \_\_\_\_\_

Child's Last Name: \_\_\_\_\_

Preferred Name:(if applicable) \_\_\_\_\_

Male  Female

Address: \_\_\_\_\_  
City Prov. Postal Code

Date of Birth: \_\_\_\_\_(mm/dd/yyyy)

Language(s) spoken at home: \_\_\_\_\_

**Parent**

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

Relationship to child: \_\_\_\_\_

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Home Address  Same as Child

Primary phone # \_\_\_\_\_ Alternate phone # \_\_\_\_\_

email address \_\_\_\_\_

Place and address of employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent**

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

Relationship to child: \_\_\_\_\_

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Home Address  Same as Child

Primary phone # \_\_\_\_\_ Alternate phone # \_\_\_\_\_

email address \_\_\_\_\_

Place and address of employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there custody arrangements pertaining to legal right of access to your child?  Yes  No

If yes, please provide a copy of the appropriate legal documentation (i.e., court order).

Name(s) of individuals **prohibited from** accessing/picking up your child:  N/A

**People authorized to pick up your child. They may be called if parents cannot be reached (Do not list parent names in this section At least one alternate person is required. Must be at least 13 years old and bring Photo ID.)**

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

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

Relationship to child: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Primary phone # \_\_\_\_\_ Alternate phone # \_\_\_\_\_

Primary phone # \_\_\_\_\_ Alternate phone # \_\_\_\_\_

Additional authorized pick-up person(s)

\_\_\_\_\_

For Office Use Only:

Date Received:	Date Starting:	Date Withdrawn:
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Family Doctor: _____	Phone # _____
Address _____	

Does your child have a life-threatening allergy:  Yes     No    If Yes, obtain anaphylaxis forms from Director.  
Please list allergen(s): \_\_\_\_\_

Does your child have an allergy that is not life-threatening?  Yes     No  
If yes, please list allergen(s) \_\_\_\_\_

Diagnosis, Pending diagnosis, Previous history of communicable diseases or medical conditions (i.e., seizure):  **N/A**

Specific instructions with respect to rest or exercise:  **N/A**

Does your child have dietary restrictions (i.e., no juice)?  Yes     No (Please note: apple juice served is diluted with water-50%)

List any regular medications your child takes:  **N/A**

What are your child's signs of ill health?  **N/A**

I give permission that in case of an emergency the Director/employees of Pine Ridge Nursery School Inc. may call 911. Any medical treatment deemed necessary for the care of my child may be provided with no liability whatsoever on the part of the medical staff or the staff of Pine Ridge Nursery School Inc.

Child's Name (print)	Parent Name (print)
Parent Signature	Date (mm/dd/yyyy)
Staff Signature	Date (mm/dd/yyyy)

# Inclusion Checklist

At Pine Ridge Nursery School, we believe in the potential of all children. The staff will “plan for and create positive learning environments and experiences in which each child’s learning and development will be supported and which is inclusive of all children, including children with individualized plans” (CCEYA, 2014 clause 46(3)f).

Please be as open and honest as possible with your answers to the questions below so that we are well prepared to support your child. We are responsible for the delivery of a quality program and must consider that safety and staffing needs can be met for the individual child and the whole group, when accepting enrollments. If resources allow for successfully meeting the needs of both the program and the child, an individualized support plan (ISP) will be developed.

**Child’s Name:** \_\_\_\_\_

Does your child have a diagnosis(es) or any pending diagnosis(es)?

\_\_\_\_\_

Do you have any concerns regarding the following aspects of your child’s development? **If you check the box, please provide some detail.**

<input type="checkbox"/>	Speech & Language (i.e., non-verbal, stuttering, understanding/following simple directions, responding to name, other):
<input type="checkbox"/>	Gross Motor Skills (using stairs, stepping up/down on stool, independently getting on and off a small chair):
<input type="checkbox"/>	Fine Motor Skills (i.e., holding a writing tool, grasping small items, turning pages of a book):
<input type="checkbox"/>	Social Skills (i.e., interacting with other children, sharing space with others safely):
<input type="checkbox"/>	Self-Help Skills (i.e., feeding, drinking from an open cup):

Is your child currently connected to any community-based services?

<input type="checkbox"/>	Grandview Kids	<input type="checkbox"/>	Kerry’s Place
<input type="checkbox"/>	Resources for Exceptional Children and Youth – Durham Region	<input type="checkbox"/>	Children’s Developmental and Behavioural Supports
<input type="checkbox"/>	Infant and Child Development	<input type="checkbox"/>	Other: (i.e., private speech, physio)

Does your child have any of the following? If yes, please explain.

<input type="checkbox"/>	Visual impairment
<input type="checkbox"/>	Hearing impairment
<input type="checkbox"/>	Adaptive equipment for mobility (i.e., walker, stander, wheelchair, ankle foot orthosis (AFO’s), gait trainers, etc.):

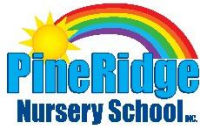
Does your child have any sensory sensitivities that we would need to consider?  
 (If yes, please explain the sensitivity and share how you manage it)

<input type="checkbox"/>	Sight	<input type="checkbox"/>	Hearing
<input type="checkbox"/>	Smell	<input type="checkbox"/>	Touch
<input type="checkbox"/>	Taste		

Does your child engage in any of the following?

Behaviour	Please describe	Strategies and/or accommodations, if any in place
<input type="checkbox"/> Aggressive behaviours towards others (i.e., biting, hitting, kicking, hair pulling, spitting, etc.)		
<input type="checkbox"/> Self-injurious or self-harm behaviours (i.e., hitting head on wall/floor, smacking self, etc.)		
<input type="checkbox"/> Elopement (i.e., running away)		
<input type="checkbox"/> Self-soothing or self-stimulating behaviours (i.e., excessive hand flapping, spinning, rocking, pacing on tiptoes, etc.)		
<input type="checkbox"/> Chewing and/or eating non-edible items		
<input type="checkbox"/> High level of difficulty when sharing space or equipment with others		
<input type="checkbox"/> Other:		

Is there anything else of relevance that you would like to include? You are welcome to share any assessments or reports that might help us to plan for your child.



# Core Program Options

Please review the program options below and list your choices in order of preference. Flexible extended care/add-on class options are described in more detail in Section 1 of the Parent Handbook.

	<b>Programs and Age Range</b>	<b>Fees</b>
<b>Option 1</b>	<b>2 mornings per week *2.5 – 5 yrs (9:00 – 11:45)</b>	\$290 per month
	a. Mon / Wed                      b. Tues / Thurs	
<b>Option 2</b>	<b>4 mornings per week *2.5 – 5 yrs (9:00 – 11:45)</b>	\$580 per month
	Mon / Tues / Wed / Thurs	
<b>Option 3</b>	<b>2 afternoons per week *2.5 – 5 yrs (12:50 – 3:35)</b>	\$290 per month
	a. Mon / Wed                      b. Tues / Thurs	
<b>Option 4</b>	<b>4 afternoons per week *2.5 – 5 yrs (12:50 – 3:35)</b>	\$580 per month
	Mon / Tues / Wed / Thurs	
<b>Option 5</b>	<b>2 extended-care sessions per week (9:00–2:50 or 9:15–3:05)</b>	\$510 per month
	a. Mon / Wed                      b. Tues / Thurs	
	(**5 hours, 50 min maximum, as licensed) Child must be 44 months old and bring lunch from home. Outdoor activities are not available	
<b>Option 6</b>	<b>4 extended-care sessions per week (9:00–2:50 or 9:15–3:05)</b>	\$1020 per month
	Mon / Tues / Wed / Thurs	
	(**5 hours, 50 min maximum, as licensed) (9:00–2:50 or 9:15–3:05) Child must be 44 months old and bring lunch from home. Outdoor activities are not available	
<b>Administration fee, charged once per school year</b>		\$50.00

\*Mixed age grouping is permitted as per our childcare license. A limited number of children between the ages of 24 and 30 months can attend in each preschool group

\*\*Fewer than six hours per day attendance is permitted as per our childcare license. Children may not attend for six hours or more per day

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

How did you hear about Pine Ridge Nursery School? \_\_\_\_\_

Check one of the following:

- I have reviewed the Parent Handbook on the website
- I have received a copy of the Parent Handbook via email
- I have received a hard copy of the Parent Handbook
- I have neither viewed nor received the Parent Handbook. Please forward:    e-copy    hardcopy

For office use: date forwarded to parent: _____ <input type="checkbox"/> e-copy <input type="checkbox"/> hardcopy   Director initial _____
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# Consent & Acknowledgement

## Policies, Procedures and Parent Handbook

I understand the **Policies and Procedures** of Pine Ridge Nursery School Inc. as laid out in the Parent Handbook. I understand that I have opportunity to review these policies at any time by visiting the school website at [www.pineridgenurseryschool.com](http://www.pineridgenurseryschool.com) . I have viewed or received a copy of the Parent Handbook. I understand that the personal information listed on my child’s file will be shared with the Region of Durham (Health Department/Children’s Services) and may be viewed by the Ministry of Education Program Advisor upon request.

**Late Pick Up Policy:** I understand that if I am late to pick up my child from class a fee of \$1.00 per minute may be charged at the discretion of the director/designate.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Health Matters

Before signing below, please review Section 2 of the Parent Handbook detailing policies regarding health and safety matters. Every parent whose child attends Pine Ridge Nursery School must fully understand the protocols that are in place as this may impact your child’s attendance when symptoms of ill health occur in your family. I agree to:

Monitor my children daily for signs/symptoms of illness.

I understand that:

If my child shows a symptom of ill health at school then s/he must be picked up asap.

Refunds are not given if my child cannot attend due to symptoms of ill health. I must pay the monthly fee to keep a spot in the program.

## Acknowledgement:

I have read and understand Pine Ridge Nursery School’s policies including those regarding health and safety protocols. I understand that it is my responsibility to review the information provided by the school and ask questions if clarification is needed.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Photos

I consent to the taking of my child’s photograph by Pine Ridge Nursery School Inc. staff. These may be used for digital communications with parents/guardians via text or email, family gifts, or printed for display inside the school. Staff may sometimes use personal cell phones to capture special moments to share with parents; photos are then deleted. Children’s privacy is respected.

**\*\*\*Important\*\*\*:** I agree that I will not post on the internet, any pictures taken at Pine Ridge Nursery School Inc. that might include children other than my own. Please respect the privacy of other families. Do not assume that other parents want their child’s photo on social media.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Consent Form for the Distribution of Potassium Iodide (K1) Pills

I have read and understand the fact sheet produced by the Ministry of Health and Long-Term Care regarding the distribution of Potassium Iodide (K1) pills. I understand that the fact sheet will remain posted on the school website for review.

I give my permission for the staff of Pine Ridge Nursery School Inc., to administer the correct dosage of the iodide pill, (as per the instructions on the label) in the event of an incident at a nuclear generating station and when provincial authorities deliver instructions to do so. **This is not mandatory. I can choose to decline by not signing this section.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Admissions and Discharge

Pine Ridge Nursery School must ensure the delivery of the program to all children enrolled. The school reserves the right to decline enrollment if the level of care required to support a child to participate in the program exceeds the resources available. It is essential that parents share all pertinent information specific to the child's unique needs. Occasionally, the school will accept a request for enrollment for a trial period. Details regarding the trial period will be developed in consultation with the parent and may include a modified schedule.

### Terminating Care:

We value our relationships with families and will make every effort to work together in assisting each child to participate in a safe, meaningful and purposeful manner. Rarely, there may be a situation where it is necessary for the school to withdraw services and terminate care.

Grounds for termination may include but are not limited to:

- our inability to meet the unique needs of the child without hiring additional staff members
- nonpayment of fees
- inappropriate parent behaviour (Harassment or abusive behaviour toward staff or destruction of school property)
- failure to comply with nursery school policies and procedures as outlined in the Parent Handbook

We will give two weeks written notice of termination. The nursery school reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of staff or other children in attendance. In this case, the school will refund the parent for any days paid past the point of termination.

Please sign to acknowledge that you are aware of this policy.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Email Communication

Please carefully review the following risks and conditions related to email communication. If you still wish to allow communication via email regarding your child, date and sign your acceptance at the bottom of this form. A copy of the signed form is available upon request.

**Risks of using Email Communication:**

- Email is not encrypted. Security, confidentiality, and privacy is not guaranteed.
- Email can be delayed for technical reasons beyond the control of the school.
- Email can be forwarded, intercepted, circulated, stored, or even changed without the knowledge or permission of the school or the family.
- Email can introduce viruses into a computer system and potentially damage or disrupt the computer.
- The use of email to discuss sensitive information can increase the risk of such information being disclosed to third parties.
- Email created or received at your work computer may be accessed and is controlled by your employer

**Conditions of using Email:**

- Email may be copied or summarized for your child’s file and, as such, may be viewed by those authorized to access the record.
- At any time, you or school staff can decide to discontinue communication via email.

**Acknowledgement and Release to Allow Email Communication:**

I have read, understand, and accept the above risks and conditions. I recognize that the internet is not secure and that the security of any information sent via unsecured email cannot be guaranteed. With this understanding, I agree that the use of email communications for my child is reasonable and that Pine Ridge Nursery School Inc. will not be held responsible for information that may be disclosed to unauthorized persons as a result of our email communications.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Google Classroom**

Google Classroom is our primary online tool used to communicate information and share nursery school experiences with families. You will be provided with a class code via email to join your child’s online group. Pine Ridge Nursery School will share program information on the Class Stream.

**Please review the following risks and conditions related to participation in Google Classroom:**

- The full name associated with the email address may be displayed and visible to others within the class
- Security, confidentiality, and privacy is not guaranteed
- At any time, you or school staff can decide to discontinue the use of Google Classroom
- Parent access to Google Classroom will discontinue once the child is withdrawn from the program and/or at the end of each school year.

**Acknowledgement and consent to allow participation in Google Classroom:**

I have read, understand, and accept the above risks and conditions. By joining my child’s Google Classroom via class code, I acknowledge the risks associated with this communication format. I recognize that the internet is not secure and that Pine Ridge Nursery School Inc. cannot guarantee the security of any information displayed in Google Classroom. With this understanding, I agree that the use of Google Classroom communications for my child is reasonable and that Pine Ridge Nursery School Inc. will not be held responsible for information that may be disclosed to unauthorized persons as a result of our online communications.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## All About Me

Help us get to know your child! We would like to have a few of your child's favorite toys or activities on hand to ease the transition into school.

Child's name	
Siblings/Age	
Preferred toys/activities	
Preferred shows/songs/books	
Cultural Celebrations	
Any other information you think might be helpful	