

Programming & Fees

One Time Fees

Registration & Admin Fee: \$45 annual fee per child registered (**due at time of registration**)

Snack Fee: \$35 Snack fees are per full year (due 5 days prior to start)

Early Withdrawal Deposit: Equal to the value of 1 month's tuition. Amount will be applied to your child's last month of tuition unless the child is withdrawn without mandatory 4 weeks notice or there are other outstanding fees (due 5 days prior to start)

Recurring Monthly Fees

2 Day Program	3 Day Program	5 Day Program
Volunteer 1x per month or opt out for \$35/ month	Volunteer 1x per month or opt out for \$35/ month	Volunteer 1x per month or opt out for \$35/ month
Attend general meetings 4x per year (\$40 fee if missed)	Attend general meetings 4x per year (\$40 fee if missed)	Attend general meetings 4x per year (\$40 fee if missed)
Fee: \$95.00/month (2.5 hrs) OR \$153.00/month (5 hrs – children will eat their bagged lunch)	Fee: \$135.00/month (2.5 hrs) OR \$222.00/month (5 hrs – children will eat their bagged lunch)	Fee: ————— \$376.00/month (5 hrs - children will eat their bagged lunch)

NOTES: The full day is a JK readiness program and offered to children 3 years of age and/or at the discretion of the educators and the board. Due to the nature of the program, children must be toilet trained and there is no nap/quiet time. The morning program is well suited to all ages and temperaments and can be adjusted to full days as a student displays readiness.

Multi-Child Discount is **20% off** Monthly Tuition for the second child (children must attend ABC Nursery School at the same time). Excludes registration, administrative, and all other fees.

The ABC Treasurer will issue digital tax receipts for all eligible childcare fees prior to the following tax season.

Payment Schedule Options

1) Monthly Tuition Fees

- ⊗ Due by the 1st of every month September through May (Note: September fee will be 2x tuition as it includes early withdrawal deposit that can be applied to June tuition or last month of attendance if withdrawal notification greater than 4 weeks and no fees are outstanding)
- ⊗ OR 1 payment for the entire year (10 months tuition)
- ⊗ OR 2 lump sum payments on September 1st (5 months tuition) and January 1st (5 months tuition)

2) Registration & Administrative Fee

\$45

- ⊗ Due at time of child's registration

3) Snack Fee

\$35

- ⊗ Due 5 days prior to start date (can be added to your 1st months tuition)

4) Missed General Meeting Fee (3x per year)

\$40 per meeting

- ⊗ Due with the following months tuition if a family member does not attend a General Meeting (dates TBD)

5) Volunteer Fee

\$35 per month

There is no expectation to volunteer or pay a volunteering fee for your child's 1st month. We like children to be settled and comfortable before asking a family member to volunteer in class.

Missed Volunteering Fee:

- ⊗ Due with the following months tuition if volunteering is missed in a given month.

Volunteer Opt-Out Option:

Speak to the teachers if you wish to opt out of volunteering for the year.

- ⊗ Due with each months tuition.
- ⊗ OR 1 payment for the entire year dated September 1st (\$315)

Additional Information for your records

Membership – What it means to be part of a Co-op Nursery School

ABC Nursery School is a not-for-profit organization. Every effort is made to keep costs as low as possible while still ensuring the students are provided with high-quality programming and enrichment opportunities.

As a Co-Operative Nursery School, all member families work together with the teachers to help provide a wonderful program for the children – by participation on the Board, on committees, and in fundraising activities.

- The board is comprised of parent volunteers who manage many managerial and administrative tasks that are required for the school to run smoothly
- Having parents help out in the classroom allows our teachers to focus their attention on setting up activities, delivering educational programming, and engaging with the students
- Our committees take responsibility for fundraisers, events, and supplemental programming that directly benefit the school, the students, and the family-centred climate at ABC
- Funds raised by families through our fundraising activities go directly back in to the school

Committees

Your commitment and participation in a committee helps to keep the school costs low. It is also a wonderful way to meet other parents and families from the school. Committees vary in time commitment depending on what works for your family. More hands lighten the load! Information and opportunities to participate will be provided at the mandatory parent meetings.

Fundraising

ABC Nursery School relies on fundraising efforts to enhance the program. Participation in fundraising events is mandatory for all enrolled families. Funds raised through these efforts are put towards enriching our program by making fund available for:

- Field trips
- In-class visitors and experiences
- Holiday and End-of-Year party
- Art materials, books, and toys

The more we raise, the more funds we have to put towards enriching the program for our students.

The details regarding the planned fundraising efforts for the year will be shared at the first General Meeting of the year. Please check out past fundraising efforts at <https://abcnurseryschool.ca/fundraising/> or contact our current ABC Vice President regarding fundraising activities in 2023/2024 at abcnurseryvp@gmail.com.

Monthly In Class Volunteering

A member from each family must perform **ONE** 2.5 hour in-class volunteering shift per month. Each family is required to have a parent/guardian or representative with a valid Vulnerable Sector Screening and negative TB test result on file with the school. Volunteer days will be Wednesdays and Thursdays however efforts will be made to accommodate your schedule if you are unable to volunteer on those set days.

A google doc will be circulated to families in the fall to confirm volunteer participation and scheduling with our teachers will occur on a monthly basis. It is each family's responsibility to choose ONE 2.5 hour morning shift per month. Siblings and babies are not permitted to attend with you on your volunteer day. If you are unable to fulfill your volunteer shift for that month or choose to skip the month, then the \$35 opt out fee will be charged on your next month's tuition.

Monthly Out of Class Volunteering

We offer limited spots to volunteer outside of the classroom. These volunteer opportunities are also required ONCE per month and will be scheduled monthly by the teachers. These volunteer committees are

- Play Dough Committee
- Toy & Classroom Cleaning Committee (to be done at 11:30 or 2pm)
- * Play space Committee (weekend clean up of the play space)

If you are unable to fulfill your volunteer shift for that month or choose to skip the month, the \$35 opt out fee will be charged on your next month's tuition.

Opt Out

If you choose to opt out of volunteering you will be charged a \$35 fee on your monthly tuition.

Any questions? Our teachers are happy to help at abcnurseryteachers@gmail.com!

General Meetings

There will be four general meetings per school year at which each member family must have a representative (parent, guardian, grandparent, etc). The dates of these meetings are to be confirmed at the beginning of the school year. We will also send out a meeting reminder at least one week prior to the meeting. **All general meetings will continue to be held over Zoom online** and take approximately 1-2 hours. If you miss a meeting, you will be charged \$40 on your next months tuition.

Executive Roles and Coordinator Positions

As ABC Nursery School runs as a Co-operative (which is a non-profit organization of parents who have joined together to set up and maintain a nursery school), parents actively participate through a variety of functions throughout the school year. Each family must agree to assist with the school's operations and/or executive functions. For information about joining the executive board, please contact abcpresident@gmail.com.

Executive Roles: (please note, due to the nature of these positions there is no **monthly In-Class Volunteer** requirements asked of those in the Executive Roles)

- President
- Vice President
- Treasurer
- Secretary
- Executive Officer

Morning Snacks

ABC Nursery provides every child with a nutritious morning snack. Please see one-time fees. The snack schedule will be sent monthly. Families who have children with specific dietary requirements or preferences may be asked to send items to supplement the daily offering.

Medication Administration

ABC Nursery School will **NOT** administer medications (prescription or non-prescription) to any child in our care other than rescue inhalers or epi-pens. If your child requires any medications, you must administer them yourself at home or at the school. Parents must also apply sunscreen to their child prior to entering class.

Late Pick Up Policy

We ask that children be picked up on time to allow our teachers the necessary time for clean-up and prep for the following day. We understand that sometimes there are unforeseen circumstances, which might cause you to be late in picking up your child. However, we still need to respect the time of the teachers. A **late fee of \$15** will be applied for every **10 minute interval** the parent or guardian is late. This applies to **both pick up times** of 11:30 AM and 2:00 PM.

Items to Bring to School:

All Students:

- Indoor shoes – will be kept in your child's bin at school (labelled)
- Weather appropriate outdoor clothing (labelled)
- Extra clothes and diapers/wipes if needed
- Labelled water bottle
- Labelled backpack

Full Day (9-2) Students Only:

- A labelled backpack daily large enough to hold outdoor clothing, lunches and water bottles
- A **peanut/tree nut FREE** nutritious lunch in a labelled lunch bag as well as all containers labelled

Vulnerable Sector Screening

A Vulnerable Sector Screening (VSS) must be completed by all in-class volunteers prior to the commencement of their volunteer duties. The cost of the VSS is the responsibility of the person obtaining it and will not be reimbursed by ABC.

Caregivers without a VSS on file can attend special events and field trips, however they cannot volunteer in the classroom or be alone with any student at any time.

A VSS is considered valid if it is less than 6 months old from the date it is presented to ABC Nursery School. A copy of the VSS will be kept on file at ABC and will be valid for five (5) years from the date of issue providing an **Offence Declaration** is completed annually. **A previously applied for VSS will be honoured as long as the original copy can be provided to staff and it is less than 6 months old.**

There are a variety of Police Security Clearances available. Please ensure you apply for the Vulnerable Sector Screening which is specific for working with vulnerable populations including children. The Vulnerable Sector Screening is the only police clearance that can be accepted at ABC Nursery School as per Ministry regulations.

Municipality	Cost	Time to Process	Link to Application
Hamilton Residents	\$25.00	Approx. 30 days	https://hamiltonpolice.on.ca/how-to/get-background-check
Halton Residents	\$30.00	2-4 weeks	https://www.haltonpolice.ca/en/services-and-reporting/record-checks.aspx#Vulnerable-Sector-Check-

Tuberculosis (TB) Testing (1 step)

It is a Ministry requirement that all adults volunteering in the classroom provide a negative TB Test result prior to starting, dated no more than 30 days before volunteering commences. This is not covered by OHIP, and the fee is the responsibility of the family. We recommend you inquire with your family doctor about where you can obtain a TB test as this varies by region.

Your Checklist – Preparing for Enrolment in ABC Nursery School

- Completed Registration Package + Registration & Admin Fee
- Snack Fee
- Tuition Fee and Early Withdrawal Fee
- Volunteer Opt-Out Fee (if opting out of in-class volunteer duties)
- Copy of child's Immunization Record
- Copy of Vulnerable Sector Screening dated within 6 months or Signed Offence Declaration (yearly)
- 1 Step TB test result (only required once)

***VSS and TB test results are not required if you will not be volunteering in the classroom**