

BENJAMIN BUNNY NURSERY SCHOOL - Application Package

PHILOSOPHY

Believing that children learn through play, we provide an opportunity for developing social, emotional, intellectual and physical skills. We endeavour to encourage communication, co-operation, independence, and respect for others in a way that will enhance self-esteem. Cognitive skills, creativity and decision-making as well as fine and gross motor skills are stimulated through carefully planned activities.

PROGRAMME DEVELOPMENT

Our programme includes activities appropriate for the developmental levels of the children. These activities promote social and emotional development, language and cognitive development, gross and fine motor skills. Skills easily enhanced because they are encouraged and taught in a warm, caring, and fun-filled environment.

We provide:

- **Junior Kindergarten** level programming. (2 teachers/maximum 16 children)
- **Circle Times:** learning about the world around us is enhanced by exploring varied themes, such as: dinosaurs, space, weather, letters, numbers, etc.
- **Creative Area:** 3 varied art activities are provide each day.
- **Computer Area:** utilized to help develop pre-reading, pre-math, and problem solving skills.
- **Gym:** apparatus for climbing, riding, sliding, balancing, throwing and creative movement.
- **Dramatic Play Room:** for imaginative play.
- **Construction Room:** lots of building blocks, and varied vehicles.
- **Cognitive Area:** books, puzzles, etc to enhance language and fine motor skills.
- **Music Opportunities:** use of tapes and instruments.
- **Sensory Area:** for water play, sand play, woodworking and science experiments.
- **School Trips:** help enhance our programme. Written parental permission is required. Transportation is provided by parent volunteers.

PERSONAL AND HEALTH CARE

1. The school posts a sanitary policy which outlines regulations for cleaning the premises and the equipment. Cleaning of washrooms receives special attention in this policy.
2. Children are encouraged to look after their own personal needs, including toileting. An adult is available to assist them.
3. Nutritious snacks are served daily and are provided by the parents. Special arrangements are made to accommodate food allergies.

PARENTAL INVOLVEMENT

Our school provides an opportunity for parents to assist in the programme on a monthly basis. Volunteering enables parents to send their child at a reduced cost and also offers parents the opportunity to enjoy working with their child and others in the programme. All Duty Parents must obtain a Police Clearance in order to do duty days.

BEHAVIOUR MANAGEMENT

1. We approach Behaviour Management in a positive way, using techniques to ensure children=s safety and self-esteem.
2. The school posts a Behaviour Management Policy which outlines regulations for handling routines and discipline problems.
3. All staff and Duty Parents are required to review the policy annually and provide their signature to verify they have read said policy.

SPECIALIZED SERVICE

We welcome special needs children and have access to resource support for development of programmes as needed.

June Henderson, Supervisor

Mailing Address:

Mrs. Dinny Riddell

School:905-689-8724

35 Laurendale Ave.,

www.benjaminbunny.org

Waterdown ON L0R 2H3

905- 689-7682

BENJAMIN BUNNY NURSERY SCHOOL

With the sanction of the Waterdown Council, Benjamin Bunny Nursery School was opened by St. James United Church in 1968 as a non-profit community service.

In 1976, the school was incorporated under the Laws of Ontario, and is administered by three trustees. Under the terms of incorporation, they receive no remuneration.

The trustees are: Shelley Scott, Chairperson;
Dinny Riddell, Secretary;
Gail Sindrey, Treasurer

Our Supervisor: June Henderson

The Nursery School year runs half days from Thursday, September to June 13th (please check with supervisor for actual dates)

3 day morning programme: Monday, Wednesday & Friday - mornings 9:00 - 11:30am

2 day morning programme: Tuesday & Thursday - mornings - 9:00-11:30am

JK afternoon class : Monday, Wednesday & Friday - afternoons - 1:00-4:00pm

Age Range: 3 - 5 year old pre-schoolers (child must be 3 years old by December 31 and toilet-trained. (Please no pull-ups.) JK class (children must be 4 years old by February 28)

The Nursery School closes for all school and statutory holidays. As well, the school will be closed on occasional Fridays (approximately two during the school year) to accommodate special church activities. Parents will be notified of these Fridays. Our school will close in the event of bad weather.

FEES:	Registration \$20.00 (non-refundable)
	3 day morning programme \$95.00 per month (June \$45.00)
	2 day morning programme \$75.00 per month (June \$35.00)
	JK 3 day afternoon programme \$105.00 per month (June \$50.00)
	JK 2 day afternoon programme \$90.00 per month (June \$42.50)

For registration, please make sure that the following are complete:

a) registration fee of \$20.00 (cheque dated the day the application is submitted) (Not required for re-registrants)

b) post-dated cheques for Sept. - June (10 cheques)

-print the first and last name of your child in the memo section of your cheque

-make cheques payable to BENJAMIN BUNNY NURSERY SCHOOL

-date cheques the 1st of each month

c) 1 - application/ legal forms

2 - health immunization form

3 - volunteer immunization form

4 - police clearance form (cost \$ 15.00)

Please note that an extra charge of \$20.00 will be collected for each N.S.F. cheque.

Positively no rebates are given for children who are absent for any reason.

DUTY DAYS: At Benjamin Bunny we require parents to help in the school. This policy keeps fees at a reasonable rate.

It also provides the opportunity of seeing the child in the context of the school. Please note that we are not licensed to have children on the premises who are not registered at the Nursery School. Arrangements must be made to have your other children cared for on your Duty Day and when driving on school trips. IF NEITHER PARENT IS ABLE TO PARTICIPATE, AN ADDITIONAL FEE OF \$20 FOR EACH DUTY DAY WILL BE COLLECTED TO COVER THE COST OF A SUBSTITUTE.

Duty Days required: 1 day per month/per child for all programmes.

*****All Duty Parents are required to obtain a Police Clearance,

Police clearance is **not** required for re-registrants.

In August a summer letter will be mailed to all enrolled children, giving "dates of the first and second day of school and notify you if you have any outstanding information or fees we require.

APPLICATION FORM BENJAMIN BUNNY NURSERY SCHOOL

Office Use Only #
Reg. Fee date
Cheques rec'd date.....
Medical Form.....
Police Clearance
Participating
Non- Participating

Child's Name

Date of Birth

Address of Child

City Postal Code

Home Phone

Father's Name Mother's Name

Home Address Home Address

Business Name..... Business Name

Business Phone..... Business Phone.....

(For emergencies only)

Siblings: (names & ages)

LOCAL EMERGENCY CONTACT (When parent CANNOT be reached) please call:

Name Phone #

Names of Persons to whom child may be released:

.....

If this child requires special attention in any way, or if there is specific information to be given that may help the child at school, please give details:

.....

.....

Please check preference (subject to availability)

3 day morning programme _____ Monday, Wednesday & Friday

2 day morning programme _____ Tuesday & Thursday

3 day afternoon JK programme _____ Monday, Wednesday & Friday

Check One: Participating Non-participating

(In duty days) (Not participating in duty days. \$20.00 extra fee per month)

Starting Date: _____
Leaving Date: _____
Reason: _____

.....
Signature of Parent

* Please see school supervisor for Volunteer Screening forms and Department of Health Immunization Report

To: Benjamin Bunny Nursery School

Mailing Address: Mrs. Dinny Riddell
35 Laurendale Ave
Waterdown, Ontario L0R 2H3 689-7682

Child's Name _____

Date of Birth _____

Address _____

Phone _____

It is hereby understood and agreed that the program of Benjamin Bunny Nursery School involves activities for my child which will be conducted away from the premises of Benjamin Bunny Nursery School, and I hereby agree to my child's participation in such activities, and to my child taking any trip involved in such participation.

In consideration of my child's enrolment in Benjamin Bunny Nursery School, I agree that Benjamin Bunny Nursery School, and its employees, workmen, successors, and assigns, shall be freed from all actions, claims and demands of whatever kind or nature arising out of any accident which may occur to, or any injury which may be sustained by my child while participating in such activities or taking such trips, from any cause whatsoever.

In the event of injury to my child, and in the event that you are unable to contact us or our doctor, we hereby authorize and direct that you obtain such medical assistance as you may deem advisable in the circumstances.

Dated at _____ this _____ day of _____
(Place) (day) (Month) (Year)

Parent's signature _____

BENJAMIN BUNNY NURSERY SCHOOL

I, _____ give Benjamin Bunny Nursery School permission
(parent/guardian)

to photograph my child(ren) _____ for the purpose of promotional material or school displays.
(child's name)

Parent signature _____

Date _____

**BENJAMIN BUNNY NURSERY SCHOOL
REQUEST FOR VULNERABLE SECTOR SCREENING**

The applicant named below will be a volunteer at Benjamin Bunny Nursery School from
September 2008 until June 2009.

_____ (applicant)

_____ **June Henderson, School Supervisor**

**BENJAMIN BUNNY NURSERY SCHOOL
MEDICAL FORM FOR VOLUNTEERS**

Name of Child _____

Name of Volunteer _____

IMMUNIZATION RECORD

* Booster (Diphtheria/Tetanus) must be given every 10 years.

Date of last booster _____

Tuberculin Test (T.B.) _____

Date of Test _____ Result _____

VOLUNTEER POLICE SCREENING PROCESS

In accordance with the Ministry of Community and Social Services we have to adhere to a policy requiring that Duty Parents under go a "Police Reference Check". The intent of this policy is to ensure that persons who are at high risk to harm children, such as those convicted of sexual or violent offences are not placed in positions of trust with children.

The Volunteer/Application Screening Procedure

1. In your application package you will find two request for vulnerable sector screening forms. Fill out these two forms.

As of this year the police department is charging a \$15 fee to do this services.

Volunteers working for multiple agencies only need to have 1 check done per calendar year. The applicant can then provide this check to many different agencies without having to incur additional fees.

If you have a recent screening in your possession you may use it to volunteer at Benjamin Bunny.

Returning students need not reapply.

2. Along with the two forms you must take two pieces of ID (one with Photo) to the records dept. at Hamilton Wentworth Police at;
155 King William St. in Hamilton.

Hours: Mon.-Fri. 8:30 am. - 6 pm. Sat. 8 am. - 11am. Phone # 546-4767

The forms take a minimum of 30 days to process, after which they must be picked up at the police station within 60 days or they are discarded and you must reapply.

When you pick up your form you must show the same two pieces of ID as used previously.

The results of the check are the sole property of the applicant and may be shared with the school voluntarily.

Please deliver the form to the school. The form will be verified and then returned to you after you has signed off on the document. Forms maybe return to the school anytime before the school year ends on June the 13th or summer dates specified in the summer letter.

* Only parents with consent forms will be allowed to perform Duty days.

** Parents not wishing to undergo the screening process are welcome to pay the \$20. monthly duty fee or find an alternative person (one holding a consent form) to do your Duty day .