

Registration Checklist

Please do not hand this in, but keep for your information for the August AGM

	Completed
Applied to our program through OneList	
Completed the Online Registration Form	
Completed the Online Waivers & Agreements Form	
Sent an e-mail to membership@wellesleycooperativepreschool.com with a copy of my child's immunization records. A photo of the immunization record will suffice but information must be legible. Include your child's name and birth date in the email subject line.	
Submitted my child's immunization record to Public Health using the online form Vaccine Reporting- Region of Waterloo	
Paid First Months Tuition treasurer@wellesleycooperativepreschool.com or sent EMT to payments@wellesleycooperativepreschool.com . If sending an EMT, your child's name must be in the memo line along with what you are paying for.	
Paid Coop Fee Coordinate to drop off 2 post dated cheques to treasurer@wellesleycooperativepreschool.com or send EMT to payments@wellesleycooperativepreschool.com	
All Fee Information is included in the chart below	
Read through the Policies and Procedures on our Website	
Read through the Parent Handbook and Program Statement	
Marked my calendar for the May Annual General Meeting (AGM) which is mandatory to attend. This is also your chance to get a participating position. More details to follow via e-mail from the board President.	

At the August AGM I will need to:

- Bring a small wallet sized photo of just my child parent/guardians.
- Hand in remaining postdated tuition fee cheques

***Note-** If you are sending remaining tuition via EMT, please send prior to the AGM

Attention Full-Participating Families (Board Members Only)

Vulnerable Sector Criminal reference Checks must be completed and handed in within 25 days of being selected for your board member position.

Volunteering

There is no discount offered for volunteering in the classroom however, we love to have parents/guardians join us if this is something they are interested in. If you would like to

volunteer, you will need to complete a Vulnerable Sector Criminal reference Check and the Pre-Employment Health Form from our website before you can volunteer in the classroom. If you are interested, please send an email to supervisor@wellesleycooperativepreschool.com with a copy of your immunization record.

Canada-Wide Early Learning and Child Care Agreement (CWELCC)

Wellesley Coop Preschool has been approved in CWELCC. This means that Base Fees (Monthly Tuition) for children under the age of 6 were reduced by 52.75% as of January 2023. CWELCC is provided by the Federal Government and is being delivered through a partnership between the Ministry of Education and the Region of Waterloo. Non-base Fees (Co-op Service Fee, Non-Sufficient Fund Fee, Finance Charges for NSF and late EMT’s field trip costs. Associate member fee) are not eligible for the CWELCC reduction.

In a co-operative preschool, parents play many important roles. They join as a team to provide an enriching environment for their children to learn and grow. Some parents/guardians volunteer in the classroom and help on the board. However, there may be parents/guardians who choose not to or are unable to participate in the classroom or on the board. The following chart outlines the duties associated with the various levels of participation:

	Participating	Non-Participating
General Meetings (AGM)	2 x \$50 coop fee	2 x \$50 coop fee
Volunteer Board Position	*	
Classroom Volunteer Days	Optional	Optional
Monthly Tuition with 52.75% reduction	1 or 2 days/week \$76.59	1 or 2 days/week \$101.59
	3 or 4 days/week \$153.18	3 or 4 days/week \$203.18

As a member of a cooperative preschool, you are required to attend two meetings per year. Meetings are typically held in May and August. A missed meeting fee of \$50 per meeting will apply for any meetings not attended. Two post dated cheques dated June 1 (current year) and September 1 (current year) will be collected with your registration package or \$100.00 EMT. The corresponding cheque will be returned to you following each meeting you attend or the appropriate funds by EMT at the end of the year. If you miss a meeting, without an appropriate reason (at the discretion of the board), your cheques will be deposited. This is known as the “Coop Service Fee”.