



Muppets Co-operative Preschool Inc.

4407 Spruce St.
 Burlington, Ontario
 L7L 1L9
 905-333-5272

www.muppetspreschool.ca

Participating Families

<u>PERSONAL INFORMATION</u>	
Each member participating in classroom needs to complete and submit before their first classroom duty.	
FULL NAME:	
Child's Name:	Relationship to Child:
Primary Phone #:	E-mail Address:
<u>DUTY DAY REQUEST</u>	
You will be paid a \$30 honorarium for each duty day you perform in the classroom. Honorarium is paid in the subsequence month.	
Number of Duty Days Preferred Per Month:	
I am available to perform duty on the following days (circle all that apply): <div style="text-align: center;"> TUESDAY WEDNESDAY THURSDAY </div>	
Additional Information to assist the Scheduler:	
I am able to be an Emergency Duty Person (circle one): YES NO	
<u>LATE POLICY</u>	
Duty parents are an essential part of the classroom. The teachers rely on the punctuality of the parents in the classroom to set up the room each morning. Duty parents are required to be in the classroom 15 minutes before the program starts. It is the parent's responsibility to sign-in each duty morning to keep track of duty days worked. The digital clock in the classroom will be the time used to sign-in. If a duty parent is 5 or more minutes late a \$5.00 deduction will be taken from that day's duty pay.	
<i>I understand and will abide by the late policy outlined above.</i>	
Signature:	
<u>EMERGENCY SWAP PROCEDURE</u>	
Duty parents are part of the adult-child ratio set out by the Ministry of Education. If for any reason (illness, last minute scheduling conflict, etc.) you are unable to attend your scheduled duty day at the last minute, it is imperative you call the people on the emergency swap list to find a replacement. Failure to comply with this procedure in finding a replacement can result in a \$30 fine alongside not being paid the \$30 honorarium for the duty day missed. Please inform the Scheduler of the switch via email: muppetscheduler@gmail.com	
<i>I understand and will abide by the emergency swap procedure outlined above.</i>	
Signature:	

Muppets Co-operative Preschool Inc.

IMMUNIZATION	
<u>Tuberculosis Test</u>	
A tuberculosis test must be done by ALL duty parents (or person) within a few months prior to their participation in the Muppets Co-operative Preschool. This test is required by the Halton Regional Health Department and compliance is mandatory. A T.B. skin test must be completed on commencement of the first year as a participating duty person and if it is negative, no further testing is required for all consecutive years that the parent/person remains participating.	
Date of T.B. test: (D/M/Y)	Results: (circle one) Positive Negative
If the test results are positive, please indicate the date of your follow-up chest X-ray:	
Date of Chest X-ray: (D/M/Y)	(or circle) N/A
<u>Td Booster (Tetanus and Diphtheria)</u>	
A new Td booster will be needed if it has been more than 10 years since the last one.	
Date of last Td Booster: (D/M/Y)	
<u>Measles, Mumps, Rubella</u>	
Please answer EITHER A, B, or C	
A) I have received my MMR Inoculation: (D/M/Y)	
B) I am known to be immune to measles: (Date you had measles or date of blood test D/M/Y)	
I am known to be immune to mumps: (Date you had mumps or date of blood test D/M/Y)	
I am known to be immune to rubella: (Date you had rubella or date of blood test D/M/Y)	
C) I was born before December 31 st , 1957: (DoB D/M/Y)	
Name of Doctor:	Phone #:
<u>Exemption due to pregnancy</u>	
If you are pregnant at the time of registration, please sign the following statement.	
I have not completed the above immunization information due to pregnancy, and understand that I am responsible to complete all the above requirements as soon as possible following my pregnancy	
Signature:	Date:
Expected due date: (D/M/Y)	
CRIMINAL REFERENCE CHECK POLICY	
In compliance with the Ministry of Education and the CCEYA, every staff member and volunteer in the classroom is to obtain a current Criminal Reference Check (CRC) with Vulnerable Sector Screening. CRC's MUST be dated less than 6 months prior to starting school. Parents returning in consecutive years need to sign a declaration of no change related to CRC (Note: A new CRC must be submitted every 5 years). If you have not received your CRC you MUST bring your RECEIPT with you to the September General Meeting, to be kept on file for Ministry purposes. The Supervisor will review each CRC and keep the original or true copy on file at the school in a secure location. A positive CRC will be reviewed by the Supervisor and President of the Board to determine the relevance of the information listed to providing direct service within the preschool. In this case, a Record of Clearance may or may not be granted. All individuals required to obtain a CRC must obtain a Record of Clearance in order to provide any direct service to children within the preschool setting. Individuals who are denied a Record of Clearance may participate in the schools in ways which do not involve direct service to children in accordance with other policies within the school. Individuals denied a Record of Clearance will be required to find a suitable replacement to perform their duty days. Please note that the results of the CRC will	

Muppets Co-operative Preschool Inc.

remain the property of the individual. Information regarding the results and any decisions made on the basis of these results will be held in the strictest of confidence.	
Date of CRC: (D/M/Y)	or Date of Declaration: (D/M/Y)
FIRST AID CPR-C POLICY	
In compliance with the Ministry of Education and the CCEYA, every staff member included in ratio (which includes participating duty parents) is required to have valid First Aid with CPR-C. Contact the school supervisor for more information on upcoming training courses. Please provide the supervisor with a photo copy of your training card.	
Date of Completion: (D/M/Y)	Date of Expiration: (D/M/Y)
PRIVACY POLICY	
<u>Notice with Respect to the Collection of Personal Information</u> (Freedom of Information and Protection of Privacy Act)	
Each staff, student and volunteer in a licensed child care centre or person employed by / associated with a licensed home child care agency must complete this form. In administering and enforcing the Child Care and Early Years Act, 2014 (CCEYA), Ministry of Education inspectors, program advisors and the director under the CCEYA may collect and review personal information about staff employed by a licensed child care centre or employed by or associated with a licensed home child care agency under the authority of s. 30, 31, 67(1) and 69(1) of the CCEYA and s. 53, 54, 55, 56 and 57 of O. Reg. 137/15 under the CCEYA to ensure that the licensed child care centre or home child care agency is complying with the CCEYA and O. Reg. 137/15. This form is required to be kept for the ministry's review at the child care centre where you are employed or the head office of the home child care agency. Your personal information may be provided by your employer in connection with an application for approval of a Supervisor, a person to take the place of a Registered Early Childhood Educator or approval of a Home Child Care Visitor, if applicable. Information collected in the licensing process about Registered Early Childhood Educators may be shared with the College of Early Childhood Educators if necessary for the enforcement of the Early Childhood Educators Act, 2007.	
Questions concerning the direct or indirect collection of personal information may be addressed to the: Child Care Quality Assurance and Licensing Branch Early Learning Division Ministry of Education 900 Bay Street, 24th floor, Mowat Block Toronto, ON M7A 1L2 416-314-8373	
Name: (please print)	Date: (D/M/Y)
<i>I understand and agree to the terms of the outlined privacy policy.</i>	
Signature:	

Checklist sign off sheets – for school use only	Y/N
Fire Policy	
Anaphylaxis Policy (include individual if applicable) with Epi-Pen demonstration	

A Non-Profit Co-operative Preschool

