



Infant & Preschool Application

1. HISTORY

In the late 1980's, UNB identified a need for quality early learning and care services on campus and created a working group. The Board of Directors wanted to ensure that families would have an active involvement in all aspects of the centre; thus, the corporation was constituted as an independent non-profit association, incorporated by membership. The membership consists of parents/guardians of the children and the staff of College Hill Early Learning Co-Op. The centre opened its doors in September 1994 under the original name of College Hill Daycare Cooperative.

2. STRUCTURE

College Hill can accommodate a maximum of 60 children. All programs are full time only (full days, Monday-Friday).

Classroom programs and group sizes are as follows:

Monkeys	6-24 Months Old	6 Children
Jr. Penguins	2 Years Old	8-10 Children
Sr. Penguins	3 Years Old	12-14 Children
Bears	4-5 Years Old	20 Children
Owls (Afterschool Program)	K-Grade 2	10 Children

3. HOURS

College Hill is open Monday to Friday, 8:00am-5:00pm; closures follow UNB's Human Resources Holiday Schedule plus Remembrance Day Holiday.

4. FEES (as of September 01, 2017)

All Programs are full time only and monthly fees vary by age group (effective September 2019):

6-24-Months-Old Program:	\$920
2-Year-Old Program:	\$795
3-Year-Old Program:	\$785
4-Year-Old Program:	\$770
After-School Program (K-Grade 2)	\$380

Fees are subject to change with Board approval. Annual Tax receipts are issued. Parents may seek financial assistance, if needed, through the New Brunswick Parent Subsidy Program. **College Hill is a New Brunswick Designated Centre.**

5. APPLICATION PROCESS

To apply to College Hill Early Learning Co-Op, all families must complete the Application Form (included at the end of this document) and submit the \$30/family non-refundable Application Fee. Please complete an application form for each child whom you wish to place on the waiting list for College Hill programs.

Both the completed Application Form and the \$30 Application Fee are needed before your child can be placed on the waiting list.

- **Paying by e-transfer:** If you are paying by e-transfer, please send it to chdc@unb.ca. Please ensure that an email is forwarded in advance advising of the password.

If you have any questions about the waiting list or enrolment after you have reviewed the information and application package, please email chdc@unb.ca. Due to the day-to-day demands of our programs, we request that all inquiries be made via email (rather than by phone or in person); we will follow up with you as quickly as possible.

Because public tours of the centre can be disruptive to the children's programs and environment, **College Hill limits tour requests to parents who have received an offer of enrolment.** This ensures that parents have full information in making their decision while providing the most secure environment to the children enrolled at College Hill.

6. Waiting List Procedures

College Hill Early Learning Co-op uses a waiting list to offer spaces as they become available. Prospective parents should be assured that the waiting list is administered objectively, based on guidelines established by UNB and the Board of Directors. Admission is on a first come, first served basis. College Hill is required to provide priority in filling spaces to "affiliates" (current students, staff and faculty of UNB and STU).

A child is placed on the waiting lists according to his/her age: Infants (6 months-2 years), 2 years old, 3 years old, 4-5 years old, and After-Schoolers (K-Grade 2). Within these groups, names are further grouped in order of priority as:

- Siblings: children who have a sibling currently attending College Hill Early Learning Co-Op
- Affiliates: children of a parent from the current university community (students, staff or faculty of UNB & STU)
- Non-Affiliates: children of the community at large

College Hill currently has waiting lists for each age group. The waiting times can vary *significantly* depending on a number of factors. For starters, the infant and 2-year-old programs have small group sizes and thus lengthy wait times (even for siblings of current members who have priority placement). We also must hold spaces for children currently registered, so that they are able to advance to the next classroom as they age. The older age groups (age 3+) have lower wait times as the group sizes are larger. Thus, the likelihood of getting a spot increases as a child moves up in age groups.

College Hill is unable to forecast wait times. There are occasions when there has an opening and the first 10-15+ parents on the waiting lists have graduated, gone on sabbatical, relocated or had a change in their family circumstances, thus, allowing us to get deeper into the waiting list and to those who applied more recently. At other times, however, the first person contacted on the waiting list accepts the offer of enrolment.

Parents on the waiting list have the option to decline an offer of enrolment once and still maintain their place on the waiting list. Once a parent on the waiting list declines an offer of enrolment a second time following their "Requested Start Date", they can request to remain on the waiting list but will be moved to the bottom of their 'priority group' waiting list, with a new application date of the second decline.

7. Offers of Enrolment

Once your child reaches the top of the waiting list and there is an opening in that age group's program, the Executive Director will send along an Offer of Enrolment via Email. It is completed via email as there is a fair amount of information included and it allows parents to review this information and procedures more closely. For this reason, please ensure that College Hill has an up-to-date email address that you use most frequently.

Upon confirmation of the acceptance of offer, the Executive Director will send a Deposit Invoice.

8. College Hill Early Learning Co-Operative Entrance Procedures and Overview of Fee Policy

- Once enrolment to College Hill is offered, the parent must confirm his/her acceptance of enrolment by:
 1. Emailing acceptance within 24 hours of the Offer of Enrolment (at which time the Executive director will forward a Deposit Invoice).
 2. Submitting 2 cheques as deposit within 24 hours of acceptance (the deposit will be applied to the first month's fees which will then be paid in full):
 - The 1st cheque is a non-refundable deposit for ½ of the first month of fees. This cheque should be dated for the date of acceptance.
 - The 2nd post-dated cheque is for the balance of the remaining half of the first month of fees. It should be postdated for the first day of the month, which the child begins enrolment.
- All fees are collected on a term basis (Fall Term: September-December, Winter Term: January-April and Summer Term: May-August). Payments of fees are to be submitted via four post-dated cheques dated for the 01st of each month included in that term. **All cheques are to be made payable to College Hill Day Care Co-Op or CHDC.**
- There will be no reduction in fees for those holidays that fall on days that your child is registered to attend; this applies for all programs.
- There will be no reduction in fees for storm day closures (full and partial); this applies for all programs. In the event of a storm when the universities are closed and/or roads are deemed as unsafe to travel, College Hill will be closed. Please monitor local radio stations/websites for announcements regarding closure during periods of stormy weather.
- Please note that if UNB has a delayed opening, as late as noon, College Hill will be closed for the full day.
- Parents must pay for all vacation and sick days when the child will be away from College Hill.
- If parents decide to remove a child from a College Hill Early Learning Cooperative program, written notice is required and will take effect at the end of the following month. This applies to all programs.
- College Hill Early Learning Programs are full time only (full days Monday – Friday).
- In the case of parents applying for provincial subsidy, they are responsible for contacting the Government of New Brunswick's Parent Subsidy Program and coordinating notification. Please note, a deposit will still be required to confirm acceptance of enrolment and subsidy amounts will be applied and credited to your account, once College Hill receives your "Notification" from the government.
- College Hill closes at 6:00 p.m. and children must be picked up before this time. A late fee will be strictly enforced and the parent must pay this directly to the Educator on duty who had to stay late. Late fees also apply to any early closures, due to poor weather or emergency, based on the scheduled time needed to close.

9. Daily Programming and Curriculum

College Hill's program is based on the Emergent Curriculum, which follows the New Brunswick Curriculum Framework. This program recognizes that children learn primarily through action and through the conclusions they draw from their own experiences. Educators do not "teach" in the traditional sense of giving children knowledge by showing and telling; rather they teach by encouraging, supporting and extending children's choices and activities. Reflective practices and purposeful environments are key in the Educators' implementation of the curriculum.

"In keeping with contemporary research and theory, the framework emphasizes responsive relationships, children's strength, and engaging environments. It views children as confident, active learners whose learning, growth and development are profoundly influenced by the quality of their relationships with people and their interactions with places and things" (The New Brunswick Curriculum Framework for Early Learning and Childcare).

The curriculum includes 4 broad-based goals:

1. Well-Being
2. Play and Playfulness
3. Communication and Literacies
4. Diversity and Social Responsibility

The program provides a balance between quiet and active play and encourages multicultural/diversity awareness. Activities are developmentally appropriate for the children. This encourages each child to develop independence and self-confidence in his/her abilities.

10. College Hill Early Learning Co-Operative Member Obligation

College Hill has a standing goal of 100% member participation. As a non-profit cooperative, the parents, educators, and children are active agent—the centre evolves and moves where our collective action makes it go, and it requires input and volunteer time from all members.

There are many ways that members can contribute to the College Hill community:

- a) **Volunteer time and donate materials:** The Giving Trees outside each classroom suggest some ways members can donate time and energy. Members are not required to document their participation, but are instead encouraged to participate in the centre directly and to see the benefits of their involvement first-hand.

The green leaves on the trees indicate classroom materials that are regularly needed, and members can purchase and donate an item to fulfill their monthly participation requirement. Here is a list of some recent gifts:

- indoor and outdoor toys;
- books;
- art supplies (markers, pencil crayons, crayons, paper, etc);
- plastic bags;
- bus passes;
- classroom plants;
- classroom furniture
- play sand;
- sensory materials;
- CDs;
- soft tissues; and
- cash and gift card donations to classrooms directly for materials (e.g. batteries, dramatic play-clothes, bubbles, and much more).

The apples, on the other hand, highlight ways that members can donate time and energy, rather than materials. Member participation in the classroom is strongly encouraged by College Hill's educators. Some examples of classroom involvement include:

- helping out with supervision on field trips;
- visiting classrooms as guest speakers;
- repairing toys and equipment;
- reading to children;
- acting as parent classroom representatives; and
- cleaning toys.

b) **Participate in College Hill management or serve on committees:** Another way members can fulfill their volunteer hours is by serving on the Board of Directors or participating on one of our three standing committees: the Fundraising Committee, the Special Events Committee, and the Playground Committee. Each committee plays an integral role in the operation of our centre. This is a convenient and flexible way to participate in the life of the centre—committee activity can be irregular, depending upon when members have time and energy to expend, and much of it is done primarily through email. The tasks are also shared and balanced by all of the committee members, supporting the age-old saying that “many hands make light work.”

c) **Other contributions:**

- oversee the refundable recycling program;
- act as a classroom representative;
- provide computer and technical support for the front office;
- shovel snow in the playground; and
- participate in fundraising activities, such as Scholastic book orders, which provide much of College Hill's classroom reading materials.

This list is not exhaustive. Members should feel free to help out in any way that suits their interests, hobbies, and time constraints.

We believe that members should feel involved, appreciated and responsible for College Hill Early Learning Cooperative, of which they are all owners/shareholders. It is certainly true that co-operation makes a difference.

11. FREQUENTLY ASKED QUESTIONS

What is a Cooperative?

College Hill is a cooperative. This means that members are owners of the association. As such, members are strongly encouraged to be actively involved in the organization (volunteering such as committee work, board of directors, classroom representatives etc. or donations of supplies in lieu of volunteering).

College Hill is governed by a Board of Directors which is comprised of, and elected by, members.

How are Children Admitted?

Application packages can be requested by emailing chdc@unb.ca or picked up in College Hill's front entry. A \$30/family non-refundable application fee is required. Once an application is submitted, children are placed on a waiting list in priority sequence, as per mandate. Priority is first provided to children of existing members (these children have an enrolled sibling at College Hill, then 'Affiliates' and lastly 'Non-Affiliates'. 'Affiliates' are defined as current employees or students of University of New Brunswick or Saint Thomas University. The Waiting lists are lengthy, especially for the younger age groups (2 years old and younger) and even for 'Affiliates'. Once parents reach the top of the waiting list and a space becomes open in that child's age group, **parents will receive an email with the**

Offer of Enrolment. Please ensure that you note the email address you access regularly on the application and update the Executive Director if it changes.

How Many College Hill Educators Have Early Childhood Education Diplomas/Degrees?

We are extremely proud that ALL of our Educators have Bachelor of Education Degrees or ECE Diplomas. They are experts in their field. Staff members regularly attend continuing education opportunities to build upon their training. We are also proud that we are able to retain our excellent staff, providing a stable environment for the early learning program, children and families.

Is College Hill an Early Learning Centre?

Yes, it most certainly is! Our Educators have been implementing the Emergent Curriculum since 2008 and the program now extends into the New Brunswick Curriculum Framework for Early Learning. This allows for an environment which is engaging and responsive to the children's learning needs.

What are the Facilities Like?




College Hill Early Learning Cooperative was built specifically to be an early learning center. As such, we have child-sized facilities including in-classroom washrooms and water fountains. We have a full kitchen and an on-site cook. We have a large, secure and well-equipped play yard with a separate area for infants. Each child also has a "cubby" to store personal items such as clothing, footwear and bedding.

Are Meals Provided?

All snacks and lunches are provided. Children have a balanced and nutritious morning snack, lunch and afternoon snack daily. The menu is posted on the front bulletin board and is based on a three-week rotation. **All meals are prepared on-site.** We have a strict **No Outside Food Policy** for safety purposes. Food and drink are not to be brought in by the children/parents from outside the center, as some children have severe food allergies to a wide range of foods. We are also a nut-free facility.

What is a Typical Day?

Each classroom follows a routine schedule, for example:

-  **Morning:** drop off time/free play, snack, interest exploration, outdoor play and discovery.
-  **Noon:** lunch, clean-up, rest/quiet time.
-  **Afternoon:** snack, outdoor play and discovery, open learning 'invitations' to explore, pick up time/free play.

For more information:

Sarah McConnell
Executive Director

chdc@unb.ca
www.unb.ca/fredericton/chdc/

College Hill Early Learning Co-Operative Ltd
 850 Montgomery Street
 Fredericton, New Brunswick
 E3B 2X9
 Phone 506.458.2883

Office Use:

Application fee received: Yes _____ No _____

Child's Age: _____

Receipt #: _____

Requested Start Date: _____
Day/Month/Year

College Hill Early Learning Co-Operative Ltd.

Infant and Preschool Program Application Form

Your application will be processed when this form is completed and submitted with the \$30 application fee to College Hill Early Learning Co-Op. For waitlist purposes, your date of submission will be the date on which the application is processed. Each family need only pay the application fee once rather than per child. An application must be completed for each child whom you wish to apply.

Parent or Guardian, please complete the following:

PLEASE CIRCLE THOSE THAT APPLY AND INCLUDE YOUR STUDENT OR DATATEL NUMBER TO CONFIRM AFFILIATE STATUS (current student or staff of UNB or STU):

UNB AFFILIATE: UNB STAFF, FACULTY, UNDERGRAD, MATURE OR GRAD STUDENT

CURRENT STUDENT OR DATATEL (Staff) # : _____

STU AFFILIATE: STU STAFF, FACULTY, UNDERGRAD OR MATURE STUDENT

CURRENT STUDENT OR DATATEL (Staff) # : _____

UNB/STU email address: _____

Child's Name: _____ Gender: _____

Address: _____

Phone #: _____

Place of Birth: _____ Birth Date/Expected Birth Date: _____
Day/Month/ Year

Email Address (accessed most often): _____

(Please note: parents will be contacted via email with enrolment offers)

Parent's Full Name: _____

Parent's Full Name: _____

Parent's Employer/Program of Study: _____

Parent's Employer/Program of Study: _____

Child's Health

Allergies: a) Food _____

b) Medication _____

c) Insect _____

d) Environmental _____

Does your child have any exceptional needs which will require a Classroom Support Worker? (This program is funded through the NB Enhanced Support Worker Program). If so, please describe:

Requested Start Date: _____
Day/Month/ Year

Please Note:

Application fees are non-refundable and must be paid by personal cheque or e-transfer. Cheques should be addressed to College Hill Day Care Co-Op or College Hill. Cash cannot be accepted as College Hill does not carry cash on site. Please note that the application fee is not a registration fee or deposit.

The waiting lists can be lengthy, especially for children 2 years of age and younger. Unfortunately, due to the length of waiting lists, providing an estimate of wait times is simply not possible. The wait times are longer for those from the community-at-large, as College Hill Early Learning Cooperative is mandated to provide priority in filling spaces to affiliates (current students, staff and faculty) of UNB and STU.

I hereby acknowledge that I have read and understand the information/policies included in ***College Hill Early Learning Co-Op's Infant/Preschool Application Package:***

 Signature of Parent/Guardian

 Date
Please return to

Sarah McConnell
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College Hill Early Learning Co-op., Ltd.
850 Montgomery St.
Fredericton, N.B.
E3B 2X9
chdc@unb.ca