



# Registration Form

Welcome to Discovery Preschool! Prior to filling out this form, please ensure that you have read the Parent Handbook for all information pertaining to your child's registration and the accompanying rules and guidelines. We ask that you please review the initial eligibility criteria below before submitting the form. Ensure that you print clearly, fill out each section and submit this form along with your payment as indicated below.

## Eligibility

In order for your child to be registered in a class at Discovery Preschool, he/she must meet the following eligibility criteria:

- 1.) Your child must be 3 years of age by October 31, 2019; and
- 2.) Your child must be fully potty-trained.

## Class Registration

Please indicate which class session you would like to register your child in:

Monday, Wednesday and Friday (9:15 to 11:30 am) \_\_\_\_\_

Tuesday and Thursday (9:15 to 11:30 am) \_\_\_\_\_

Tuesday and Thursday (1:00 to 3:15 pm) \_\_\_\_\_

If you have no preference, please mark off all class sessions acceptable to you. They may be numbered in order of preference if you like as this may alleviate the need to deny certain class sessions if we have more registrants than our maximum limit allows.

**Class sessions are filled on a first come, first serve basis.** Discovery Preschool reserves the right to change the sessions offered based on enrollment. If the session you would like to register in does not have the minimum requirement of students, we will contact you. Should Discovery Preschool need to cancel a class based on low enrollment, the decision will be made on or before July 31, 2019.

**Open house and registration night is on Wednesday, January 23, 2018 from 6:00 to 7:30pm in the preschool classroom.**

## Personal Information

Child's Surname \_\_\_\_\_

Child's Given names \_\_\_\_\_

Child's Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Child's home Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address (used to send newsletters and info): \_\_\_\_\_

**Medical Information:**

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

SK Health Card #: \_\_\_\_\_

Allergies, Health Issues, Concerns: \_\_\_\_\_

In case of *emergency* who shall we contact if we are unable to reach the parent(s)?

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Dismissal Authorization Release:**

I (parent/guardian), \_\_\_\_\_, hereby authorize the preschool to release my child \_\_\_\_\_, to the following people (**including the two emergency listed above**):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

This list shall remain in effect until I provide written notice to Discovery Preschool of any changes.

**Information Release:**

The information provided in this registration package is confidential. In order to facilitate contacting other parents and new friends a class list will be distributed to all parents; therefore, we request your consent in preparation of such list. Please initial one of the statements below:

\_\_\_\_\_ I consent to the release of my child's name, phone number and parents' names and email solely for the purpose of preparing a class contact list to be distributed to other parents of students.

\_\_\_\_\_ I do not want to have my information included on the class list.

**Field Trips/Outdoor Excursions Authorization:**

Discovery Preschool strives to enhance a child's development by means of exploration. We intend to provide children with fun filled monthly field trips and outdoor excursions. Please initial to indicate whether or not you give permission for your child to participate in any field trips and/or outdoor excursions held during the preschool year. This also means you understand that if transportation is required, it will be provided by you, volunteer parents or by bus.

\_\_\_\_\_ I give permission

\_\_\_\_\_ I do not give permission and will make separate arrangements for my child on field trip days and excursions.

## Media Release:

Discovery Preschool has a camera in the classroom for the purpose of taking pictures of special school events. We have a website that we would like to update school photos on from time to time. No names of children will be used on the website; only photos. Please initial to indicate whether or not we are able to use your child's picture on our website or not.

\_\_\_\_\_ I consent to the release of my child's photo

\_\_\_\_\_ I do not consent to the release of my child's photo

## Payment Requirements

**Your registration package will not be processed unless the following cheques are properly filled out and included with this completed registration form. Please refer to the Discovery Preschool Parent Handbook for details regarding the tuition and other fees. All cheques are to be made out to HCVC Discovery Preschool and are required as follows:**

- 1) **Registration Fee:** a cheque dated with the current date in the amount of \$25.00 (non-refundable). (Please note if you have twins or triplets you may pay only one registration fee.)
- 2) **Tuition (monthly/in full):** a series of 9 post-dated cheques, dated for the 1<sup>st</sup> of every month, beginning with September 2019 and ending with May 2020. (**\$60.00 per month for 2 day sessions and \$75.00 per month for 3 day session**). Tuition may be paid in full in the amount of \$540.00 and \$675.00 respectively. Please note deadlines for tuition refunds in handbook.
- 3) **Parent Helper Buyout: (if you choose this option)** \$25.00 added to each monthly cheque for months parents are unable to assist in the classroom.
- 4) **Parent Helper no show:** If you cannot come on your duty day, it is your responsibility to switch with another parent or find a responsible replacement. The preschool requires a **\$100 post dated cheque for April 1, 2020**. This cheque will be ONLY if your family does not meet the parent helper requirement as stated in the hand book or has NOT previously bought out for that month.
- 5) **Fundraising Buyout: (if you choose this option)** in the amount of \$100.00 dated September 1<sup>st</sup>, 2019 or 2 cheques for \$50.00 each dated September 1<sup>st</sup>, 2019 and January 1<sup>st</sup>, 2020.

**OR**

- 6) **Fundraising Participant:** a post-dated cheque in the amount of \$100.00 dated April 1, 2020. This cheque will be returned to you once the fundraising expectation has been met. If the expectation is not met, the cheque will be cashed and the difference will be refunded to you. Please refer to the Parent Handbook for more information on fundraising.

## Emergency/Last Minute Helper Call List

We would like to have an additional list of last minute helpers or helpers who are able to volunteer more often should the need arise. If you are able to have your name on such a list or know of a friend or relative who would like to be notified please provide the name(s) and number(s).

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Annual General Meeting

Our AGM will be held in late August, 2019. We encourage all new and returning parents to attend as we will be discussing important information regarding the preschool, reviewing parent duties and obligations as well as providing the listing of staggered start dates for the upcoming school year. We will send out a reminder email regarding the AGM in early August, 2019.

## Terms of Agreement

- 1) The parent/guardian will assume full responsibility for the child's safe conduct to and from preschool. This includes accompanying the child into the preschool classroom, removing outerwear and outside footwear and putting on indoor shoes. Children must be picked up promptly after each class. Also, we will have a daily attendance sheet in the classroom. Please ensure you mark your child as present when entering the classroom and as picked up when leaving. There will be a place on the sheet where you can make note if someone other than the parent is picking up the child. (Please ensure that if the person picking up the child is someone other than the parent/guardian that this person is also listed on the above **Dismissal Authorization Release** list).
- 2) The parent/guardian gives consent for the child to receive any medical care deemed necessary in the event of an emergency.
- 3) If a child is ill, the parent/guardian will not send the child to preschool.
- 4) Any communicable diseases will be reported to the teacher immediately.
- 5) All children must be toilet trained as per health regulations.

I, (parent/guardian) have read the Discovery Preschool Parent Handbook and accept all terms, requirements, conditions and all other responsibilities as set forth therein and as set forth in this Registration Form above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## REGISTRATION PACKAGE CHECKLIST:

Use the below checklist to ensure that your application is processed and that you receive a spot in the class of your choice:

- 1.) Child meets eligibility requirements \_\_\_\_\_
- 2.) Completed, initialed and signed registration form \_\_\_\_\_
- 3.) Cheques:
  - Registration Fee \_\_\_\_\_
  - Tuition (9 post-dated cheques or 1 pay-in-full cheque) \_\_\_\_\_
  - Parent-Helper No-Show cheque \_\_\_\_\_
  - Fundraising Buy-out cheque (if applicable) \_\_\_\_\_
  - Fundraising No-show cheque \_\_\_\_\_