**Registration Form**

***This is a write-able form!*** *You may complete it on your computer (complete the grey spaces), save it for future updating, and print it for your*

*signature prior to submitting to the Registrar.*

*If the information on this form changes during the school year, please notify the Registrar or the Teacher. The Alberta Government regulations*

*require that our records are current at all times.*

## Class Choices – (September – June)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Select** | **Age Group** | **Program** | **Days** | **Hours** | **Monthly Fee** |
|  [ ]  | 4 year olds | Three day  | Monday, Wednesday, & Friday Mornings | 8:30 to 11:15 a.m. | $198 |
|  [ ]  | 3 year olds | Two day  | Tuesday & Thursday Mornings | 8:30 to 11:15 a.m. | $132 |

## Family Information

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Last Name      | Child’s First Name      | Date of Birth (yyyy/mm/dd**)**      | Toilet Trained?*All children should be toilet trained to attend.*[ ]  YES [ ]  NO |
| Child’s Full Address (including postal code)      | Home Telephone Number      |
| Mother’s Name (in full)      | Mother’s Work Phone Number      |
| Mother’s Home Address (if different than child’s)    | Mother’s Cell       | Mother’s Email      |
| Father’s Name (in full)       | Father’s Work Phone Number      |
| Father’s Home Address (if different than child’s) | Father’s Cell       | Father’s Email      |
| Caregiver/Nanny Name (in Full)      | Caregiver’s Cell      |
| Language(s) spoken in the home      | Belgravia Community League Member Number (2017-2018)Required. Memberships for the 2017-2018 year will be available in June 2017.       |
| Names of people who may pick your child up from playschool:      | Is there a person to whom your child **MUST NOT** be released? If yes, please specify. [ ]  YES [ ]  NO      |

## Emergency Contact: Alternate Responsible Adult (In case parents cannot be reached)

|  |  |  |
| --- | --- | --- |
| Alternate Adult’s Name      | Daytime Telephone Number      | Relationship      |
| Alternate Adult’s Address (including postal code)      |  |

## Medical Information

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| --- |
| Child’s Alberta Health Care Number      |
| Doctor’s Name      | Address      | Telephone Number      |

## Child’s Health Record

|  |  |
| --- | --- |
| Are your child’s immunizations up to date? [ ]  YES [ ]  NO | If no, which immunizations are missing?      |
| Does your child receive any ongoing prescription medications? **[ ]** YES **[ ]** NO | If yes, please list all ongoing prescription medications your child receives and the frequency they are administered.      |
| List all allergies      | List all food restrictions      |
| List all childhood illnesses experienced      | Does your child have any disability, disease, medical condition or other issue that you feel we should know about?[ ]  YES  [ ]  NOIf yes, please explain:      |
| **Medical Consent:** In case of an emergency when a parent cannot be reached, I give permission for Playschool Staff to take my child to the emergency department of a hospital. [ ]  YES [ ]  NOIn case of an accident, I also give consent for any emergency medical treatment as may be deemed necessary by the Playschool Staff. [ ]  YES [ ]  NOPlease note: if an ambulance is deemed necessary by Playschool Staff the cost associated with this is at the families’ expense. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date Signature of Parent/Guardian**  |

## Parent Authorization

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| **Equipment Use/Belgravia School Visitation**I give permission for my child:[ ]  To use the playground equipment, the park (including walks around to the park) and Belgravia Arts Park as part of the Playschool program.[ ]  To visit Belgravia School with class for gym time, fire safety instruction, exchanges with the Kindergarten, school photos and other occasions as the need may arise during the course of the year.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date Signature of Parent/Guardian** |

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| **Photo & Video/Name Release Consent:** [ ]  I give permission for photos to be taken of my child, and the photos to be posted in the hallways, newsletter, memory books and in the classroom of Belgravia Co-operative Playschool.[ ]  I give permission for my child’s artwork to be displayed in the classroom, school or community[ ]  I give permission for my child’s image/video to be used in newspapers or on TV (prior notice will be given). [ ]  NONEPlease Note: parents that take photographs during their child’s class are NOT permitted to post the photos on the internet (i.e. Facebook, blogs etc)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date Signature of Parent/Guardian** |

|  |
| --- |
| **Privacy Policy:** The registration information you provide on this form will be available to the Teacher and the Executive Board. We will also publish a class list including the parent’s names, your child’s name, email address, home phone number and cell phone number. Please indicate your preferences regarding the class list below.[ ]  Pleaseinclude our family’s contact information on the class list.[ ]  Please **DO NOT** include our family’s contact information on the class list.[ ]  Include our family’s contact information on the class list, with the following modifications or exceptions:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date Signature of Parent/Guardian**  |

## Co-op Member Responsibilities

**Duty Parenting**

- Belgravia Co-operative Playschool is a parent run co-operative.

- We value a gentle, nurturing environment in which our children can learn through play.

- Duty parents bring new and interesting perspectives to the class every day for our children to explore.

- When children share the joys and accomplishments of their school experience with their caregiver, they feel a strong sense of pride.

Belgravia Playschool offers an excellent program with a dedicated teacher and parent helper. Every family enrolled is expected to participate in duty days. Without the duty parents, we would not have the environment that so strongly fosters a love of learning and exploration.

If you fail to attend your assigned duty day, your duty day fine cheque will be cashed. Failure to attend three assigned duty days will result in the review of your continued membership. At the discretion of the board, you may be asked to withdraw from the school.

Failure to perform required parent duties or abide by playschool policies as set out in the Parent Handbook may also result in a review of membership. At the discretion of the board, you may be asked to withdraw from the school.

**Schedule of Fees & Fines**

**a. REGISTRATION FEE:** $100 per child (*non-refundable, required to hold a spot for child)*

**b. MONTHLY FEE (September – June):**

**3 Year Old Program** – Tuesdays & Thursdays – **$132 per month**

**4 Year Old Program** – Mondays, Wednesdays & Fridays – **$198 per month**

**c. FINE CHEQUES:**

Please postdate your fine cheques as indicated below:

**Cleaning Day Fine:** **$200** (Postdate for May 31)

**Duty Parent Fines: 3 cheques of** **$50 each** (Postdate for September 1, December 31, and June 1)

**Late Fine**: **2 cheques of $25 each** (Postdate for September 1, January 1)

The cleaning day fine and duty parent fine will only be cashed if a parent misses a cleaning day or duty day *without making alternate arrangements.* The late fine will be cashed if a child is not collected from playschool on time.

Payment is by 10 postdated monthly cheques, 2 postdated cheques (monthly fee x 5 for each) dated September 1+ February 1, or one cheque for the entire year. All fees and fine cheques are due at time of registration. **Make cheques payable to Belgravia Community League.**

**One clear calendar month notice is required on vacating a space during the year.** Your child may attend school during the notice period. If a place is booked before school commences in September, cancellation must be made before August 15th to ensure return of September fees. After August 15th, the one-month notice applies and September fees are non-refundable.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent Volunteer Positions**Belgravia Playschool is a parent Co-operative preschool and in order to operate, your participation is essential. You are required to take on **one role** in the playschool. To best meet your interests, as well as to ensure all positions are filled, we ask that you identify **three** positions you could take on, and identify your preference (example 1, 2, 3). We will do our best to accommodate your choices.A full description of each position can be obtained from the Registrar.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|       | Fundraising assistant |       | Class Historians (TTH or MWF - please circle) |       | Toy and Book Sorters |
|       | Cleaning Day Coordinator  |       | Community Liason |       | Volunteer Coordinator/Enforcer |
|       | Marketing/Open House Coordinator |       | Sewing and Craft Assistant |       | Auditor |
|       | Field Trip Coordinator (1 person) |       | Duty Roster Calendar |       | Fix-it -Person |
|       | Social Events Coordinator (2 people) |       | Data and Web Manager |       | Laundry |

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| **EXECUTIVE BOARD POSITIONS:** If you would be interested in serving on the Executive Board as your volunteer position, please check one or more positions that would be of interest: [ ]  President [ ]  Vice President [ ]  Registrar [ ]  Treasurer [ ]  Secretary [ ]  Fundraising Organizer & Member at large |
| Are you willing to serve as an **Emergency** Duty Parent during your child’s class?If the duty-day parent cannot attend the playschool, due to illness or other unforeseen reason, the duty-day parent will call on the Emergency Duty Parent, to be duty day parent for that class (if available). | **[ ]  YES** **[ ]  NO** |
| Are you willing to serve as a **substitute teacher** during your child’s class? (Alberta Child Care legislation allows parents to take the role of primary staff member in nursery schools). The parent fulfilling this role will be compensated.If the teacher cannot attend the playschool, due to illness or other unforeseen reason, the teacher will call on the substitute. The substitute will act as primary staff member and will be assisted by the regularly scheduled duty parent. The class program will be prepared in advance and available for the substitute teacher to follow.  | **[ ]  YES** **[ ]  NO** |

## Other Information (Optional)

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| --- |
| Please offer any additional comments about your child which may help the teacher get to know your child more quickly.      |
| What themes do you think would be of interest to your child?      | What are your expectations of our program?      |
| What special interests could you share with the class (i.e. music, crafts, hobbies, occupation)      | What “neat junk” that may be of use for crafts (i.e. tissue paper, ribbon, buttons, craft/sewing remnants, etc.) can you provide the playschool?      |
| How did you hear about Belgravia Co-operative Playschool?      | What kind of out-of-home care has your child experienced?      |

**Policy Agreement:**

I have read, understand and agree to abide by all the policies and instructions as written here and in the Handbook for Parents, Belgravia

Co-operative Playschool.

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 **Date Signature of Parent/Guardian**

**Please forward your completed registration form, along with ALL cheques to the Registrar, Belgravia Co-operative Playschool**

**Current Registrar 2017-2018 year:**

Megs Estabrooks, 11504 72 Ave NW, megsestabrooks@gmail.com