

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)

Please indicate your preferred class days. Minimum of two days a week is required. Generally, three year olds attend Tuesday and Thursday while four year olds attend Monday, Wednesday and one other day. Parents will be contacted to confirm days. Approval of the Playschool Executive is required to attend more than three days per week.

Select number of days a week:

- Two days/ week Monthly fee: \$146
 Three days/ week Monthly fee: \$250

Please indicate preferred days (minimum 2, maximum 4):

- (playschool only offered 3 day/ wk in 2020-21)
- Tuesday
 Wednesday
 Friday

Family Information

Child's Last Name	Child's First Name	Date of Birth (yyyy/mm/dd)	Toilet Trained? <i>All children should be toilet trained to attend.</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Child's Full Address (including postal code)		Home Telephone Number	
Parent 1's Name (in full)		Parent 1's Work Phone Number	
Parent 1's Home Address (if different than child's)		Parent 1's Cell	Parent 1's Email
Parent 2's Name (in full)		Parent 2's Work Phone Number	
Parent 2's Home Address (if different than child's)		Parent 2's Cell	Parent 2's Email
Caregiver/Nanny Name (in Full) (Optional)		Caregiver/ Nanny Cell (Optional)	
Language(s) spoken in the home		Belgravia Community League Member Number (2020-2021) Required. Memberships – and associate memberships for those living outside of the neighbourhood -- will be available in June 2020.	
Names of people who may pick your child up from playschool: note: please aim to have minimum number of people doing pick up		Is there a person to whom your child MUST NOT be released? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please specify:	

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

Alternate Adult's Full Name	Daytime Telephone Number	Relationship
Alternate Adult's Address (including postal code)		

Medical Information

Child's Alberta Health Care Number		
Doctor's Name	Address	Telephone Number

Child's Health Record

Are your child's immunizations up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO	If no, which immunizations are missing?
Does your child receive any ongoing prescription medications? <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain: (Please list any pre-existing condition, especially if symptoms could mimic Covid-19.)

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 NO

In case of an accident, I also give consent for any emergency medical treatment as may be deemed necessary by the Playschool Staff.

YES NO

Please 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

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**

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).
- NONE

Please 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 Playschool Executive. 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.

- Please include 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 Playschool Executive Committee, 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 Playschool Executive Committee, you may be asked to withdraw from the school.

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. For further information on these roles, please see the Parent Handbook. .

PLAYSCHOOL EXECUTIVE COMMITTEE POSITIONS: (please choose at least one)

rank:	President	(filled)	Registrar	rank:	Secretary
rank:	Vice-President	rank:	Treasurer	rank:	Fundraising Organizer & Member at large

OTHER VOLUNTEER POSITIONS:

rank:	Fundraising assistants (multiple: please select preferences) <input type="checkbox"/> Belgravia Hustle <input type="checkbox"/> Wine Raffle <input type="checkbox"/> Bottle Drive <input type="checkbox"/> Purdy's <input type="checkbox"/> other as needed	rank:	Class Historian	rank:	Marketing & Open House
		rank:	Social Events Coordinator	rank:	Volunteer Coordinator
		rank:	Duty Roster Calendar	rank:	Auditor
		rank:	Cleaning Day Coordinator	rank:	Fix-it -Person
		rank:	Field Trip Coordinator	(filled)	Web Manager

Are you willing to serve as an Emergency Duty Parent during your child's class? YES NO

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).

Schedule of Fees & Fines

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

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

2 days per week – n/a

3 days per week – \$250 per month - \$2500 per year

Payment for monthly fees may be made as follows:

- o Annually - Single cheque dated Sept. 1, 2020
- o Bi-annually - 2 equal cheques of \$1250 dated Sept. 1, 2020 and Feb. 1, 2021
- o Quarterly (total fees divided by 4) - Postdated cheques of \$625 dated:
 - Sept 1, 2020 ■ Nov 16, 2020 ■ Feb 1, 2021 ■ Apr 21, 2021

* note: withdrawal with refund only allowed with one month notice prior to the start of the quarter.

c. **FINE CHEQUE:**

Cleaning Day and Duty Parent Fine: \$300 (Postdate for June 30, 2021)

- Cleaning Day Fine - \$200
- Duty Parent Fines - \$50 / day

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*. If any fines are incurred, the cheque will be cashed and the remainder will be refunded (E.g. if \$50 fined, \$250 will be refunded)

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.

Other Information (Optional)

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.

Date

Signature of Parent/Guardian

Please forward your completed registration form, along with ALL cheques to the Registrar, Belgravia Co-operative Playschool
 Current Registrar 2019-2020 year:
 Miranda Dawson, Address: 11602-74 Avenue NW, Email: mirandaedawson@gmail.com

Summary Information

Child

First Name	Last Name	Birthdate (yyyy-mm-dd)
Address	Postal Code	Home phone #
Health care #	Child resides with	

Parent or legal guardian

First Name	Last Name	
Address	Postal Code	Home phone #
Cell phone #	Work phone #	

Other parent or legal guardian

First Name	Last Name	
Address	Postal Code	Home phone #
Cell phone #	Work phone #	

Caregiver/ Nanny

First Name	Last Name	Cell phone #

Emergency contact

First Name	Last Name	Address
Emergency contact phone # 1	Emergency contact phone # 2	Relationship to child

Medical

Doctor's name	Doctor's phone #	Immunizations up to date
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Allergies/ food restrictions	Medications (describe, if any)	Treatment consent
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Emergency Department consent
		<input type="checkbox"/> Yes <input type="checkbox"/> No