

**Staff Use Only**

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

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

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



# REGISTRATION FORM

Class Choice (Please circle one)      MWF AM      TTH AM      M-F AM

Parent Participation (PP) or Parent Involvement (PI) (please circle one)      PP      PI

Full name of child: \_\_\_\_\_

Name child responds to (if different): \_\_\_\_\_

**Personal Information**

Child's date of birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Parent or Guardian: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_ Address (if different from above): \_\_\_\_\_

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

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation and Employer Name: \_\_\_\_\_ Occupation and Employer Name: \_\_\_\_\_

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

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

Hours at this location: \_\_\_\_\_ Hours at this location: \_\_\_\_\_

**Emergency Health Information**

Care Card number: \_\_\_\_\_

Family doctor/clinic: \_\_\_\_\_ Family dentist/clinic: \_\_\_\_\_

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

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

**Child's Immunization Status**

Is your child up to date on immunizations?    YES    NO

Comments: \_\_\_\_\_

**Consent for Emergency Care**

I authorize the staff at the childcare centre to call a medical practitioner or ambulance in the case of an accident or illness of my child(ren), if the parent cannot immediately be reached

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

Manager of Facility: \_\_\_\_\_

**Person (s) Authorized to Pick Up Child (other than parent/guardian listed above)**

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

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

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

Is there any person(s) NOT authorized to pick up your child:

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

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

Is there a custody agreement in effect:    YES    NO

If yes, please provide a copy of the custody order to the facility manager/licensee.

**Health Information (please attach a separate sheet, if necessary)**

Regular medication and reason: \_\_\_\_\_

Allergies and necessary treatment: \_\_\_\_\_

Injuries, illnesses, or operations your child has had (please include dates): \_\_\_\_\_

Please describe any concerns/issues regarding your child's health (seizures, asthma, vision, hearing etc.): \_\_\_\_\_

Please describe any concerns you may have regarding your child's development (behaviour, vision, hearing, speech, language, mobility etc.): \_\_\_\_\_

Other health care professionals involved in your child's life (occupational therapist, physical therapist etc.): \_\_\_\_\_

**Out-of-Home/Group Experience/Emotions and Transitions**

Has your child had any previous play group experience? YES NO If yes, where \_\_\_\_\_

If yes, how did he/she adapt?: \_\_\_\_\_

How Does your child behave toward other children (seeks out friends, feels shy)? \_\_\_\_\_

What is/are your child's favourite toy(s)/activities? \_\_\_\_\_

How does your child react when left with unfamiliar people and/or in unfamiliar situations? \_\_\_\_\_

Does your child have any particular fears? Please describe: \_\_\_\_\_

What would help staff make your child's transition into this program easier? \_\_\_\_\_

**Family and General Household Information**

Other children living at home:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Other adults living at home:

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

Please describe the guidance and discipline methods used at home: \_\_\_\_\_  
\_\_\_\_\_

Primary language spoken at home: \_\_\_\_\_ Other languages: \_\_\_\_\_

Name of English-speaking person (if needed): \_\_\_\_\_ Phone: \_\_\_\_\_

Are there any religious or ethnic observances in your family? \_\_\_\_\_

**Toileting**

Is your child toilet-trained? YES NO

Please indicate your child's frequency or patterns for toileting: \_\_\_\_\_

Describe assistance needed for toileting: \_\_\_\_\_

**Signature of Parent of Guardian Providing Information**

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

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

*Note: this information may be reviewed by Fraser Health Authority licensing staff as per provincial legislation.*



## **Enrollment Agreement**

THIS AGREEMENT is made between Little Neighbours Preschool (the "Preschool") and each Parent/Guardian enrolling in the Preschool.

### **1. Enrollment**

- a. Enrollment in the school shall be available to children aged 3, 4, or 5 by December 31<sup>st</sup> of the year of enrollment, and shall be initially on a six-week trial basis.
- b. The school year shall be from September to June inclusive.
- c. The classes run from 9:15am to 11:30am.
- d. The school shall be closed:
  - i. During all public holidays
  - ii. In the event the Supervisor is ill, unless a suitable replacement is obtained
  - iii. In an emergency or under unusual circumstances at the discretion of the Board of Directors.
  - iv. The supervisor(s) will be absent the last Friday of every month. The Council of Parent Participation Preschools of BC recommends that the Supervisor(s) attend a monthly Teacher's Workshop. Therefore, the preschool is closed the last Friday of every month.
- e. At any time during the school year, the Board of Directors, upon the recommendation of the Supervisor, may require that a child be withdrawn from the school.
- f. If a family wishes to withdraw from the school, one month's notice in writing must be given to the Enrollment Officer, or payment of one month's fees in lieu of notice. If this withdrawal is after February 28<sup>th</sup>, June fees will also be forfeited.

### **2. Fees**

- a. Tuition fees shall be payable monthly by post-dated cheques. These are to be given to the Treasurer at the Orientation Meeting in September.
- b. Parents who are more than one month past due in payment of tuition will be asked to remove their child from the preschool. NSF cheques are subject to a minimum \$10.00 charge and must be replaced with cash or a bank draft. Future fees may also be required in cash or bank draft.
- c. June fees are to be paid in September.
- d. At the Orientation Meeting, you must provide the Treasurer with one cheque covering September and June fees, and one cheque post-dated for the first of each month, commencing October through to May.
- f. Fees are averaged over 10 months attendance, therefore no reduction in fees shall be made for public holidays, or for days on which the school is closed due to illness or other unusual circumstances.
- g. Fundraising – each family will pay an additional \$20.00 per month in lieu of smaller fundraisers (ie. pies/cookies, chocolates, pizza etc.)

### 3. Parent Responsibilities

- a. Parents must attend all parent education and special meetings of the Society held on the 3<sup>rd</sup>. Wednesday of each month, and participate in the orientation program and assist in the preschool on assigned duty days.
- b. The persons doing duty days will complete 10 hours of orientation before doing an actual duty day. This is achieved by attending the orientation meeting, observations, and mock duty days. If the person doing duty days is not the child's legal parent or guardian, a criminal record check must be obtained and submitted to the Supervisors.
- c. On duty days, parents must arrive 15 minutes before school starts and stay until **all** children are picked up. They will not bring siblings or other children to school on duty days. If the parent cannot be present, they are responsible for trading or making other arrangements with another parent.
- d. All parents are expected to hold a job within the preschool and to assist in the overall operation of the school.
- e. Parents will make their own arrangements for the transportation of their child to and from school. Children must be delivered to the classroom after their coats, boots, etc. have been left in the cubby. Children are not to be dropped off at the school doors. The Supervisor must be advised of any deviations to the daily transportation arrangements.
- f. Children should not be sent to school if there is any question of illness. Please call the school to inform the teacher of absence. Parents should notify the Supervisors immediately in the event of a communicable disease. If a child has vomited there is a 48 hour waiting period of no vomiting before the child can return to school.
- g. Parents should inform the Supervisors of any event or change of routine at home which may affect the child's behaviour.
- h. Any questions about the child's progress or the program of the school should be directed to the Supervisors; questions and suggestions about administration of the school should be directed to the Board of Directors, in writing, through the chairperson or presented to the General Meeting.
- i. Children will be asked to participate outside, each parent shall ensure that their child has appropriate clothing, etc. for these occasions: i.e., runners or rubber-soled outdoor shoes appropriate for playing on the playground equipment; bicycle helmet to wear while riding around on the bike path; boots, mitts, hats, jacket and preferably snow pants to play in the snow.
- j. Parents acknowledge that in the Preschool, the Supervisors has the overall responsibility for the program, teaching methods, discipline, and health and safety measures.
- k. Parents hereby authorize the Supervisors to call a person listed on the child's registration form as an authorized adult to pick up their child if the child appears ill and the parents cannot be reached. In the case of an emergency, the Supervisors will call the child's family doctor, or if he/she is not available, another qualified physician.
- l. For each field trip, parents must drive their own child to the location or make arrangements to have another parent drive their child. Please indicate who will be driving your child on the sign-up sheet posted at the school.
- m. In case of an injury to my child while in the care of the Preschool, I hereby waive all claims against the school in excess of public liability insurance carried by the Preschool.

The parties have read this Agreement and hereby understand and agree to it:

SIGNED BY:

SIGNED ON BEHALF OF LITTLE NEIGHBOURS PRESCHOOL

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

\_\_\_\_\_

Position:



## **JOB POSITIONS**

All parents of children with the preschool are required to volunteer for a position, which contributes to the operating of the preschool. Two types of positions are available:

1. **Executive**; Requires the parent to attend one additional monthly meeting besides the general meetings.
2. **Non-Executive**; These positions play an important role in the daily operation of the preschool and classroom.

Please indicate your preference for positions by placing a number or check mark beside a position you may be interested.

### Executive:

- |                               |                          |
|-------------------------------|--------------------------|
| ----- President               | ----- Class V.P. (M/W/F) |
| ----- Secretary               | ----- Class V.P. (T/TH)  |
| ----- Enrollment              | ----- Treasurer          |
| ----- Advertising Chairperson |                          |

### Non-Executive:

- Parent Education Officer
- Photo CD'S / Camera
- Interior Maintenance
- Flyer Folding
- Yard Maintenance
- Laundry Parent
- Photocopy Parent (access to a photocopier)
- Toy Cleaning Parent
- Classroom Parties
- \_\_\_\_ Clothing Drive
- \_\_\_\_ Grants Officer
- Recycling Parent

## General Information

**Location:** 155 Finnigan St., Coquitlam, B.C. V3K 5H8 phone: 604-521-5158

Portable classroom on the grounds of Cape Horn Elementary School  
(Corner of Kaptey Ave. and Finnigan St.)

**Class Times:** Monday, Wednesday, and Friday 9:15am to 11:30am

Tuesday and Thursday 9:15am to 11:30am

**Fees:** \$80.00 Registration fee (non-refundable)

Parent Participation: 2 days a week \$105.00 per month      Parent Involvement: 2 days a week \$140.00 per month

Parent Participation: 3 days a week \$135.00 per month      Parent Involvement: 3 days a week \$180.00 per month

Parent Participation: 5 days a week \$230.00 per month      Parent Involvement: 5 days a week \$290.00 per month

**Fundraising:** \$20.00 per month for fundraising (\$200.00 per year)

We require a \$80.00 registration fee to hold your child's spot which is not refundable

First and last month's fees (September and June) are due at the Orientation Meeting in early September. Post-dated cheques are to be submitted at that time for the remaining months (October to May).

### **Responsibilities of all parents:**

The Preschool is owned and operated by the parents; therefore, it is essential that all parents participate equally.

We are licensed by Community Care Licensing in Victoria; therefore all parents who are members of our preschool must receive orientation and ongoing parent education for those assisting in the classroom.

**Orientation:** Must complete 10 hours of orientation before assisting in the classroom; (i.e. observations, attendance at meetings, training duty days.

**Participation Days:** You will be asked to assist in the classroom on regularly scheduled days (approximately 2 times per month). Duty schedules are drawn up monthly by the class V.P. If you are unable to do your duty day, it is your responsibility to make arrangements to switch with another duty parent. Duty parents are required to arrive at the school 15 minutes before class to set up the classroom for the day's activities.

**General Meetings:** Attendance at monthly General Meetings is **mandatory**. They are held the third Wednesday of each month of the school year at 7pm at the preschool. The meeting consists of 1-1/2 hours of parent education (usually a guest speaker speaking on a child-related or parenting topic), and the remaining time (approximately 1/2 hour) for school business. Please note, attendance for the entire duration of the meeting is required.

**Parent Involvement meeting attendance:** is required in September, January and May

**Jobs:** Each family is asked to hold a job (executive or non-executive) to help in the daily running of the preschool.

**Fundraising:** This is a necessity as a non-profit society to help pay administration costs and keep fees to a minimum. Each family shall pay \$200.00 for the year.