

**PRESCHOOL 101 REGISTRATION FORM – 2018/2019**

**REGISTRATION FEE: \$85.00<sup>1</sup>**

**REFERRED BY:** \_\_\_\_\_

**MONTHLY FEES<sup>2</sup>** (Please  one)

3 year-old (2 days/week) [ Tues & Thurs ]		4 year-old (3 days/week) [ Mon, Wed & Fri ]		4 year-old (5 days/week) [ Monday to Friday ]	
<input type="checkbox"/> 8:30a – 10:30a	<input type="checkbox"/> 8:45a – 10:45a	<input type="checkbox"/> 8:30a – 10:30a	<input type="checkbox"/> 8:45a – 10:45a	<input type="checkbox"/> 8:30a – 10:30a	<input type="checkbox"/> 8:45a – 10:45a
<input type="checkbox"/> 11:00a – 1:00p	<input type="checkbox"/> 11:15a – 1:15p	<input type="checkbox"/> 11:00a – 1:00p	<input type="checkbox"/> 11:15a – 1:15p	<input type="checkbox"/> 11:00a – 1:00p	<input type="checkbox"/> 11:15a – 1:15p
<input type="checkbox"/> 1:30p – 3:30p	<input type="checkbox"/> 1:45p – 3:45p	<input type="checkbox"/> 1:30p – 3:30p	<input type="checkbox"/> 1:45p – 3:45p	<input type="checkbox"/> 1:30p – 3:30p	<input type="checkbox"/> 1:45p – 3:45p

<sup>2</sup> Program Fees are based on a yearly fee divided into 10 monthly payments for the full months of September to June.

**STUDENT INFORMATION**

(Please Print Clearly)

Child Full Name: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_  
(Month / Day / Year)  Male  Female

Child's Home Address: \_\_\_\_\_  
Number/Street City/Province Postal Code

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Language(s) spoken at home: \_\_\_\_\_

Siblings - Name(s) and Age(s): \_\_\_\_\_

Will your child be coming with an aide from an agency? If so, what is the name of the agency?  
 \_\_\_\_\_

**PARENT INFORMATION**

**Mother (or Legal Guardian)**

**Father (or Legal Guardian)**

Name <small>(Surname, First Name)</small>		
Address <small>(Street, City, Province, Postal Code)</small>		
Email		
Home Phone		
Cell Phone		
Work Phone		
Occupation (optional) <small>(for field trip or volunteer purposes)</small>		

Are parents living together? Yes  No

If no, who has custody of child during preschool hours? \_\_\_\_\_

Is there any information that the preschool should know which would help the teacher work effectively with your child?

\_\_\_\_\_

\_\_\_\_\_

**AUTHORIZED PERSON(S) INFORMATION** (Other than parents/guardians)

\*\*\* To whom your child may be released if parent(s) cannot be contacted

1. Name:	Home Phone:
Relationship:	Cell Phone:

2. Name:	Home Phone:
Relationship:	Cell Phone:

**EMERGENCY CONTACT INFORMATION** (Other than Parents and Guardians)

Name:	Relationship to Child:	Phone:	Cell:
Address: _____			
Number/Street		City/Province	Postal Code
Family Doctor:	Name:	Phone:	
	Address: _____		
	Number/Street	City/Province	Postal Code
Alberta Health Care Number:			

**ALLERGIES & VACCINATION INFORMATION** (Please  one)

- Immunization records provided and attached
- We do not wish to disclose
- We chose not to immunize

\*\*\*\* Please fill out the following if it applies to your child:

**Allergies:**

**Medication or Action Taken:**

(i.e. Benadryl, Epipen, etc.)

**RELEASE OF LIABILITY:** I hereby consent to *Preschool 101 Inc.* to have care and custody of my child during the times registered, and hereby recognizes and acknowledges that *Preschool 101 Inc.* will not be responsible for personal injury or loss. I give permission for the staff at *Preschool 101 Inc.* to administer first aid to my child if there is a minor injury. In the event that the injury of my child requires further medical attention and I cannot be located, I hereby consent to *Preschool 101 Inc.* contacting the above doctor and calling an ambulance if deemed necessary. It is my responsibility for any costs incurred.

Parent/Guardian Signature:	Date:
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## DISCIPLINE POLICY:

At *Preschool 101*, we recognize that children are always learning and growing to develop as an individual with distinct character at different ages. It is our responsibility as Teachers and Parents to establish guidelines to foster good behaviour by communicating with the children so they can learn to respect themselves, their peers, the authorities and environment around them.

At *Preschool 101* we teach, create, promote and model positive behaviour for our preschoolers. However, should any behavioural expectations need to be addressed; the following techniques will be used:

- Redirection to a choice of another activity (*if applicable*);
- Recognizing and rewarding positive behaviour;
- Discussion with child if they show inappropriate or disrespectful behaviour;
- Temporary removal from the group, inside the classroom, for some “thinking time”(1 minute per age of child);
- Teacher and Parent will meet to discuss strategy for further steps to be taken if the child continues to misbehave in class. If required, the Principal Educator may be requested to take part in the meeting.

The following practices are **PROHIBITED** at *Preschool 101*:

- Children will not be disciplined in a punitive manner;
- Physical punishment;
- Withholding food;
- Emotional deprivation; and
- Isolation.

## FIELD TRIPS:

Periodically, *Preschool 101* will take field trips in the City of Calgary and vicinity thereof, when, in the opinion of the Principal Educator, defines them of educational value and as an essential part of the school program. It is agreed that these educational field trips may take place anytime during the school term. Before each field trip, a special notice will be provided to the Parents/Guardians with information naming the area to be visited; including date/time of the field trip. This notice and waiver will require a Parent or Guardian’s signature in order to grant permission for the student to participate.

\* **Important:** I understand that my child must be toilet trained before attending preschool.

\_\_\_\_\_  
(Initial)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Please contact our Preschool to confirm if you are eligible for our **Loyalty** and/or **Family Alumni** credit on registration fee.

## CANCELLATION & PAYMENT POLICY:

**Registration Fee is non-refundable.** To cancel your registration during the school term, a 30-day written notice is required. Registration Fee and 1<sup>st</sup> month’s school fee must be paid on the day of registration. Nine (9) post-dated cheques (dated for the 1<sup>st</sup> of each month of the school year from October to June of the following year) must be submitted with the completed registration form before your child’s first day of class. There will be an NSF fee of \$25.00 for each cheque returned.

Please make post-dated cheques payable to: **Preschool 101 Inc.**

## ADMINISTRATION USE ONLY:

Start date:		Receipt No:		Notes:	
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