



## Registration Form 2024-2025

To be completed by the Registrar Registration Date: \_\_\_\_\_ Registration Time: \_\_\_\_\_ Class: \_\_\_\_\_

### Contact Information

Child's Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
*First Middle Surname*

Date of Birth \_\_\_\_\_ Verified by: \_\_\_\_\_  
*day/month/year (Registrar's signature)*

Home Address:

\_\_\_\_\_  
*Street City Province Postal Code*

Mailing address for communication:

(if different from home address) \_\_\_\_\_  
*Street City Province Postal Code*

Siblings:

\_\_\_\_\_  
*(names and ages)*

Parent 1: \_\_\_\_\_  
*First Name Surname*

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

Home Address:

(if different from child's address) \_\_\_\_\_  
*Street City Province Postal Code*

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ Other : (\_\_\_\_) \_\_\_\_\_

Parent 2: \_\_\_\_\_  
*First Name Surname*

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

Home Address:

(if different from child's address) \_\_\_\_\_  
*Street City Province Postal Code*

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ Other : (\_\_\_\_) \_\_\_\_\_

Alternate Emergency Contact (Other than parents)

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

*First*

*Surname*

CLASS: \_\_\_\_\_

Address:

*Street*

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ Other : (\_\_\_\_) \_\_\_\_\_

Names of persons authorized, other than those listed above, to pick up your child from school (over 18 years of age):

Names of persons **NOT** authorized to pick up your child from school:

**Medical Information**

Allergies (if your child does not have allergies, please write "none")

Allergy	Reaction	Treatment

Medications (please specify any medications your child is currently taking, how often they are administered AND complete the *Authorization to Administer Medication* if the medication is to be administered to your child at school)

\_\_\_\_\_

—

\_\_\_\_\_

—

Does your child have any condition or illness that may affect him/her at school? (please explain)

\_\_\_\_\_

—

\_\_\_\_\_

—

Hospitalization (date and diagnosis)

\_\_\_\_\_

—

\_\_\_\_\_

—

Medical or emotional conditions (requiring or receiving treatment or supervision, please explain)

\_\_\_\_\_

\_\_\_\_\_

Are your child's immunizations up-to-date: Yes or No  
*circle one*

### Authorization to Administer Medication

I, \_\_\_\_\_, hereby authorize and instruct Glenbrook Preschool Society to administer,  
*(print name of parent/guardian)*

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*(print name of student) (print name of medication) (amount of dosage)*

at \_\_\_\_\_ on \_\_\_\_\_ as prescribed by \_\_\_\_\_ and  
*(times to be given) (actual date: first and last) (name of doctor including initial) CLASS: \_\_\_\_\_*

dispensed under Prescription number \_\_\_\_\_ (this number must match the label).

I understand that the medication must be in the original container and properly labelled with the student's name, date of issue, name of prescribing physician, dosage and instructions. Staff will keep a daily record of medication(s) administered.

\_\_\_\_\_  
*Date (day/month/year)*

\_\_\_\_\_  
*Signature of parent or guardian*

\_\_\_\_\_  
*Name (printed)*

### Release and Liability Waivers

It is the policy of the Glenbrook Preschool Society first to contact Parents/Guardians or others designated by the Parents/Guardians to authorize medical treatment in the event of an emergency. It is also our policy to move children needing immediate professional medical care by ambulance to the Alberta Children's Hospital. Therefore, the Glenbrook Preschool Society requests that parents/guardians sign the following consent to medical treatment for use in an emergency in the event that the child's parents/guardians, or others designated by parents/guardians, are unavailable:

I, \_\_\_\_\_, parent/guardian of the child \_\_\_\_\_, born  
*(print name of parent/guardian) (print name of student)*

\_\_\_\_\_, do hereby authorize the Glenbrook Preschool Society to secure such medical advice and  
*(day/month/year)*

services in my absence as it deems necessary for the health and safety of my child. I shall be financially responsible for such advice and services.

\_\_\_\_\_  
*Date (day/month/year)*

\_\_\_\_\_  
*Signature of parent or guardian*

\_\_\_\_\_  
*Name (printed)*

I waive any claim I may have against the Glenbrook Preschool Society, its employees and volunteers arising from my child's participation in the preschool program and agree to indemnify and save harmless the preschool, its employees and volunteers for any claim whatsoever, including any claim for medical services, arising from my child's participation in the program.

I freely and voluntarily assume any risks and hazards inherent in participating in the preschool program. Accordingly, my child's participation in the program shall be entirely at his/her own risk.

This Release, Waiver of Claim and Assumption of Risk is binding on me, my heirs, my executors, administrators, personal representatives and assigns.

\_\_\_\_\_  
Date (day/month/year)

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Name (printed)

## Classes

Class Description	Teacher	Class Letter (please circle one)
<b>3-year-old program (T/TH)</b>		
Morning 9:15 – 11:30 am	Brenda Miller	A
<b>4-year-old program (M/W/F)</b>		
Morning 9:15 – 11:30 am	Brenda Miller	C
Afternoon 1:00 – 3:15 pm	Brenda Miller	D

## Registration Package Checklist

- ☐ Registration forms (7 pages) all fields completed
- ☐ Photocopy of child's Birth Certificate
- ☐ Monthly Tuition Payments
  - ☐ 10 post-dated cheques made payable to Glenbrook Preschool Society (please see the [Fee Schedule](#) available on our website),

**OR**

- ☐ Credit Card Auto-Payments (please see the [Fee Schedule](#) available on our website).

If you have any questions regarding the registration process or class availability, please contact our Registrar via phone 403-686-6868 (voicemail only) or email ([registrar@glenbrookpreschool.org](mailto:registrar@glenbrookpreschool.org)).

My child hereby applies for registration with the Glenbrook Community Preschool. I understand that my failure to provide complete or accurate information can invalidate this application.

\_\_\_\_\_  
Signature of parent or guardian

## Key Preschool Tuition Fee Schedule & Payment Policies

Please initial each of the following key payment policies to indicate that you understand the policies and will comply with them (please note that this list is not inclusive of all Glenbrook Preschool Society policies).

Initial

### Summary of Key Payment Policies

- \_\_\_\_\_ To secure your child's spot and enrollment, **within seven (7) days** of your child's registration, a month's tuition fee (applied towards June's tuition) and the one-time registration fee must be paid by Cheque or Credit Card.
- \_\_\_\_\_ **If paying monthly tuition fees by Cheque**, they must be dated the 1st of each month the child starts the program and must include all remaining months in the current preschool year to the following May 1<sup>st</sup>.
- \_\_\_\_\_ **If paying monthly tuition fees with a Credit Card**, you are accepting the additional standard service fees applied to each payment charge as long as your child is enrolled to attend our preschool.
- \_\_\_\_\_ All Credit Card payments are charged on the 1st of each month that the child is enrolled in and is set up as an Auto-Payment.
- \_\_\_\_\_ **If payment is not received by the first day a child is to start at the Preschool, your child's registration will be considered 'Incomplete,' and your child's spot at the Preschool may be forfeited following the withdrawal of your child from attending Glenbrook Preschool Society.**
- \_\_\_\_\_ NSF cheques will be subject to a twenty-five-dollar (\$25.00) penalty fee to cover the bank charges incurred by the preschool.

**Please date and sign below to indicate your agreement with the following statement:**

I have reviewed a copy of the Glenbrook Preschool Society [2023/2024 Tuition Fee Schedule](#) for the current school year and will comply with the policies outlined therein (the [Glenbrook Preschool Society Parent Handbook](#) and the [Glenbrook Preschool Society Policies & Procedures](#) which are both posted on our website).

\_\_\_\_\_  
Date (day/month/year)

\_\_\_\_\_  
Signature of parent or guardian

## Alberta Government Childcare Subsidy

**Did you know?** Subsidy for children from 0 to kindergarten-age (in kindergarten and also attending child care during regular school hours) has been expanded to include families with a gross household income of up to \$180,000.

**Will you be applying for subsidy?** Yes or No  
*circle one*

To apply for subsidy, please click on the link [AB Childcare Subsidy Application Form](#).

**Please initial each of the following key points regarding subsidy.**

Initial	Key Points for Subsidy
<hr/>	Subsidy does not replace your commitment to paying monthly tuition fees. I understand that I am obligated to continue monthly tuition fee payments, regardless of subsidy approval.
<hr/>	Those who qualify for Subsidy will be reimbursed 'X' amount through a Cheque from Glenbrook Preschool Society.
<hr/>	I understand that the process of receiving my subsidy in the form of a reimbursement is all at the discretion of the Government of Alberta, and the amount of your subsidy is subject to change at any given time.

**Please date and sign below to indicate your agreement with the following statement:**

I understand that the Preschool and the Government of Alberta Child Care Subsidy Program are completely separate entities and that the preschool has no control over the application or approval process.

I have reviewed the key points outlining Subsidy above and understand each statement to the best of my ability.

---

Date (day/month/year)

---

Signature of parent or guardian

## Key Preschool Policies & Procedures

Please date and sign below to indicate your agreement with the following statement:

I have reviewed a copy of the *Glenbrook Preschool Society Parent Handbook* and will comply with the policies outlined therein (the *Glenbrook Preschool Society Handbook* is posted on our website).

\_\_\_\_\_  
Date (day/month/year)

\_\_\_\_\_  
Signature of parent or guardian

Please initial each of the following key policies to indicate that you understand the policies and will comply with them (please note that this list is not inclusive of all Glenbrook Preschool Society policies).

Initial	Summary of Key Policies
---------	-------------------------

- |       |   |
|-------|---|
| _____ | If your child is ill, you must keep him/her home both for your child's sake and to ensure that other children do not get sick.  |
| _____ | Outside food, including treats for special days and holidays (birthdays, Halloween, Christmas, Valentine's Day, etc.), cannot be brought into the school – this includes the cloakroom. |
| _____ | If a student is not picked up on time, a late pickup fee, at a rate of \$1.00 per minute, will be charged to the family.  |
| _____ | Students must be picked up by an individual who is at least 18 years of age.  |
| _____ | All contact information for parents, guardians and emergency contacts must be kept up-to-date.  |
| _____ | Students must be fully potty-trained prior to attending the Preschool.  |

## Parent Volunteer Opportunities

Glenbrook Preschool Society is a non-profit parent-run program. Our volunteer positions are year-round and offer a variety of areas of interest. Time commitments are also quite varied, ranging from less than one hour per month to many hours per month. Previous experience is not required, and new volunteers will receive orientation at the annual "Hand Off" Parent Advisory Committee meeting in June.

**I am interested in the following positions and would like to know more:**

- ☐ **President or Vice-President** Chairs monthly meetings and oversees the operation of the Preschool
- ☐ **Registrar** Retrieves voice messages, answers questions regarding the Preschool, enrolls students in the Preschool
- ☐ **Treasurer** Responsible for all financial transactions and monitors the Preschool's financial position
- ☐ **Payroll Administrator** Monitors and maintains staff payroll
- ☐ **Secretary** Records and circulates meeting notes for the Parent Advisory Committee
- ☐ **Newsletter Editor** Creates the monthly Preschool newsletter
- ☐ **Web Manager** Maintains and updates the Preschool's website (no previous web experience is necessary)
- ☐ **Fundraising Coordinator** Plans and organizes fundraising activities
- ☐ **Advertising Coordinator** Arranges advertising as needed

**Your assistance is greatly appreciated and not only your child, but all children attending Glenbrook Preschool Society will benefit from your participation as a parent volunteer. Our Preschool's success depends on the help and support of parent volunteers. Every consideration will be made to place you in your desired position.**

Parent's name: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

### **Newsletter & Preschool Communication**

A paper copy of our newsletter is placed in your child's backpack at the beginning of each month. If you would like to receive a newsletter via email as well, please provide your most current email address.

E-mail: \_\_\_\_\_  
*Please print*

E-mail: \_\_\_\_\_  
*Please print*

Would you like to receive preschool communication via email? ☐ Yes ☐ No

### **How did you learn about Glenbrook Preschool Society?**

Please tell us how you discovered Glenbrook Preschool Society

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Preschool's website     | <input type="checkbox"/> Bold Sign                      | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Personal recommendation | <input type="checkbox"/> Flyer posted in your community | _____   |
| <input type="checkbox"/> Instagram/Facebook      | <input type="checkbox"/> Postcard in mail               |   |