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Loving to Learn Preschool Registration Checklist

To help you prepare for the registration of your child at Loving to Learn (LTL) Preschool we have developed a checklist of all the required documentation and payments necessary to successfully enroll your child. Please read through this list and complete before arranging a registration meeting or attending one of the preschool's open houses.

- Complete, print off and sign the registration form (attached 4 pages).
- Provide the first time registration fee of \$40.00 (per family, non-refundable).
- Provide the first month's payment, dated Aug 20th . If you decide not to enroll your child at LTL Preschool we would need to be notified in writing by July 20th. **If notice is not provided, you are responsible for the first month's fee.**
- Provide 9 post dated cheques (Sept 20- May 20). *Please note our school runs September to June.*

Important Information

- Class placements will be allotted on a first come, first serve basis.
- LTL Preschool may require parent helpers throughout the year depending on the class size. This will be determined in late August.
- A letter will be sent out in August informing parents of class days and parent handbook.
- We require **one month's written notice** if you are withdrawing your child from the LTL Program. If you do not provide written notification in advance you will be responsible for the month's fee (i.e. if you are wanting to take your child out of the program on March 1st we would need written notice by February 1st.
- There will be a \$25.00 NSF fee charge for all returned cheques.

Child's Name



For office use only *include cheque number or cash	
	Registration fee received
	Aug 20th cheque received
	Post Dated Cheques Received/Full tuition
Comments:	

LOVING TO LEARN PRESCHOOL – REGISTRATION FORM

		M	F	CHILD'S BIRTHDATE	YY	MM	DD
CHILD'S LAST NAME (LEGAL)		CHILD'S FIRST NAME		CHILD'S PREFERRED NAME	CHILD'S MIDDLE NAME		
ADDRESS					POSTAL CODE		
Main Contact	MOTHER'S FULL NAME			HOME PHONE NUMBER			
ADDRESS (if different than child's address, legal land description)					CELL PHONE NUMBER		
					BUSINESS PHONE NUMBER		
Main Contact	FATHER'S FULL NAME			HOME PHONE NUMBER			
ADDRESS (if different than child's address)					CELL PHONE NUMBER		
					BUSINESS PHONE NUMBER		
E-MAIL ADDRESS, (we communicate via email)							

EMERGENCY CONTACTS		
FULL NAME	RELATIONSHIP TO CHILD	PHONE NUMBER
ADDRESS (legal land description)		CELL PHONE NUMBER
FULL NAME	RELATIONSHIP TO CHILD	PHONE NUMBER
ADDRESS (legal land description)		CELL PHONE NUMBER

PERSON(S) AUTHORIZED TO PICK-UP CHILD (other than parents)		
ALTERNATIVE PICK-UP (FULL NAME)	RELATIONSHIP TO CHILD	PHONE NUMBER
ALTERNATIVE PICK-UP (FULL NAME)	RELATIONSHIP TO CHILD	PHONE NUMBER
ALTERNATIVE PICK-UP (FULL NAME)	RELATIONSHIP TO CHILD	PHONE NUMBER
ALTERNATIVE PICK-UP (FULL NAME)	RELATIONSHIP TO CHILD	PHONE NUMBER

Child's Name

CHILD'S HEALTH RECORD		
DOES THIS CHILD HAVE ANY ALLERGIES	YES	NO
IF YES, please list:		
HAS THIS CHILD BEEN IMMUNIZED?	YES	NO
HAS THIS CHILD HAD ANY MEDICAL OR EMOTIONAL CONDITIONS REQUIRING TREATMENT OR SUPERVISION?	YES	NO
IF YES, please explain:		
IS THIS CHILD ON ANY REGULAR MEDICATION(S) AT HOME?	YES	NO
IF YES, please list:		

CHILD'S CHARACTERISTICS (to assist the teacher in preparing for your child)
EMOTIONAL:
SOCIAL:
INTELLECTUAL:
OTHER:

CONSENT
<p>I, _____, give consent to Loving to Learn Preschool to administer first aid and/or seek Emergency assistance for my child _____, should it be required while he/she is at preschool.</p> <p>I give authorization for my child to go for walks or play outside weather permitting. If there are circumstances under which they may not go outside for walks or play, I will communicate this to the teachers beforehand.</p> <p>I agree to read the Parent Handbook; and sign and return the parent agreement form from the back of that handbook to Loving to Learn Preschool, prior to the start of classes.</p> <p>Parent/Guardian Name (printed) _____</p> <p>Relationship to Child: _____</p> <p>Parent/Guardian Signature: _____ Date: _____</p>

CLASS PREFERENCE & FEES (Our school runs from Sept-June)				
<p>Please indicate your 1st and 2nd choice preference of the class option(s) you wish your child to attend. * classes will only run if there is enough enrollment* Once a Core Class has been selected, your child will remain in that class for the year.</p> <p>3+ Options = 3 & 4 yrs old children eligible to register in this class, must turn 3 by December 31st of the current year. 4+ Options = 4 & 5 yrs old children eligible to register in this class, must turn 4 by December 31st of the current year.</p>				
3+ Class Options	Fee	Preference 1	Preference 2	Amount
Core Class - Mon/Wed mornings (8:45 am - 11:45 am)	\$135/mth			
Core Class - Tues/Thurs afternoons (12:45 pm - 3:45pm)	\$135/mth			
Core Class - 1 day only of any of the above classes *we have limited one day a week spaces*	\$68/mth			
Add-A-Class (optional): You may apply to have your child regularly attend as many additional classes as you'd like from the above list only.	\$68/mth per additional class			
			Subtotal A:	
4+ Class Options		Preference 1	Preference 2	Amount
Core Class - Tues/Thur mornings (8:45 am - 11: 45 am)	\$135/mth			
Core Class - Mon/Wed afternoons (12:45 pm - 3:45pm)	\$135/mth			
Core Class -1 day a week -- may choose from any date or time. * we have limited 1 day a week spaces*	\$68/mth			
Add-A-Class (optional): You may apply to have your child regularly attend as many additional classes as you'd like. However, they may not attend more than 1 class per day	\$68/mth per additional class			
			Subtotal B:	
Drop-In (optional) PRE-PURCHASED PUNCH PASS or pay per class a child may drop in if they are a registered student and ratio allows. Please message the school by 8am the day of to see if there is space.	\$70 (5 punches) or \$15 per drop in -Payable via cash, cheque or etransfer			Amount
			Subtotal C:	
			Total (A+B+C):	
Pay by August 20th and save 5%			Full Tuition Total	
1 class - \$646				
2 classes - \$1282				
3 classes - \$1928				
4 classes - \$2564				

TERMS OF PAYMENT	
<p>There is a \$40 non-refundable one-time registration fee per family. The first month's payment is due in advance and is also refundable at the discretion of the preschool, written notice must be provided one month before school starts i.e. by August 1st. The preschool also requires 9 post-dated cheques dated the 20th day of each month prior for the balance of the term. One month's written notice to the Director is required before withdrawing your child from our program. If one month's notice is not provided, you will be responsible for that month's fee.</p>	Initial

Child's Name

IMAGE AND ARTWORK RELEASE		
I hereby give my consent to have _____ (child's name) and samples of my child's work photographed/videotaped for the following: :	YES	NO
Parent videotaping/photographing special events*		
Newspaper		
Newsletter (these appear on our website or Facebook, with last names ONLY, if you don't wish I will remove to the last name before posting to the web or Facebook only)		
Website		
Facebook		
Advertising		
School/field trip photos displayed within the classroom *- <i>*Please note: If you say no Special Events or School Field Trips above your child WILL NOT be able to participate in special events such as the Christmas Concert*</i>		

RELEASE INFORMATION FOR CLASS LIST ONLY
<p>We would like to provide a class list for all of the parents which would include the following information: Child's name, Home Phone Number, Email Address and Parent's' names. This list would be for the purposes of children making friends and for assisting parents to find replacement parent helpers when necessary. We require a signature in order to place your name on the list.</p> <p>Please sign and return this form as your consent.</p> <p>Child's Name: _____</p> <p>Parent Signature: _____</p>

PARENT/GUARDIAN SIGNATURE	YY	MM	DD
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This personal information is being collected to meet licensing requirements and to ensure that we have the appropriate information on hand in the event of a medical or other emergency. One copy of this form will be kept in the preschool office (as required by licensing requirements). A backup copy will be retained by Candice Kikstra - Director.

HOW DID YOU HEAR OF OUR PROGRAM? (Please describe how you learned about Loving to Learn Preschool)