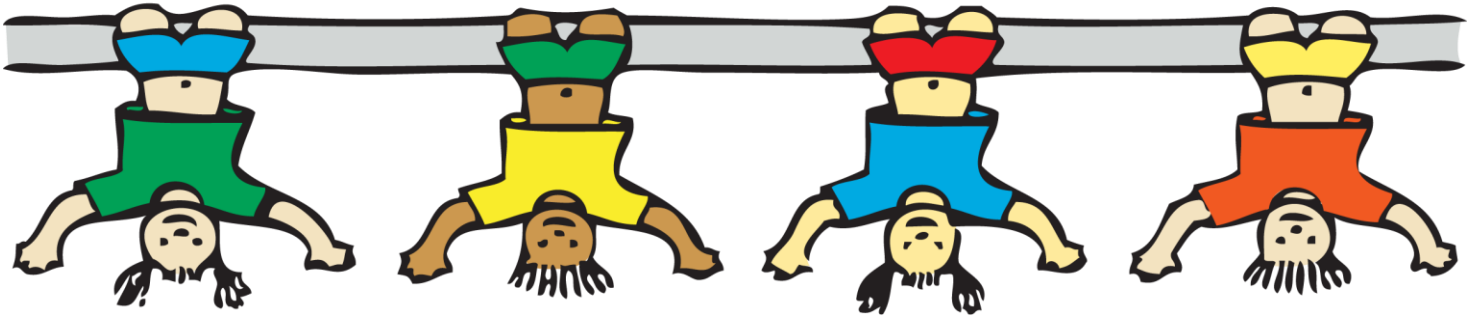


Glenbrook Community Preschool Registration Form



To be completed by the Registrar Registration Date: _____ Class: _____

Contact Information

Child's Full Name: _____ Preferred Name: _____
First Middle Surname

Date of Birth _____
day/month/year

Home Address: _____
Street City Province Postal Code

Parent/Guardian 1: _____ Email Address: _____
First Surname

Home Address: _____
(if different from child's address) Street City Province Postal Code

Home Phone: (____) _____ Business Phone: (____) _____ Other : (____) _____

Parent/Guardian 2: _____ Email Address: _____
First Surname

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

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:

Classes

Please check the class you wish to enroll your child in:

3 year old program (T/TH)

- Morning 9:15 – 11:30 am
 Afternoon 1:00 – 3:15 pm

4 year old program (M/W/F)

- Morning 9:15 – 11:30 am
 Afternoon 1:00 – 3:15 pm

Medical Information

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

Allergy	Reaction	Treatment

Relevant health information about your child, whether past or present, including dates of incidents/illness (must be provided by a parent).

Are your child's immunizations up-to-date?

- Yes
 No
 Has never been immunized

Release and Liability Waivers

I waive any claim I may have against the Glenbrook Community Preschool, 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 and 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)

Key Preschool Policies

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

I have reviewed a copy of the *Glenbrook Community Preschool Parent Handbook* and will comply with the policies outlined therein (the *Glenbrook Community Preschool Parent 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 Community Preschool 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.
- _____ All cheques, including post dated cheques, must be received by the Registrar prior to student attending the Preschool.

Parent Volunteer Opportunities

As a non-profit, parent-run program, Glenbrook Community Preschool's success depends on the help and support of parent volunteers. Our volunteer positions are year-round and offer a variety of areas of interest. Previous experience is not required, and every consideration will be made to place you in your desired position. Your assistance is greatly appreciated and not only your child, but all children attending Glenbrook Community Preschool will benefit from your participation as a parent volunteer. Please checkoff any positions you are interested in:

- Chairperson or Vice-Chair** 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
- Community Liaison** Shares information between the Preschool and Glenbrook Community Association
- Advertising Coordinator** Arranges advertising as needed

Parent's name: _____ Phone number: (____) _____

Tuition Payment

Tuition is payable by:

- Post dated Cheque
- Visa or Mastercard (No international credit cards accepted) ^{1,2}
- Direct Debit ¹ (Direct Debit cards must have an expiry date and 3 digit CVV code to work)

¹ Please note that a service fee of 2.2% + 30 ¢ will apply to each payment.

² American Express is accepted however please email treasurer@glenbrookpreschool.org as additional fees apply.

If you are paying by Credit Card or Direct Debit please sign below as it hereby authorizes Glenbrook Community Preschool to charge my credit card or Direct Debit account for the monthly payments specified above plus service fee

Date (day/month/year)

Signature of card holder

Name (printed)

Newsletter & Preschool Communication

A paper copy of our newsletter is placed in your child's craft cubby at the beginning of each month. If you would like to receive a newsletter via email, 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 Community Preschool?

Please tell us how you discovered Glenbrook Community Preschool

- | | | |
|--|--|---|
| <input type="checkbox"/> Preschool's website | <input type="checkbox"/> Bold Sign | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Calgary's Child | <input type="checkbox"/> Flyer posted in your
community | _____ |
| <input type="checkbox"/> Calgary Herald's Neighbours | <input type="checkbox"/> Personal recommendation | |