

Woodbend Playschool

Registration Form

Statement of Consent

The following paperwork is required in full to secure your child's registration.

1. \$20 non-refundable registration fee. Cheques need to be dated the day of registration.
2. All nine post-dated tuition cheques.

Two days a week (Monday and Wednesday) \$79 monthly for 3 & 4 year old class (or 1 cheque for \$711.00 dated for September 1st or 2 cheques for \$355.50 dated for September 1st and January 1st).

3. Two \$75 undated fundraising accountability cheques (one per semester).
4. One \$10.00 (1 ½ years) or \$27.00 (3 years) Woodbend Membership form.
5. Toy cleaning accountability undated cheque for \$60.00
6. Photocopies of your child's birth certificate and Alberta Health Care card.
7. The completed registration form.

Class (September – May)

Age	Days	Hours	Monthly Fee
3 & 4 year olds	Monday and Wednesday	9:00am – 11:30am	\$79

Age Requirements

Children must be 3 years of age by September 1st of the school year to register. There will be no registration in the middle of the year for students who have just turned 3. They will have to wait until the next year registration. If your child is 3 before September 1st, you are able to register anytime throughout the year. Your child must also be fully potty trained (no pull-ups/training pants) by the time school starts.

Please make cheques payable to Woodbend Community Hall.

If you have any registration questions, please call the Woodbend Playschool.

(403) 998 - 3814

The following information is strictly confidential.

Your child is from Rural _____ or Town _____ area.

Child's Name: _____

Commonly Used Name: _____

Date of Birth: _____

Gender: Male _____ Female _____

Child's Address: _____

*Address must be their physical address as it is required by licensing (eg. 50345 Range Road 274. Not RR#3).

Mother's Information

Name: _____

Mailing Address: _____

Physical Address: _____

City and Postal Code: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Does your cell phone accept texts: _____

Email: _____

Occupation: _____

Father's Information

Name: _____

Mailing Address: _____

Physical Address: _____

City and Postal Code: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Does your cell phone accept texts: _____

Email: _____

Occupation: _____

Emergency Information

Please provide **TWO (2)** emergency contacts (other than a parent).

Contact #1: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Physical Address: _____

City and Postal Code: _____

Relationship to Child: _____

Contact #2: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Physical Address: _____

City and Postal Code: _____

Relationship to Child: _____

Doctor's Name: _____

Phone Number: _____

Child's Alberta Health Care Number: _____

Name's and Age's of Siblings: _____

Background of Child

Is your child's immunizations up to date? YES _____ NO _____

Diseases: _____

Major Operations: _____

Allergies: _____

Is your child on any ongoing medications? YES ____ NO ____ If so, what kind?

Special Needs: _____

Any particular fears (i.e. Darkness, thunder, bugs): _____

I AGREE TO SEND MY CHILD TO THE WOODBEND PLAYSCHOOL PROGRAM AND AM WILLING TO ACCEPT ALL RESPONSIBILITIES.

DATE: _____

SIGNATURE: _____

AUTHORIZATION TO PICK UP CHILD

In the event that I, _____, cannot pick up my child(ren) from playschool, I give the following people authorization to do so:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Please list any person/persons NOT allowed to pick up your child(ren) from school:

- 1. _____
- 2. _____
- 3. _____

If someone is to pick up your child from playschool and is not on the above authorization list, it is your responsibility to give a written notice to the teacher. *Portable Emergency Forms will be taken to any activities off the premises.*

Date: _____

Signature: _____

Field Trip Consent

I, _____, authorize Woodbend Playschool to include my child, _____, in all regular activities including using the equipment in the gymnasium, participating in activities in the school year, using equipment on the playground and participating in nature walks within a 500m radius of the school grounds under the supervision of the Woodbend Playschool staff and roster parent.

All field trips outside these above stated locations require a separate permission for each outing. Forms will be sent as necessary.

Date: _____

Signature: _____

Medical Consent

In the event of an accident, I also give my consent for a professional qualified medical person to transport my child to a medical facility for treatment as may be deemed necessary by the above school staff. The expense thereof to be the responsible of the parent or guardian.

Date: _____

Signature: _____

Art Work Consent

I give permission for _____ (child’s name) artwork to be displayed outside of the classroom.

Date: _____

Signature: _____

Information Consent

As a non-profit organization, Woodbend Playschool is following the provisions of the Personal Information Protection Act (PIPA) in relation to commercial activity (providing an early childhood service program). All personal information collected during the registration process and during the course of the school year will be used to provide an educational program, ensure a safe and secure environment and meet legal and regulatory requirements.

Some uses of this personal information by Woodbend Playschool include:

- Use of name, phone number, email address, child’s birthday and gender on a class list to allow other parents to create a duty roster, contact you to switch roster days, let you know if class is cancelled, remind you about a meeting or a fundraising deadline, etc.
- Use of individual or class photos for school purposes.
- Use of student and parent/guardian name, address, phone numbers and special medical conditions for the purpose of field trips.

Woodbend Playschool knows that member information is strictly confidential. We will share information only with staff and volunteers who perform services on our behalf. We never sell, lease, or trade information about you with other parties.

Your knowledge and consent are required for the collection, use, and disclosure of your family’s information except in an emergency or where required or permitted by law.

Please note: Parents that take photographs during their child's class are NOT permitted to post the photos on the internet (i.e. Facebook, blogs, etc.).

I hereby consent to the use and disclosure of the personal information as listed.

Date: _____

Signature: _____

Woodbend Playschool Policies

The Woodbend Playschool is run on a volunteer basis and full operation is necessary to provide a smooth program where everyone can benefit. Please read these policies carefully and sign at the end of the registration form to show that you understand and will abide by them.

Hours of Operation

The playschool is open 5 minutes prior to the start of class. Please pick your child up promptly after class is over. You will have 5 minutes grace time after class, but after that, please call or text the school if you will be later than that.

PLEASE DO NOT BE LATE!

Fees

There will be a \$20.00 registration fee due at time of registration. We also require three (3) cheques for fundraising and a Woodbend Membership fee. Playschool fees are to be paid by the first day of the month. Fees can be paid for as follows:

1. One payment to cover the full year expenses, payable September 1st.
2. Two post-dated cheques dated the 1st of September and the 1st of January.
3. Nine monthly post-dated cheques dated the 1st of every month (September to May) by September 1st.
4. An additional charge of \$35.00 will be added for each cheque returned NSF (Non-sufficient funds) and upon 2 returned cheques, the child's enrolment will be jeopardized.
5. You will receive one month grace (September) to have your Criminal Record Check handed in to the teacher prior to your first scheduled roster date. No one will be able to roster without a Criminal Record Check handed in. If not received by your second scheduled roster date, your child's enrolment will be jeopardized.

Discipline

The following is an example of what the teacher will do in the case that discipline is necessary:

- a. Reinforce the positive when possible.
- b. Talk to the child about unacceptable behaviour.
- c. Redirect the child's attention of other activities.
- d. If necessary, they may be denied certain privileges until behaviour in that area improves.
- e. Time away (not time out) may be used to give the child a chance to calm down with a book, puzzle or quiet activity.
- f. If problems continue, the teacher will talk to the parents.

We do have the right to remove children from the program if behaviour is violent and endangers themselves, other students or staff. If it is an ongoing problem, the teacher and parents will work on a plan to help guide the child's behaviour to a more positive outcome.

Clothing

All children must be provided with clothing that can be exposed to things such as glue, paint and sand. Children must be attired with proper clothing for outdoors, such as mittens, hats and boots. Also required is a **CLEAN PAIR OF FOOTWEAR FOR INSIDE THE SCHOOL**. Each child must have a pair of shoes on in case of emergency situations, such as a fire. Please label your child's belongings to ensure that the items don't get lost or stolen. Your child will also need a backpack to bring home crafts and newsletters.

Communicable Diseases

It is imperative that if your child develops a communicable disease, such as measles, mumps, chicken pox, head lice, pink eye, hand-foot-mouth, etc., that you contact the teacher immediately. After a communicable disease is reported, the classroom will be cleaned to prevent any other students or staff and volunteers from contacting it.

Sick Children

It is not fair to your child or the other children in the playschool program to bring anyone that is ill. Please keep them at home until they are feeling better. Anyone who gets sick at school will be put in a quiet space with a supervisor. Parents will be contacted to come and pick up the child.

Rostering and Monthly Clean-Up

Woodbend Playschool offers an excellent program with a dedicated teacher. Every family enrolled in the playschool is expected to participate in roster days. The roster parent maintains our low adult to child ratio and supports the educational program delivered by the teacher. A schedule is done up one month in advance for rostering. There will also be a set schedule for monthly clean-up that you will receive in advance. If you are unable to roster or do the monthly clean-up, then it is YOUR responsibility to find a suitable replacement (grandparent, aunt, uncle,

friend, etc.) though they must have a criminal record check handed into the playschool prior replacement. It is absolutely imperative that we have enough roster parents each class. This is because of our licensing agreement (there is a certain ratio of adults to children required (1:12). If you do not find a replacement for any toy cleaning dates you cannot attend, your toy cleaning accountability cheque will be cashed.

Fundraising

A portion of the Woodbend Playschool annual budget comes from fundraising, which helps maintain the high quality of classroom activities and reduce the cost of monthly fees. Each student is required to raise at least \$150.00 throughout the school year. This is done a variety of ways (bottle drives, Mundare Sausage, etc.) Two of the signed and undated cheques (provided to the playschool at the time of registration) are for your fundraising obligation. If you fail to meet your fundraising goal, then your cheques will be cashed accordingly.

Accidents or Illnesses

The teacher will report all accidents or illnesses occurring at the playschool on a special form. The teacher will also notify parents of the accident/illness involving their child. You will be required to sign an accident/illness report. Any incidents, emergency evacuations, etc., will be reported to licensing within two working days.

Fire Drills

Monthly fire drills are necessary to provide a safe environment for your children. The playschool teacher will make sure the drills are done and that the children know the route in such case of a real fire. Evacuation plans will be distributed to each family at the beginning of the school year. Please be familiar with the plan in case of an emergency. Portable Emergency cards are taken during an emergency evacuation.

Snacks

Snacks are to be provided by each parent. Please mark any containers with your child's name. Snacks should be healthy and junk food (i.e. candy, chips, pop, etc.) should be limited. Snacks are served between 10:30-11:00am.

Medications

Medications will be administered only if there is written consent from the parents. The medication must be in the original labelled container. The medication is administered according to the labelled directions. Emergency medications such as epi-pens or inhalers will be kept in an unlocked cupboard which is inaccessible to children but easily accessible to adults.

Withdrawals

Thirty days written notice must be submitted to the playschool executive for withdrawals. Withdrawals submitted with less notice will result in the forfeit of one month's fees. The written notice must be received before the first day of the month prior to withdrawal.

School Closure

Woodbend Playschool follows the same schedule regarding holidays as the regular county schools. We also follow the same procedure for closing due to bad weather. If the school buses are not running, we will not have playschool.

WHAT TO BRING FOR THE FIRST DAY OF CLASS

Bring a pair of indoor shoes, a backpack, and a healthy snack. Please mark all items with your child's name.

Please request to join our Facebook group to receive updates, reminders and to be used for finding rostering replacements. Group name "Woodbend Playschool."

<https://www.facebook.com/groups/279175862292311/>

Please sign below indicating that you have provided complete and accurate information and that you have read, understood and accept the program information and policies provided in this registration form. I also agree to pay all fees connected with the playschool program.

Date: _____

Signature: _____