



2019/2020 Registration Package

Thank you very much for choosing the Strathmore & District Playschool. Your child's first school experience is an important one and we appreciate you allowing us to be a part of your child's life.

Please find attached the registration package to enroll your child in the Strathmore & District Playschool program. The registration package contains 2 forms, you are required to return them both.

-Form #1 - Registration,

-Form #2 – Freedom of Information & Protection of Personal Privacy (FOIP)

If your child has a life-threatening allergy, please ask us for

-Form #3 – Anaphylaxis Emergency Plan (only if an epi-pen is required).

Your child must be 3 years old by December 31st, 2019, to attend a 3-year-old class.

Your child must be 4 years old by December 31st, 2019, to attend a 4-year-old class.

All children must be potty trained before attending any classes.

Your registration will not be processed unless all forms are properly completed, and payment is included. We REALLY need all legal land description for out of town residents and full address for emergency contacts.

Classes will commence the week of September 9th, 2019. On the first day of classes, we require the parents to stay for the duration of the class, without siblings. This will allow your child to experience their first day of playschool with the security of their parent. Time will be taken to review policies and procedures and ask any questions you may have to the Playschool Administrator. If your child is doing well without you in the classroom, you can leave after the review is done.

Our playschool is dependent on parent involvement to achieve a low student-to-adult ratio. This ensures a positive playschool environment for your child and it keeps our operating costs down. As a helper parent, you will be required to assist the teacher and the students with various tasks such as crafts and classroom cleanup. The helper parent also provides a nutritious snack and drink for the entire class. Unfortunately, siblings may not attend your helper days, so please find alternate childcare for those days. A more detailed explanation of parent duties is in the September Parent Hand-out. The snack/helper schedule and September Parent Hand-out will be given to you on the first day of class.

You can choose to not volunteer by paying an extra \$30/month. You will only have to provide a snack and we will have a paid helper parent in the classroom in your place.

Reminders:

One month's written notice is required for a child to be withdrawn from a class, and the \$50.00 non-refundable registration fee will be retained. Address the withdrawal notice to Janique Lagacé, and email it to us at info@strathmoreplayschool.ca

If you have any additional questions, please visit our website: www.strathmoreplayschool.ca or contact Janique Lagacé, Administrator, at (403) 901-1700 or info@strathmoreplayschool.ca



Payment Options

The first payment includes a **\$50 non-refundable** registration fee and May 2020 fee.

3-YEAR-OLD PROGRAM 2 days a week

Option	Payment	Dated
#1 One payment Total \$970 Save \$25	\$970	June 1 st , 2019
#2 3 payments Total \$985 Save \$10	\$145	June 1 st , 2019
	\$420	September 1 st , 2019
	\$420	January 1 st , 2020
#3 monthly Total \$995	\$155	June 1 st , 2019
	\$105 x 8	September 1 st , 2019 to April 1 st , 2020

4-YEAR-OLD PROGRAM 2 days a week

Option	Payment	Dated
#1 One payment Total \$1060 Save \$25	\$1060	June 1 st , 2019
#2 3 payments Total \$1075 Save \$10	\$155	June 1 st , 2019
	\$460	September 1 st , 2019
	\$460	January 1 st , 2020
#3 monthly Total \$1085	\$165	June 1 st , 2019
	\$115 x 8	September 1 st , 2019 to April 1 st , 2020

You can pay cash, by cheque or etransfer at this email address
info@strathmoreplayschool.ca



REGISTRATION
FORM #1

Please circle
3 yr old M/W 9:00-11:15
 T/T 9:00-11:15
 T/T 12:30-2:45

Please circle
4 yr old M/W 9:00-11:30
 M/W 12:30-3:00
 T/T 9:00-11:30
 T/T 12:30-3:00

Child's Surname:	First:	Middle:
Mailing address:		Postal Code:
Street Address (if different from above, i.e. legal land description or blue sign number)		
Date of Birth (mm/dd/yyyy):	Child lives with: <input type="checkbox"/> both parents <input type="checkbox"/> father <input type="checkbox"/> mother <input type="checkbox"/> foster parents	
Immunizations up-to-date: YES NO	MALE	FEMALE
Mother's Name:	Home Phone:	
Email Address:	Cell Phone:	
Father's Name:	Home Phone:	
Email Address:	Cell Phone:	
Emergency Contact OTHER THAN PARENTS		
Name:	Phone:	
Address: (legal land description or blue sign #)		
Additional information the Playschool should be aware of regarding your child:		
1. Allergies: <input type="checkbox"/> Yes, mild allergy, state symptoms; i.e. rash _____ <input type="checkbox"/> Yes, potential life-threatening allergy; I have completed the Anaphylaxis Emergency Plan Form #3 <input type="checkbox"/> No allergy concerns		
2. Medical or emotional conditions, childhood illnesses (i.e. seizures, etc.), please specify:		
I grant permission for my child to participate in all Playschool activities. In case of injury or accident, I give authority to the staff of the Strathmore & District Playschool to call for medical help. In the event of any such accident or injury, I will not hold the Strathmore & District Playschool, or its staff, responsible. I also understand that the registration fee is non-refundable, one month written notice is required for withdrawal from the program and that I am required to assist in the classroom on a regular basis.		
Signature: _____	Date: _____	
Relationship to child: _____		



Registration form #2
Freedom of Information and Protection of Personal Privacy (FOIP) Act

Explanation of Authorities

The information collected on this form as part of the registration process is personal information as referred to in the *Freedom of Information and Protection of Personal Privacy (FOIP) Act*. The collection of personal information is related directly to and is necessary in keeping with the playschool's obligation to provide a safe and secure school environment.

Uses of Personal Information

The FOIP Act requires that parents/guardians be advised of the collection and use of personal information. This includes many activities that are regularly part of the school community such as:

- 1) Individual photos that are taken
- 2) Photos and/or videos of classroom activities that are taken
- 3) Student name and a description of activities that are used in the school newsletter, on the school website and other school communication
- 4) Student names that are included in birthday recognition listings
- 5) Media photographs or videos of classrooms and school activities, where individual students can not be identified, may be taken and used by the media
- 6) Student names that are used on artwork, written materials, or other items to be displayed in the school
- 7) The use of student names, related contact information and phone numbers for classroom reps. and parent volunteers
- 8) The use of student names and relative contact information for the Public Health Authorities.
- 9) The use of student names and related contact information and telephone numbers for emergency and situations including school closure.
- 10) Photographs or videos taken by the playschool may be used to advertise or promote the playschool including on the website.
- 11) Other similar activities within the school

Other Considerations

On occasion, school events are open to the general public (such as the year-end party). The use of photographic, video and other recording equipment is not restricted at these events. If there are specific issues regarding the use of your child's image and names in school communication, please speak directly to a teacher or board member.

Questions and More Information Contact

If you have any questions or concerns in relation to the collection of personal information or the intended use of personal information, please contact Janique Lagacé – Administrator, at (403) 901-1700.

- I **DO NOT** authorize the Strathmore & District Playschool to use my child's picture or personal information in the above-mentioned situations.
- I **AUTHORIZE** the Strathmore & District Playschool to use my child's picture or personal information in the above-mentioned situations.

Student's Name:	
Parent/Guardian (Please Print):	
Signature:	
Date:	