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Willow Park Preschool Registration Check List

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

1. Completed, printed off and signed the registration form (attached 5 pages)
2. Provided the first time registration fee of \$30.00 (non-refundable)
3. Provided the first month's payment cheque dated **June 1st** (refundable at the discretion of the preschool). If you decide not to enroll your child at Willow Park Preschool we would need to be notified in writing by June 1st. **If notice is not provided, you are responsible for the first month's fee.**
4. Provided 9 postdated cheques (Oct 1 – June 1)
5. Selected a volunteer position/duty (page 3 of attached)
6. Arranged a registration meeting if unable to attend the open house

Important Information

- Class placements will be allotted on a first come, first served basis.
- If your child will not be 3 year's old until after the school semester begins it is possible to hold a spot in the class. To hold a space for you child, the preschool would require 40% of the monthly fee for every month until attendance starts.
- Willow Park Preschool is a parent run cooperative **therefore parents (or designates) are required take a position on the parent board or sign-up for a weekly/monthly duty.**
- An email or letter will be sent out in August with the Parent Handbook and informing parents of class start time and their volunteer position.
- We require **one month's written notice** if you are withdrawing your child from the Willow Park Preschool Program. If you do not provide written notification in advance you will be responsible for the month's fee (i.e. if you would like 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	
<input type="checkbox"/>	Registration fee received
<input type="checkbox"/>	First Month Tuition Received
<input type="checkbox"/>	Post Dated Cheques Received
Comments:	

WILLOW PARK PRESCHOOL – REGISTRATION FORM

CHILD'S BIRTHDATE		YY	MM	DD			
CHILD'S LAST NAME (LEGAL)		CHILD'S FIRST NAME		CHILD'S MIDDLE NAME		M <input type="radio"/>	F <input type="radio"/>
ADDRESS					POSTAL CODE		
Main Contact <input type="radio"/>	MOTHER'S FULL NAME				HOME PHONE NUMBER		
ADDRESS (if different than child's address)					CELL PHONE NUMBER		
OCCUPATION/COMPANY NAME AND ADDRESS					BUSINESS PHONE NUMBER		
Main Contact <input type="radio"/>	FATHER'S FULL NAME				HOME PHONE NUMBER		
ADDRESS (if different than child's address)					CELL PHONE NUMBER		
OCCUPATION/COMPANY NAME/ADDRESS					BUSINESS PHONE NUMBER		
E-MAIL ADDRESS, IF ANY (for meeting minutes and school notices)				Please indicate the name of the person who will be the main contact person for the preschool – as we distribute a list of children's and parents' names, contact numbers and e-mail address for the purpose of arranging events and volunteer coverage. If you have any concerns about this distribution, please provide a note indicating your preferences.			
SIBLING NAME		AGE	SIBLING NAME		AGE		
SIBLING NAME		AGE	SIBLING NAME		AGE		

EMERGENCY CONTACTS			
FULL NAME		RELATIONSHIP TO CHILD	PHONE NUMBER
ADDRESS		CELL PHONE NUMBER	
FULL NAME		RELATIONSHIP TO CHILD	PHONE NUMBER
ADDRESS		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			
ALBERTA HEALTH CARE NUMBER		FAMILY DOCTOR	
ADDRESS			PHONE NUMBER
DOES THIS CHILD HAVE ANY ALLERGIES?			YES <input type="radio"/> NO <input type="radio"/>
If YES, please list:			
HAS THIS CHILD BEEN IMMUNIZED?			YES <input type="radio"/> NO <input type="radio"/>
HAS THIS CHILD UNDERGONE ANY SURGERIES OR HOSPITALIZATION?			YES <input type="radio"/> NO <input type="radio"/>
If YES, please provide the reason and date for hospitalization:			
HAS THIS CHILD HAD ANY MEDICAL OR EMOTIONAL CONDITIONS REQUIRING TREATMENT OR SUPERVISION?			YES <input type="radio"/> NO <input type="radio"/>
If YES, please explain:			
IS THIS CHILD ON ANY REGULAR MEDICATION(S) AT HOME?			YES <input type="radio"/> NO <input type="radio"/>
If YES, please list:			

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

YOUR ROLE IN THE PRESCHOOL COOPERATIVE	
As a parent at Willow Park Preschool you are required to take either a board position or sign up for a duty. Please indicate your preferences below. The positions marked with an asterisk are board positions. Descriptions of these positions are available online.	
<input type="checkbox"/> Vice-President* <input type="checkbox"/> Secretary* <input type="checkbox"/> Treasurer* <input type="checkbox"/> Website/Advertising* <input type="checkbox"/> Scholastic Book Sales <input type="checkbox"/> Class Representative (4 Positions) <input type="checkbox"/> Class Room / Toy Cleaners (18 Positions) <input type="checkbox"/> Craft Preparation (4 Positions) <input type="checkbox"/> Field Trip / Event Coordinator (2 Positions)	<input type="checkbox"/> Fundraising Coordinator (2 Positions) <input type="checkbox"/> Laundry (4 Positions) <input type="checkbox"/> Parent Volunteer Substitute (8 Positions) <input type="checkbox"/> Party Planners (10 Positions) <input type="checkbox"/> Playdough Makers (4 Positions) <input type="checkbox"/> Repairs (1 Position) <input type="checkbox"/> Shoppers (4 Positions) <input type="checkbox"/> Substitute Teacher (1 Positions) <input type="checkbox"/> Year-End Review Of Financials (2 Positions)

Child's Name: _____

CLASS PREFERENCE	
Please indicate the class you'd like your child to attend:	
<input type="checkbox"/> Tues/Thurs mornings (3 year olds)	<input type="checkbox"/> Mon/Wed/Fri mornings (4 year olds)
<input type="checkbox"/> Tues/Thurs afternoons (3 year olds)	<input type="checkbox"/> Mon/Wed/Fri afternoons (4 year olds)

HOW YOU HEARD OF OUR PROGRAM
Please describe how you learned about our program:

TERMS OF PAYMENT	
<p>There is a \$30 non-refundable one-time registration fee per child. The first month's payment is due in advance (June 1st) and is refundable at the discretion of the preschool. The preschool also requires 9 post-dated cheques dated the first day of each month for the balance of the term (October 1 – June 1). One month's written notice to the President 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

IMAGE AND ARTWORK RELEASE	
<p>I hereby give Willow Park Preschool permission to take pictures of my child or use sample of my child's work for the purpose of advertising such as but not limited to displays during school sponsored open houses; other school related activities held at the school, school sites or school sponsored events; school or community publications; or posting or publishing on school websites for non-profit educational or promotional purposes.</p>	Initial

DISCIPLINE POLICY	
<p>The preschool's philosophy and practices with regard to guidance and discipline are always based on a positive, non-punitive approach. Behaviour management is a process by which children develop socially acceptable and appropriate behavior patterns. In cases where 'discipline' is needed, our teachers will acknowledge feelings, set limits, offer appropriate choices, and use natural and logical consequences. It will be a positive learning experience and reinforce appropriate behaviour.</p> <p>If behavior is more significant, the following management action will be taken:</p> <ol style="list-style-type: none"> For acts of aggression and fighting (i.e. biting, hitting, etc.): the children will be immediately separated and comfort and care/treatment for the injured child will be provided. The child is removed from the situation to allow them time to calm down. The teacher will then discuss with the child as to why he/she was removed. Depending on the regularity of the misbehavior, privilege loss may be used as a management tool. A report will be written about the incident and will then be discussed with the parent. <p>Where possible this procedure will be employed by the teacher to ensure consistency in language and approach. If the teacher is not available, the parent helper should immediately redirect the child displaying negative behaviours until the teacher is available to set the child up with a calming activity.</p> <p>For all instances of aggression or disruptive behaviour in the classroom the above noted behaviour strategy will be employed. This includes child-child, child-teacher, child-parent helper and child-self aggression. If aggressive and/or disruptive behaviour continues to the point that other children's safety is in question or the teacher feels the behaviour is affecting their ability to teach, the parent will be asked to choose between removal of their child from the program or attendance with their child in all classes for a two week period to help their child feel secure and aid in properly addressing any further incidences. After the two week period the child's suitability for remaining in the program will be discussed with the board, parents and teacher.</p>	
<p>I have read and agree to the terms outlined in the Willow Park Preschool's discipline policy.</p>	Initial

Child's Name: _____

ILLNESS POLICY AND EMERGENCY PROCEDURES AUTHORIZATION

- SICK CHILD:** In adherence to the Calgary Health Region guidelines, in the event that a child has a communicable disease (i.e. Pink Eye, Chicken Pox, Lice, etc) the parent is to keep the child at home. The child may not return until the disease has been treated with medication for 24 hours or more and is past the point of contagiousness. Parents must provide a **doctor's note or sign an illness form**, which states that their child has been symptom free for no less than 24 hours. In the case of all other illnesses, your **initial on the sign in sheet** is your declaration that your child has been symptom free for at least **24 hours** and is well enough to return to class.

An ill child is defined as:

- One who is vomiting, has a fever, diarrhea or a new unexplained rash or cough;
- Requires greater attention than can be provided without compromising the care of the other children in the program; or
- Displays any other illness or symptom that a staff member knows or believes may indicate the child poses a health risk to persons on the program premises.

A child may return to the preschool if staff members are satisfied that the child does not pose a health risk to other children or staff. If the child becomes ill at school, the Preschool requires the child to be immediately removed from the classroom. If the parent of the child is not present, the child will be taken to a quiet area of the Preschool, made comfortable, and directly supervised by the Teacher. The Teacher will have the Parent Helper notify the child's parent or alternate contact.

- INJURED CHILD:** If a student becomes injured while at school, the teacher will immediately assess the situation and treat the child's injuries with basic first aide. Parents will be informed of injuries or accidents that occur at school. If injuries are severe and require immediate medical attention, the paramedics will be called and your child will be transported by ambulance (if deemed necessary) to a medical facility accompanied by the Teacher or the Parent Helper. Parents of the injured child will be responsible for any costs incurred.
- PICKING UP:** A parent who is running late to pick up their child from preschool needs to contact the school immediately. There will be a 10 minute grace period in which to pick up your child. After the 10 minute grace period has elapsed, a late fee of \$1 per minute (payable directly to the teacher/parent helper) will be charged until your child is picked up. If the teacher or parent helper has not had contact from the late parent after the 10 minute grace period all contact numbers will be tried as well as all alternative pick-up designates. After 15 minutes of no contact the teacher/parent helper will begin to make alternate arrangements for your child (i.e. transporting the child to another location). After 30 minutes without contact from a parent or a designate the authorities will be telephoned.
- OFF SITE ACTIVITIES:** The parent is responsible for transporting and supervising his/her children during all field trips. In the event that you are transporting and supervising another child with an agreement made between yourself and the other parent, a permission slip should be signed and carried with you.
- EMERGENCY EVACUATION:** In cases where the building needs to be evacuated (i.e. fire drill) children will be directed to line up single file in front of the Preschool door. The Parent Helper is to lead the group (walking, not running) in exiting the building. The Teacher will ensure that the portable emergency records for children present at preschool that day will be taken on their person before exiting the building. Children, parents and the Teacher are to meet in the field beside the skating rink. The Teacher is to take roll call to ensure everyone has been evacuated and is accounted for. In the event of a real emergency (i.e. fire), the children will be taken to **Mapleridge Elementary School (10203 Maplemont Rd SE)** and parents will be contacted immediately.

I have read and agree to the terms outlined in the Willow Park Preschool's illness policy and emergency procedures and authorize the school to act in accordance with these guidelines.

Initial

PARENT/GUARDIAN SIGNATURE

YY	MM	DD

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 back-up copy will be retained by a member of the preschool executive board. Both copies will be destroyed (shredded) at the end of the school year.