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### **Willow Park Preschool Registration Checklist**

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 and complete to register your child in our program:

Completed registration form (can be submitted online): [2026-2027 Registration Form Here](#)

*If you would prefer to complete a paper copy, please email [willowparkpreschool@gmail.com](mailto:willowparkpreschool@gmail.com)*

Send an e-transfer to [willowparkpreschool@gmail.com](mailto:willowparkpreschool@gmail.com) in the amount of \$475

This includes:

- First-time registration fee of \$75.00 (non-refundable)
- First month's fee payment of \$300. (Monthly fee is \$300 after government affordability grant).
- Cleaning deposit of \$100. This money will be returned to you via e-transfer after the completion of cleaning requirements (two cleaning nights per year). If you do not intend to fulfill your cleaning obligations, please let us know as soon as possible so we can make alternative arrangements. We will e-mail out a sign-up for deep cleaning of the preschool closer to the start of the school year.

- Completed AFT form for the remaining payments (Oct 1 – June 1). Completed AFT forms can be scanned and emailed to [willowparkpreschool@gmail.com](mailto:willowparkpreschool@gmail.com)

***If you would like to use cheques instead of e-transfers and/or paper registration forms, please contact [willowparkpreschool@gmail.com](mailto:willowparkpreschool@gmail.com) to arrange for drop-off.***

## **Important Information**

- Class placements will be allotted on a first come, first served basis.
- If you decide not to enroll your child at Willow Park Preschool we would need to be notified in writing by August 1, 2026. If notice is not provided, you are responsible for the first month's fee.
- If your child will not be 3 until after the school semester begins it is possible to hold a spot in the class. To hold a space for your 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 their designates) are required to volunteer. Each parent must sign up for a cleaning day as well as take a position on the parent board or sign up for an alternative volunteer duty. Descriptions of volunteer positions can be found in the parent handbook.
- 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 are wanting to take your child out of the program on March 1st we would need written notice by February 1<sup>st</sup>).
- There will be a \$25.00 charge for all returned cheques or AFT payments.
- There will be a **mandatory** parent information night on Monday, August 24<sup>th</sup> at 7 pm in the preschool. One person from each family MUST ATTEND to go over policies and procedures and to ensure all volunteer positions are filled.