



2021/2022 REGISTRATION

PROGRAM INFORMATION

Please indicate your preferred class with a number 1 and your second choice with a number 2.

Class	Day & Time	Cost	Preference
Sunshine Class (ages 3-5)	Monday, Wednesday, Friday (9:15 a.m. – 11:30 a.m.)	\$185/month	
Rainbow Class (ages 3-4)	Tuesday, Thursday A.M. (9:15 a.m. – 11:30 a.m.)	\$145/month	
Pre-Kinder Enrichment Program *child must be 4 & attending Kindergarten the following year to attend this program (must have 12 students to run)	Monday, Tuesday, Wednesday, Thursday (12:30 p.m. – 2:45 p.m.)	\$260/month	

CONTACT INFORMATION

Child:

Name: _____ Gender: _____ Date of Birth(M/D/Y): _____

Parent/Guardian #1:

Name: _____ Email: _____
Address: _____ City: _____ Postal Code: _____
Phone # (Day): _____ Cell #: _____

Parent/Guardian #2:

Name: _____ Email: _____
Address: _____ City: _____ Postal Code: _____
Phone # (Day): _____ Cell #: _____

Emergency Contact: (cannot be parents/guardians listed above and must be local)

Name: _____ Email: _____
Address: _____ City: _____ Postal Code: _____
Phone # (Day): _____ Cell #: _____

Preschool Pickups:

In addition to the parents/guardians listed above, please provide the name(s) of up to 3 individuals who will usually pick up your child. Please state the relationship to the child as well as provide the applicable contact information:

No.	Name	Phone (Daytime)	Relationship
1			
2			
3			

PERSONAL HEALTH INFORMATION

Are your child's immunizations up to date? No Yes

Is your child fully toilet trained? No (must be toilet trained by start of class) Yes

Does your child have allergies/chronic health conditions? (e.g. seizures, asthma etc.) No Yes (if yes, please provide details)

Is your child on any on-going medications? No Yes (if yes, please provide details)

(NOTE: allergy medications must be supplied to teacher by 1st class)

Does your child have any hearing, eyesight, speech, or smell impairment? No Yes (if yes, please provide details)

What areas of growth/skill development would you like to see in your child this year?

Please provide further information that you feel would be of assistance in helping us understand your child: (i.e. fears, jealousies, aggressiveness, shyness, nervous habits...)

ADDITIONAL INFORMATION

Has your child previously attended a preschool program? No Yes (if yes, please provide name of preschool)

How did you hear about our preschool?

- Alumni** (have had a child attend previously) **Friend/relative/caregiver (name):** _____
 Social media **Other** (please indicate): _____

If applicable, please provide the names/ages of your child's siblings:

#	Name	Age	Gender	#	Name	Age	Gender
1				5			
2				6			
3				7			
4				8			

Would you like to be contacted for future alumni registration? **No** **Yes** (If yes, please indicate which year)

VOLUNTEER POSITIONS

- St. Albert Creative Preschool is a non-profit school with a parent-run board. Parent volunteers on the Executive Council are essential to the success of our school. Executive Council positions include: President, Registrar / Vice President, Director of Finance (Treasurer), Director of Marketing, Director of Communications, Director of Operations, Director of Administration, and Director of Fundraising.
- Executive Council members are elected at the Annual General Meeting (AGM) by the St. Albert Creative Preschool Society members (parents of registered children). The AGM is typically held in late August or early September before the start of the school year. A detailed invitation to the AGM will be emailed closer to the date.
- Executive Council Members are exempt from any and all fundraising fees (discussed below).

Please indicate with a check mark below if you are interested in hearing more about the board positions or would like to volunteer.

I would like to be notified about available positions & possible volunteer options

PRESCHOOL FEES

Preschool fees are comprised of the following:

1. Registration Fee: \$100
 - i The Registration Fee is an annual, per child fee. It is non-refundable.
2. Program Fee: \$100
 - i The Program Fee is an annual, per child fee. It is used to cover the cost of preschool programming, including field trips, special activities, and celebrations as well as year-end scrapbooks. The Program Fee is refundable if you withdraw your child **prior to August 1**. Otherwise, it is forfeited and will not be refunded.
3. Monthly Tuition Fee:
 - i \$185 / month September - June (Sunshine); OR
 - ii \$145 / month September - June (Rainbow); OR
 - iii \$260 / month September - June (Pre-Kinder Enrichment Program)

Additional Information:

- Monthly tuition is paid by Pre-Authorized Debit (PAD) through Plooto. It will be charged to your account on or about the 1st of each month.
- If you withdraw your child from preschool less than two weeks before the first day of class, you will be charged the Monthly Tuition Fee for the month of September.
- After preschool classes have commenced, one month's notice is required to withdraw your child. You will be charged for any tuition fees due within the one-month notice period. The preschool will not provide refunds of partial month's tuition fees.

4. Fundraising Fee:

i. **OPTION 1:** Participation Plan

No cost but requires participation in three (3) fundraising events during the preschool year. If you participate in all three fundraising events and meet the \$65/\$70/\$65 profit requirement, there will be no out-of-pocket cost to you for fundraising. If you do not meet the fundraising requirement for each fundraiser \$65 or \$70 will be withdrawn from your account.

ii. **OPTION 2:** Flexible Plan

Flexibility to decide throughout year which fundraisers to participate in and which to opt out of. If you choose to opt out of a particular fundraiser, \$65 or \$70 will be withdrawn at the conclusion of the fundraiser.

iii. **OPTION 3:** Complete Opt-Out

Pay a \$250 Fundraising Fee at time of registration and you will be exempt from participating in all fundraising.

If you choose Option 1 or Option 2, you are required to provide a completed Fundraising Fee PAD Form and submit it with the registration form.

Please initial to confirm you understand the \$65/\$70/\$65 fundraising requirement.

AUTHORIZATION (please read and initial)

I hereby authorize the St. Albert Creative Preschool to include the name of my child, my name, my spouse's name, my address and my telephone number on a class list for distribution to the parents with children in the same program unless otherwise specified.

I hereby authorize the Teachers of the St. Albert Creative Preschool to obtain emergency treatment for my child if deemed necessary. I will also reimburse the Preschool for any costs incurred in providing such emergency service. In addition, I authorize the Teachers to transport my child from the Preschool in the case of an emergency.

I hereby authorize the Teachers of the St. Albert Creative Preschool to take my child outdoors, on nature walks or to the local playground, staying within a two-block radius of the preschool classroom.

I hereby authorize the use of my child's portrait, picture, photograph, or artwork as part of their participation at St. Albert Creative Preschool. I agree that I shall have no claim against St. Albert Creative Preschool, any company that is hired to take class images, or against anyone accessing these class photos, whether online, in print or by any other means. I also understand that my child's artwork may be photographed or used in promotional material for St. Albert Creative Preschool, and that on occasion, teachers may take photographs in

the classroom for use in the student's scrapbook. Any photographs used for promotional or marketing material will not contain the child's name in the photograph.

I hereby acknowledge that I have read and understood the policies of St. Albert Creative Preschool as outlined in the Parent Handbook available on the St. Albert Creative Preschool website www.stalbertcreativepreschool.com

To withdraw your child from the preschool, written notice must be submitted to the Registrar by email at info@stalbertcreativepreschool.com

A \$50 charge for NSF payments is in effect. Please contact the School Administrator at finance@stalbertcreativepreschool.com at least 5 days prior to the 1st of the month if there is a problem pertaining to the withdrawal of the monthly tuition fee.

In the event that late pick-ups become an ongoing concern, you will first be notified verbally. If, following this verbal notification, the issue continues to persist, then late fee charges will apply. The late fee charge is \$20.00 for the first 10 minutes past the end of the program time, and \$10 for every 10 minutes thereafter. The fee is payable to the St. Albert Creative Preschool either on the date of the occurrence or on a date agreed upon by the Board of Directors.

In the event that my child is not picked up from preschool on time, I (or anyone claiming on my behalf) hereby release and forever discharge the St. Albert Creative Preschool from any and all claims, liabilities, obligations, damages and causes of action that may arise in relation to my child at the Preschool following the conclusion of class time.

I agree to have my name, my child's name, my phone and my email address on a class list for distribution to other parents in your child's class. This is to allow families to arrange play dates or to invite classmates to their birthday party. **If you do not want your contact information on the class list, please mark the box with an X.**

Students currently enrolled at St. Albert Creative Preschool will be given priority for early registration. Alumni registration will take place the first week of classes after Christmas break. Registration will open to the public the week afterwards

AUTHORIZATION (continued)

I am registering my child in St. Albert Creative Preschool. I understand the fees and I agree to all the terms above.

Parent Signature: _____

Date: _____

Print Name: _____

INSTRUCTIONS TO PARENTS

In order to secure your child's spot in St. Albert Creative Preschool for the 2020/2021 school year, you must enclose the following with this registration form:

- ✓ Registration Fee & Program Fee of \$200.00 (cash, cheque, or e-transfer)
- ✓ Fundraising Fees:
 - OPTION 1 or 2: Complete the Fundraising PAD Form
 - OPTION 3: \$250.00 Opt-Out Fee (cash, cheque or e-transfer)
- ✓ Completed Monthly Tuition PAD Form
- ✓ VOID cheque or direct debit form

Payment Options: We accept cash, cheques and e-transfers. Please make cheques payable to St. Albert Creative Preschool. E-transfers can be sent to our School Administrator at finance@stalbertcreativepreschool.com. We are set up for auto-deposit, so no password is required. **Please ensure you enter your child's full name & the name of the class they're registered for in the message section of the e-transfer.**

FOR ADMINISTRATIVE USE ONLY

- Registration Fee received:
Date: _____ Cheque # _____ Cash (\$ _____) e-transfer # _____
- Program Fee received:
Date: _____ Cheque # _____ Cash (\$ _____) e-transfer # _____
- Fundraising Opt-Out Fee received:
Date: _____ Cheque # _____ Cash (\$ _____) e-transfer # _____
- Monthly Tuition PAD Form received
- Fundraising PAD Form received
- Banking Information received
- Date withdrew: _____
- Additional Comments:

