

# North Glenora Playschool

## Registration Form

Registration Cheque _____ \$ 75.00 cheque written out to NGCL (dated today)	3 Year Olds	4 Year Olds
Fundraising Cheque _____ \$250.00 cheque written out to NGCL (not dated)	\$120.00/mo	\$160.00/mo
Cleaning Bee Cheque _____ \$ 50.00 cheque written out to NGCL (not dated)	2 days/week	3 days/week

Child's Name: \_\_\_\_\_  
   First  Middle  Last

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
   Day/Month/Year

Home Address & Postal Code: \_\_\_\_\_

### PARENT OR GUARDIAN INFORMATION

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address & P/C: \_\_\_\_\_ Address & P/C: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Does the child reside with both parents? YES \_\_\_ NO \_\_\_

### EMERGENCY CONTACT INFORMATION

In case of an emergency, the parents or guardians will be contacted first. However, if we cannot get in touch with either parent or guardian, then the emergency contact person will be notified.

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Is there anyone other than a parent, guardian, or emergency contact that will pick up your child (i.e. a day home provider, or relative)? Please list here:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I give consent for my child to be released to parents, guardians, and emergency contacts. YES \_\_\_ NO \_\_\_

\* Please note: the Teacher will only release your child to the names on this registration form. If someone else is picking up your child, please inform the Teacher on an individual basis, preferably in writing.

Is there anyone specific that the playschool should be aware of that may try to contact your child but does not have permission to do so? YES \_\_\_ NO \_\_\_ If YES, please specify below:

\_\_\_\_\_

**MEDICAL INFORMATION** \*(leave no blank spaces)

Family Physician \_\_\_\_\_ AHC Number \_\_\_\_\_

Clinic (name) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Are your Child's immunizations up to date? YES \_\_\_ NO \_\_\_

List all Allergies: \_\_\_\_\_

Does your child have medical or emotional conditions which might require treatment or supervision?  
YES \_\_\_ NO \_\_\_ If YES, specify: \_\_\_\_\_

Does your child take medication on an ongoing/daily basis? (ie: Ventolin, Ritalin, Insulin)  
YES \_\_\_ NO \_\_\_ If YES, please specify: \_\_\_\_\_

\*If yes is checked there is an additional form to fill out

**EMERGENCY MEDICAL/TRANSPORTATION RELEASE:**

In the event of an emergency, the Teacher (who is certified in Standard First Aid in Child Care) will provide appropriate treatment. The parents/guardians will be notified at once. The child may require transportation to the nearest medical facility; this may be by car or by ambulance. Any cost incurred by such transportation will be the responsibility of the parent(s) or guardian(s).

I give permission for my child to be treated with First Aid by the Teacher and/or other responsible adults in the event of an emergency during playschool hours or events. YES \_\_\_ NO \_\_\_

I give permission for my child to be transferred by car or by ambulance in the event of injury. I take responsibility for any transportation costs. YES \_\_\_ NO \_\_\_

**FIELD TRIP RELEASE:**

During the year, the children will take part in planned excursions or events within walking distance. Part of our playschool experience includes going on nature walks, to the playground, sledding, to Coronation School, etc. The children are supervised at all times by the Teacher, Roster Parent, and extra volunteers as deemed necessary. All field trips not within walking distance of North Glenora Playschool will have information notices and permission slips sent home on an individual basis.

I give permission for my child to participate in field trips that are within walking distance of North Glenora Playschool. YES \_\_\_ NO \_\_\_

**COMMUNITY LEAGUE MEMBERSHIP**

North Glenora Community League Number \_\_\_\_\_

\*Please note: You must have a membership with the North Glenora Community League for **the school year of your child's enrolment** for insurance purposes. Memberships are generally not available for purchase until late August or early September.

**GENERAL INFORMATION**

**Do you have a current certificate in First-Aid in Child Care? YES\_\_\_ NO\_\_\_**

**If you have E.C.D. training or a B.Ed., would you be willing to work as a substitute? YES\_\_\_ NO\_\_\_**

**Does your child have any younger brothers or sisters? List names and birth dates:**

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**Do you have any concerns regarding your child's behaviour which might affect his/her adjustment?**

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**Other Comments/Concerns:** \_\_\_\_\_

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**FOR YOUR INFORMATION:**

**There is a set registration fee of \$75.00 due at the time of registration. This fee is non-refundable.**

**4-year-olds attend Monday, Wednesday, and Friday 9am to 11:30am**

**3-year-olds attend Tuesday and Thursday 9am to 11:30am**

North Glenora Playschool operates as a parent co-operative, and as such it is necessary that we receive *everyone's* assistance. Parents should be prepared to:

1. Be responsible for a job or serve on the Playschool Executive;
2. Attend parent-only meetings approximately four times per year.
3. Work in the classroom as needed, depending on enrolment;
4. Help at 1 of 3 Cleaning Bees. \$50.00 will be destroyed after you have worked your cleaning bee.
5. Assist with fundraising. \$250.00 cheque will be destroyed after fulfilment of duty.
6. Attend the Halloween, Christmas, Valentine, Easter and Year End Parties.

**Email** and **WhatsApp** are used for communication of playschool events, activities and even extracurricular communication that is child related, (no solicitation). WhatsApp is used to communicate daily reminders and other info please download the app and provide phone number \_\_\_\_\_

**EXECUTIVE BOARD AND VOLUNTEER POSITIONS:**

Parents must serve on the Playschool Executive or take on other duties. Please let us know what your preferences are. The current Executive elects the incoming members, then assigns the volunteer positions.

**Executive Board Positions:**

If you are interested in serving on the Executive, please indicate the position(s) numbered by preference:

__ <b>President</b>	__ <b>Vice-President</b>	__ <b>Treasurer</b>	__ <b>Secretary</b>	__ <b>Registrar</b>	__ <b>Communications</b>
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**Other Volunteer Positions:**

If you do not want to serve on the Executive, please indicate by number your first three choices of positions below. You may be signed up for one or more jobs.

__ <b>Parent Communications</b>	__ <b>Fundraising Coordinator</b>
__ <b>Library/Scholastic Books Coordinator</b>	__ <b>Laundry/Recyclables Coordinator</b>
__ <b>Party Coordinator (1/class)</b>	__ <b>Field Trip Coordinator</b>
__ <b>Yearbook Assistants (3)</b>	__ <b>Craft Coordinator</b>
__ <b>Photographer/Scrapbook Organizer (1/class)</b>	__ <b>Fundraising Assistant</b>

**COLLECTION OF PERSONAL INFORMATION**

I authorize the North Glenora Playschool to use images of my child, be it still or moving, on the: (please initial)

- NGP website
- NGP social media
- NGP internal newsletter
- NGP yearbook/scrapbooks
- NGP brochure (for playschool advertising purposes)

**POLICY AGREEMENT**

**I hereby acknowledge that all the information I have entered to be true, to the best of my knowledge.**

**I have read, understand, and agree to abide by all policies and instructions written in the Parent Handbook for North Glenora Playschool.**

**Signature of Parent** \_\_\_\_\_ **Date** \_\_\_\_\_

ADMINISTRATIVE PURPOSES:  
START DATE:      END DATE:      INFORMATION UPDATE (INITIALS) UPDATED ON: