



# Cornerstone Preschool

## ENROLLMENT FORM – 2020

Program choice (please circle): Toddler Pre-school

### Child's Information

Childs First Name

Childs Last Name

Street Address

City

Postal Code

Home Phone #

Birthday dd/mm/yyyy

Gender

### Parents/Guardian's Information

Mother/Guardian

Home Phone #

Street Address

City

Postal Code

Employer/Company Name

Employer/During the day *Full Address*

Business Phone #

Cell # and E-Mail address

Father/Guardian

Home Phone #

Street Address

City

Postal Code

Employer /Company Name

Employer/During the day *Full Address*

Business Phone #

Cell # and E-Mail address

Is there any court order pertaining to who may pick up your child?\_\_\_\_\_. If yes, then a copy of the order is to be attached

Subsidy Spot:  Yes  
 No

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### Emergency Contacts and Persons Authorized to pick-up Child

Persons over 16 years of age who have consent to pick up child if you are unable to and/or in case of an emergency. In an emergency, child must be picked up within 1 hour of notification from Cornerstone Preschool. Please list in order of notification priority.

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Name	Address	Phone #	Relationship
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Name	Address	Phone #	Relationship
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Name	Address	Phone#	Relationship
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Your Child will only be released to persons authorized above or with written permission from parents[s] or guardian. Any change in above information must be reported immediately to the centre to ensure the safety of your child. Identification will be requested.

In case of emergency and parent[s] cannot be reached, I authorize Cornerstone Preschool to release my child to the emergency contacts above

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### PROGRAM REQUEST

- Full Time - 5 Days a week
- Part Time – **Please circle days below**

Please circle the days your child will be attending:      M      T      W      TH      F

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Approx. drop off time

Approx. Pick up Time

Start Date: \_\_\_\_\_

### HEALTH INFORMATION

Ontario Health Card Number: \_\_\_\_\_

Pediatrician's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Physical Impairments/Other: \_\_\_\_\_

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**IN CASE OF EMERGENCY, PLEASE CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**MEDICAL INSTRUCTIONS**

Please outline instructions for any medical treatment or procedures for drug administration

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Please indicate any symptoms of illness the educators must be aware of

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**PREVIOUS HISTORY OF COMMUNICABLE DISEASES**

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**PICTURES**

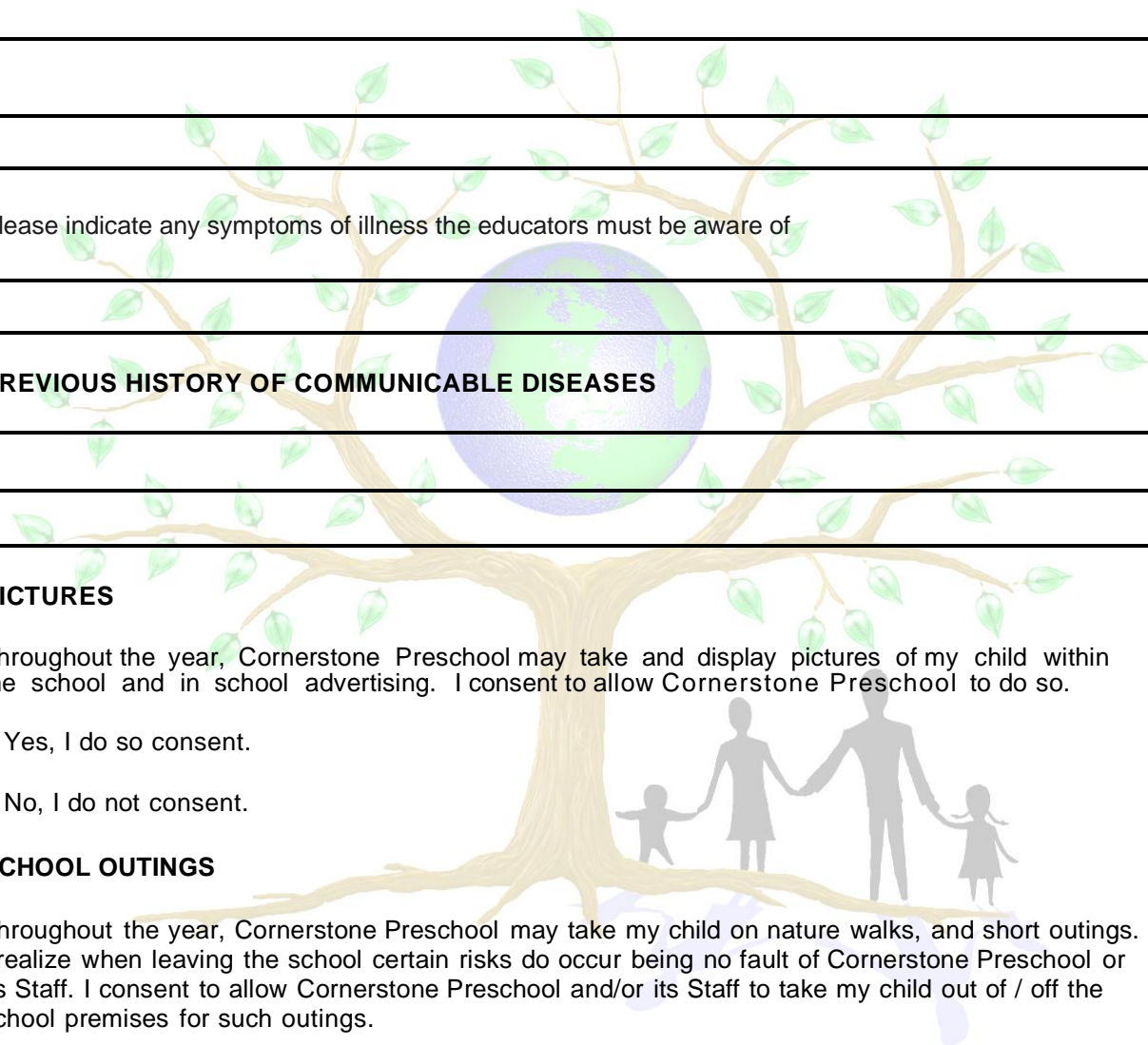
Throughout the year, Cornerstone Preschool may take and display pictures of my child within the school and in school advertising. I consent to allow Cornerstone Preschool to do so.

- Yes, I do so consent.
- No, I do not consent.

**SCHOOL OUTINGS**

Throughout the year, Cornerstone Preschool may take my child on nature walks, and short outings. I realize when leaving the school certain risks do occur being no fault of Cornerstone Preschool or its Staff. I consent to allow Cornerstone Preschool and/or its Staff to take my child out of / off the school premises for such outings.

\* You will be notified in writing the day of any said outing. At any time when we are planning a Class Trip or Long Excursion you will be notified and a Permission Form will need to be signed.



## EMAIL CONSENT

Throughout the year, Cornerstone Preschool will email parents regarding what's going on with the school such as the monthly newsletters, information on field trips and other important announcements. Please be assured that all the information provided will be kept private and confidential and will not be passed on to any other organizations.

I consent to allow Cornerstone Preschool to do so.

- Yes, I do so consent.
- No, I do not consent

Do you have any ideas/special interests or jobs/time to volunteer? Yes / No

If Yes, Please explain:

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How did you find out about our Program?

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### I AM ALSO INTERESTED IN THE FOLLOWING:

\_\_\_ 10% deduction from tuition for sibling (applied to lesser tuition fee)

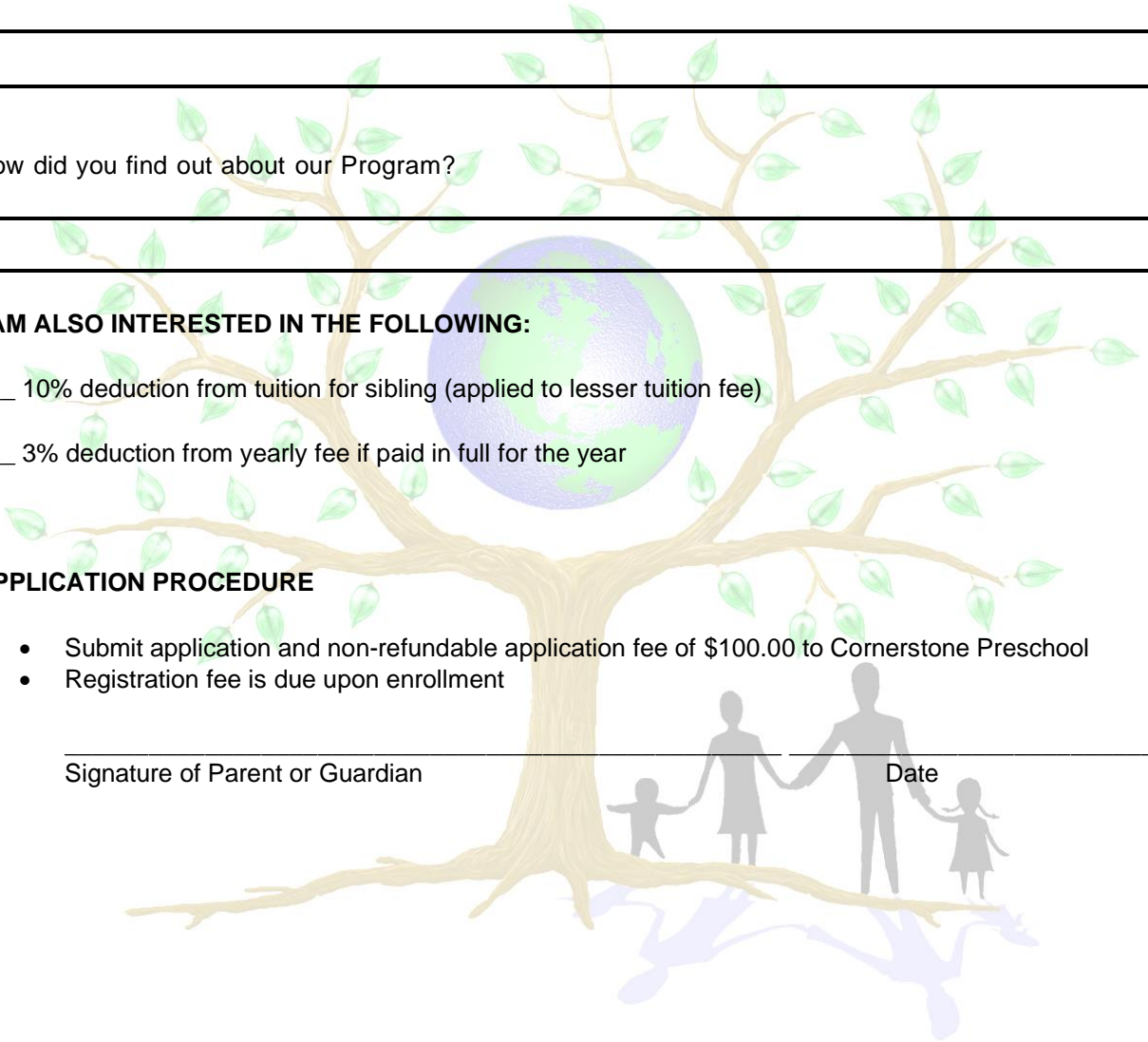
\_\_\_ 3% deduction from yearly fee if paid in full for the year

### APPLICATION PROCEDURE

- Submit application and non-refundable application fee of \$100.00 to Cornerstone Preschool
- Registration fee is due upon enrollment

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date





## **Payments, Fees and After Hours Late Pick Up Fees Agreement Contract**

1. Fees are paid by **pre authorized payment only**. If fees are not paid within 5 days from the first of the month or have gone NSF, there is a \$25.00 late fee and if not paid by the end of the second week your child can be removed from the center due to arrears in payment and his/her vacancy will be given to the next child on the waiting list.
2. **NSF (Non sufficient funds)** cheques / electronic payments are treated as late payments and \$25.00 will be charged to your account along with an NSF charge of \$35.00. Total charge for an NSF payments \$60.00 (\$25.00+\$35.00). All re-payments (NSF cheques, NSF auto withdrawals) must be made in cash.
3. Fees are paid in advance of childcare services. The fees are taken out the 1st & the 15th of the month. If the 1st or the 15th falls on a weekend or holiday the fees will be withdrawn the first Monday of the month.
4. The **Non-refundable registration fee** of \$100.00 per child must be paid at the time of registration. If you have given a deposit to hold a spot for your child, written notice must be given four weeks in advance of start date should you choose not to take the spot. If notice of four weeks or more is given, only then will the deposit be refunded. If notice of four weeks is **not given** then the client is responsible for the remaining fees for the first month of start that had been confirmed for that family.
5. **Written** notice of withdrawal to the office administration ONLY (not the teachers in the class) must be given **four weeks** in advance of the withdrawal date for children who are already attending the centre or have a confirmed start date. As well, written notice must be given four weeks in advance when changing from full time to part time or to make any changes with child's number of days at the centre. If four week notice is not received, your next fees will be withdrawn and no monies will be refunded. The purpose of the four-week notice is to allow the centre to replace your spot and thereby meet its financial obligations.
6. Please note that if there is any holidays/vacation time taken by a child from the centre, the full/regular fees are due the 1st & the 15th of each month as normally required in order to maintain the spot in the centre.
7. **LATE FEES:** if a child has not **left the centre** by 6pm, that family is considered late and will be responsible for a charge of \$2 for every minute past 6:00p.m. Monday -Thursday, \$5 for every minute past 6:00p.m. Fridays per family and the parents will be responsible for paying in cash at the time or the next day. The pick up at that time will be in the office area. Late fees apply to all children, including subsidized children.
8. Receipts - Cash payments will receive a receipt upon payment, therefore you must keep all receipts provided as that is your proof of payment. Annual Tax receipts will be issued on an annual basis by end of February. Lost, misplaced or duplicate tax receipts will be charged \$25.00 to be replaced. Tax receipts will be available for pickup only (they will not be mailed unless specified).
9. For part-time students fees are owing on any day that is designated for the child (including STAT holidays or sick days) and cannot be traded for another day.

I \_\_\_\_\_ (Parent/Legal Guardian) have read and understand the Payment and Fees contract above, along with the Parent Handbook Payment and Fees Policies, and agree to follow all Policies outlined.



# Cornerstone Preschool

## TODDLER & PRE-SCHOOL FEE SCHEDULE

### *Program*

### *Semi-Monthly Fee*

	<i>Toddler</i>	<i>Pre-School</i>
<b>Full Time</b>	<b>\$47/Day -\$10*</b>	<b>\$45/Day -\$10*</b>
5 full days per week	\$ 517 (407)*	\$ 495 (385)*
<b>Part Time:</b>	<b>\$49/Day -\$10*</b>	<b>\$47/Day -\$10*</b>
• 4 full days per week	\$ 428.75 (341.25)*	\$ 412 (323.75)*
• 3 full days per week	\$ 318.5 (273)*	\$ 319 (240.5)*
• 2 full days per week	\$ 220.5 (175.5)*	\$ 211.5 (166.5)*

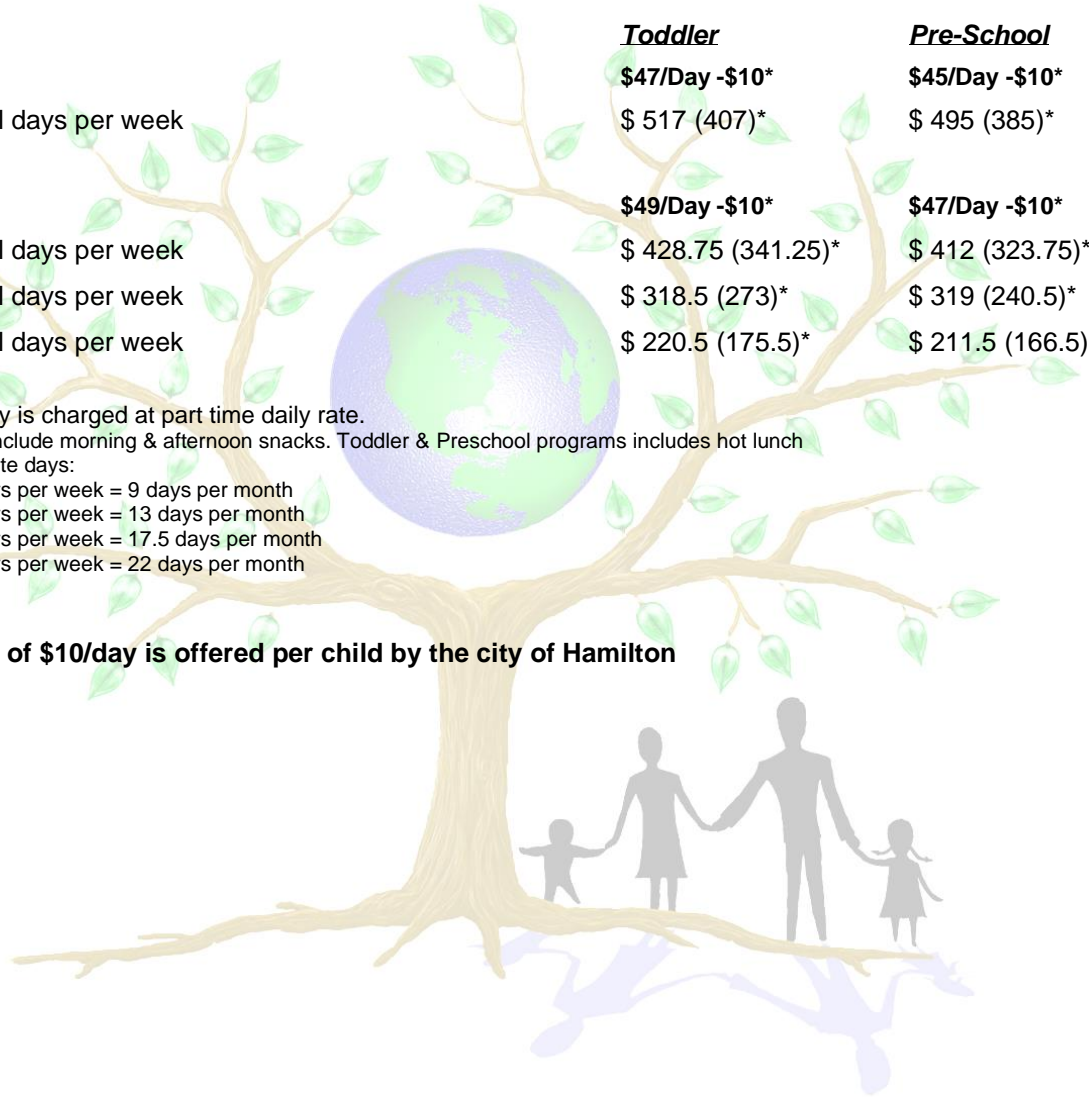
\*Any Extra day is charged at part time daily rate.

\*All programs include morning & afternoon snacks. Toddler & Preschool programs includes hot lunch

How we calculate days:

- 2 days per week = 9 days per month
- 3 days per week = 13 days per month
- 4 days per week = 17.5 days per month
- 5 days per week = 22 days per month

**\*A discount of \$10/day is offered per child by the city of Hamilton**



**I/We understand the Fee payment policy above of Cornerstone Preschool and agree to meet the requirements of this policy as outlined.**

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**Parents/Guardian Signature**

**Date**

*Cornerstone Preschool has a non-discriminatory policy relative to race, religion, and national origin with respect to admission of students and the employment of faculty and administrative staff. Cornerstone Preschool considers the records of all individual students to be confidential information available to a child's parents or guardians upon request. Records will only be released to other schools or agencies upon signed request from parent or guardian and only after all accounts due are paid in full. All fees and monies paid to Cornerstone Preschool are non-refundable.*

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**This following section is for OFFICE USE ONLY**

Notes/Payments

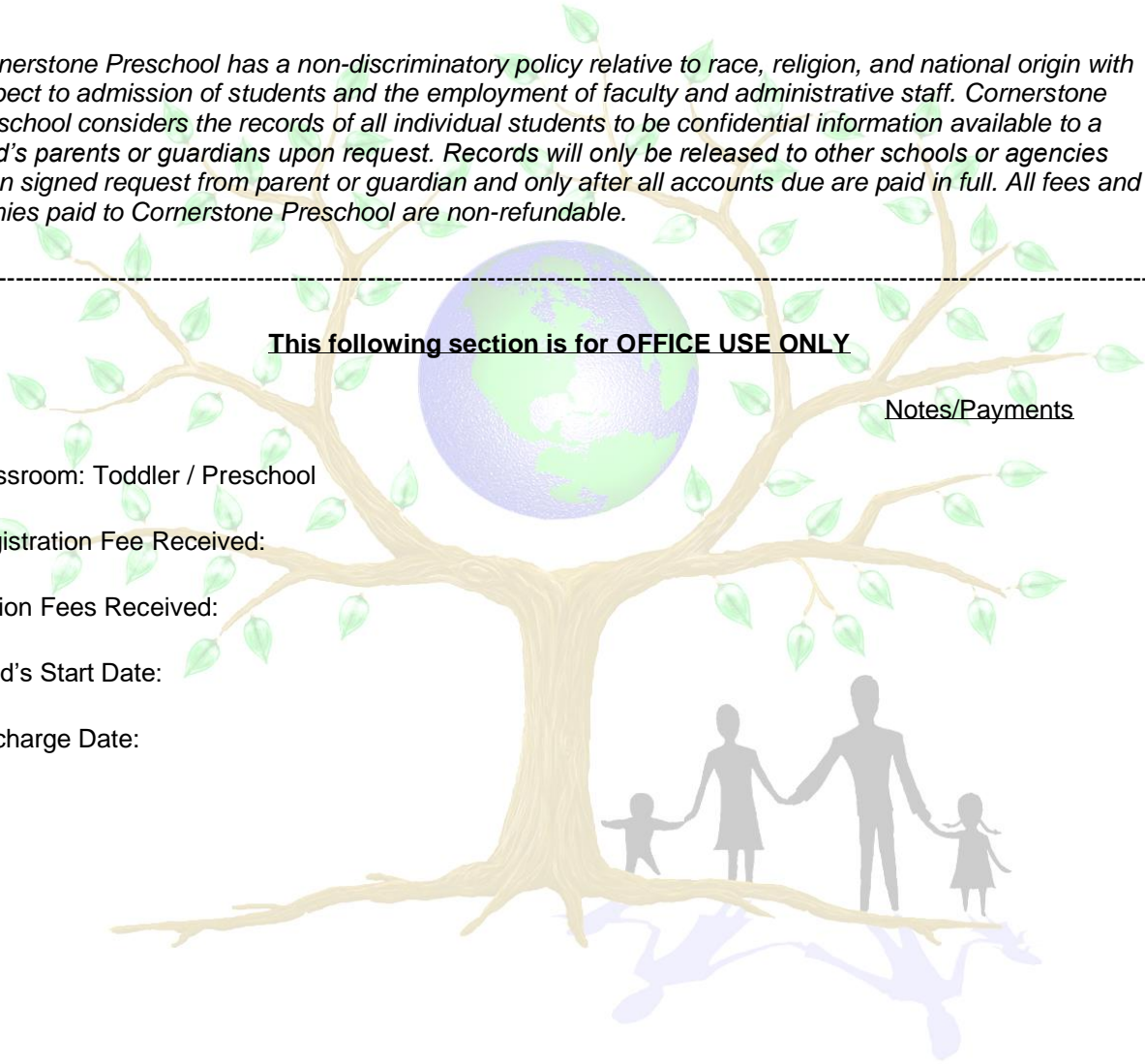
Classroom: Toddler / Preschool

Registration Fee Received:

Tuition Fees Received:

Child's Start Date:

Discharge Date:



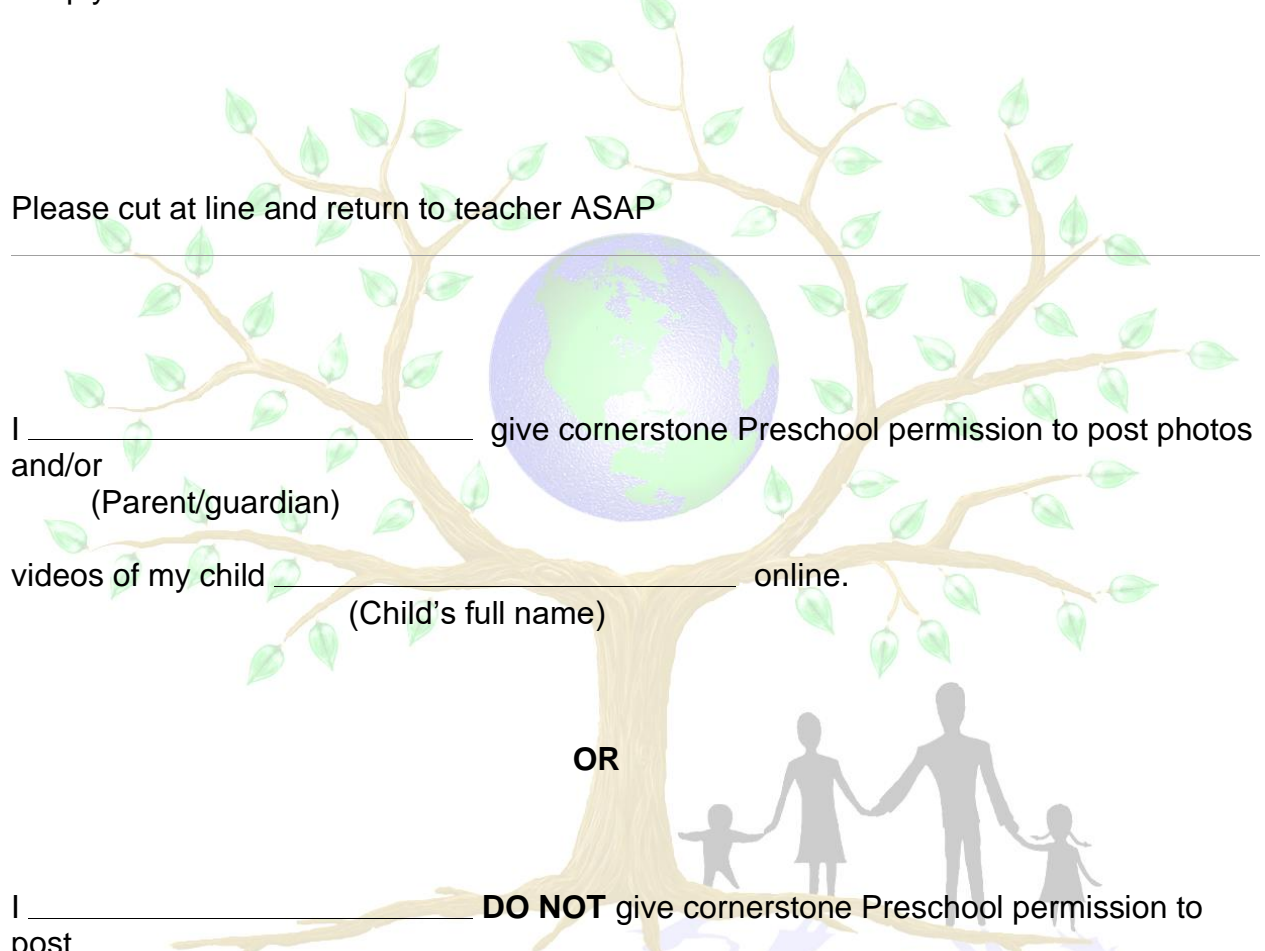
# Cornerstone Preschool

## Facebook Photo consent form

Cornerstone Preschool's Facebook Page! Here you can see pictures, video's, announcements etc. all in one place. Not sure if its a snow day? That will be posted on this page before 7am. Want to see what your children are up to on a weekly basis ? With your permission we will post photos! Please like our new page, share & leave a review to stay up to date with all of the exciting things happening around Cornerstone !

Simply search for **Cornerstone Preschool** on facebook !

Please cut at line and return to teacher ASAP



I \_\_\_\_\_ give cornerstone Preschool permission to post photos  
and/or  
(Parent/guardian)  
videos of my child \_\_\_\_\_ online.  
(Child's full name)

OR



I \_\_\_\_\_ **DO NOT** give cornerstone Preschool permission to  
post  
(Parent/Guardian name)  
photos and/or videos of my child \_\_\_\_\_ online.  
(Child's full name)



**Cornerstone Preschool**  
**Sunscreen Consent Form**

I \_\_\_\_\_ Give permission for my  
(parent/Guardian name)  
child \_\_\_\_\_ to use the sunscreen provided  
for \_\_\_\_\_  
(child's name)  
them called \_\_\_\_\_  
(sunscreen name/brand)  
That expires \_\_\_\_\_  
(sunscreen expiry date)

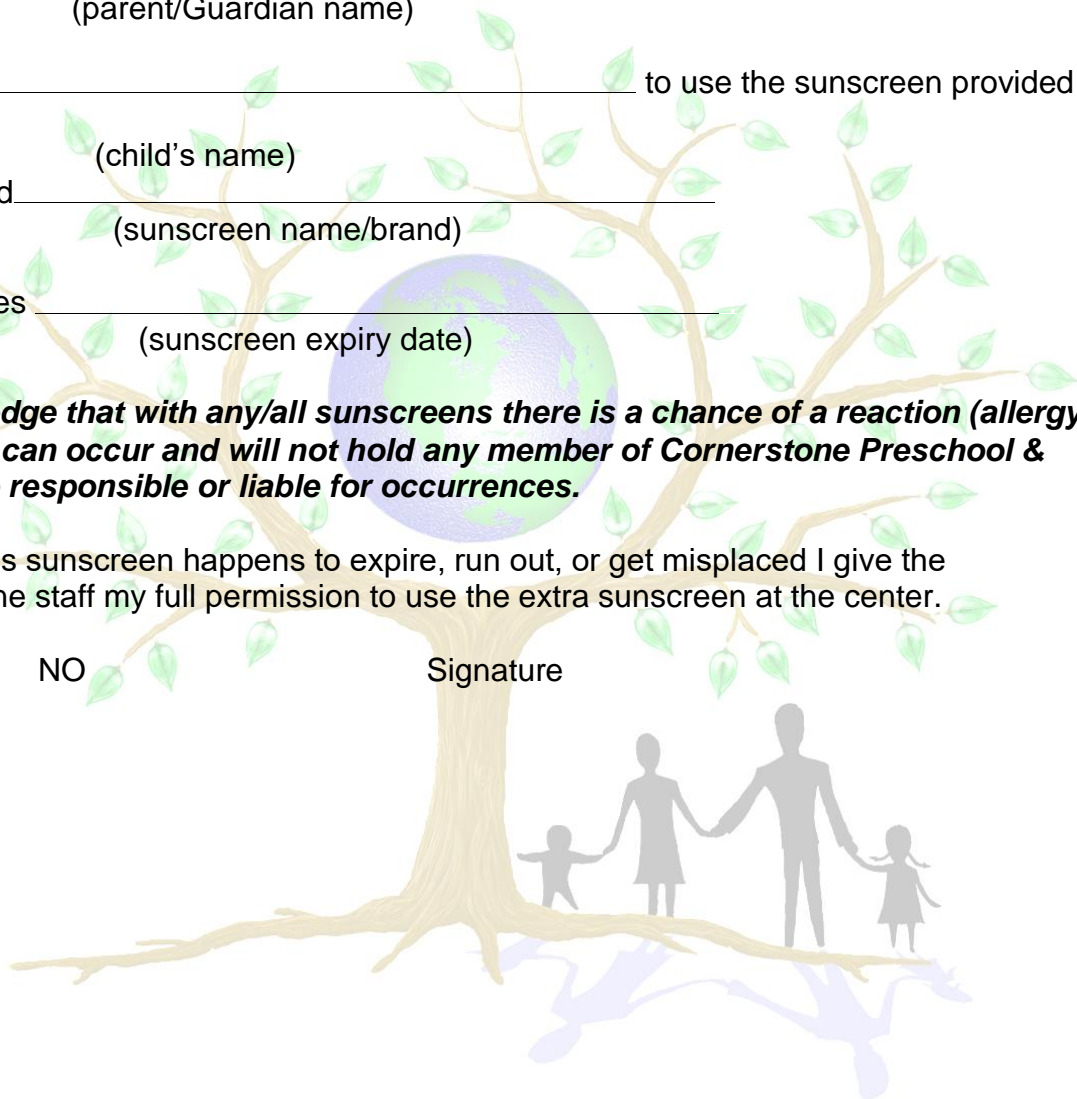
***Acknowledge that with any/all sunscreens there is a chance of a reaction (allergy, etc..)That can occur and will not hold any member of Cornerstone Preschool & child care responsible or liable for occurrences.***

If my child's sunscreen happens to expire, run out, or get misplaced I give the Cornerstone staff my full permission to use the extra sunscreen at the center.

YES

NO

Signature



Cornerstone Preschool

Diaper Cream Authorization Form

I \_\_\_\_\_ parent/guardian of child \_\_\_\_\_ to use the sunscreen provided for authorize the staff at Cornerstone Preschool to apply diaper cream when needed. I acknowledge that using any cream may result in a reaction and will not hold any member of Cornerstone Preschool responsible or liable for occurrences.

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

