

Dear Parents and Guardians,

Due to recent changes in Government rules and regulations under Children Services, we have postponed our Preschool 101 Fall registration and Summer Camp registration to Tuesday, March 15, 2022. All Forms will be available online on the Preschool 101 website on March 12th, 2022.

Fall program registration will be accepted in the following ways:

In-person: 9:00am – 10:00am (at Unit 20, 20 Panatella Blvd NW.)

*Please have the printed form fully completed along with 1 of the following payment methods:

- 1) A cheque dated **showing the current date** with the total combined amount for the registration fee, first month fee and materials fee; OR
- 2) E-Transfer confirmation of the total amount of the registration fee, first month fee and materials fee (please show this to the administering staff upon handing in the form).

E-Transfer Instructions:

- (i) Send the *e-Transfer* to: < paymentpreschool101@gmail.com >
- (ii) In the "Message Line", please enter your "*Child's Name*"
- (iii) Please forward your "e-Transfer Password" to < info@preschool101.net > with Subject Line stating: "*eTransfer - "Your Child's Name"*".

On-line Registration:

You may submit the fully completed form to: info@preschool101.net with your child's name as the "Subject Title" starting March 15th, 2022

Please also attach 1 of the following payment methods with your email:

- 1) E-Transfer confirmation of the total amount of the registration fee, first month fee and materials fee.
- 2) Payment by cash at the Preschool.

Confirmation will be sent to you once we have received your child's registration.

Summer Camp Registration:

Please have the printed form fully completed and submitted online or in-person along with eTransfer payment or by cheque or cash.

Full payment for all of the weeks that you have signed up your child for the summer is due upon submitting the summer camp registration.

Please feel free to contact us if you have any questions.

Regards,

Renée Lim BA, ECE (Hons)
Principal Educator/President

PRESCHOOL 101 REGISTRATION FORM – 2022/2023

Child's Full Name: _____
First Middle Last

Registration Checklist for Parents and Guardians:

- All pages of the Registration Form have been completed, initialled and signed.
- All Fees submitted are to be submitted by: Post-dated cheques, eTransfer or Cash -
 - Registration Fee \$100.00 (non-refundable)
 - Materials Fee \$100.00
 - 1st Month Fee

Note: Registration is considered completed and a spot is guaranteed only if ALL of the above are submitted.

Registration Fee: \$100.00 ¹ Material Fee: \$100.00	REFERRED BY: _____
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PROGRAM SESSIONS AND MONTHLY FEES² (Please one)

\$252 for 3 & 4 year-olds (2 days/week) [Tues & Thurs]	\$294 for 3 & 4 year-olds (3 days/week) [Mon, Wed & Fri]	\$443 for 3 & 4 year-olds (5 days/week) [Monday to Friday]
<input type="checkbox"/> 8:30a – 10:45a	<input type="checkbox"/> 8:30a – 10:45a	<input type="checkbox"/> 8:30a – 10:45a
<input type="checkbox"/> 11:10a – 1:25p	<input type="checkbox"/> 11:10a – 1:25p	<input type="checkbox"/> 11:10a – 1:25p
<input type="checkbox"/> 1:50p – 4:05p	<input type="checkbox"/> 1:50p – 4:05p	<input type="checkbox"/> 1:50p – 4:05p

² Program Fees are based on a yearly fee divided into 10 monthly payments for the full months of September to June.

FEE PAYMENT OPTIONS

We are excited to inform you that we have several options for school fees payment for our Parents:

A. eTransfer Instruction:

- (i) Please contact *Preschool 101* for instructions.

B. Cheque and Post-dated Cheques:

- (i) We accept payment by *cheque(s)* for Registration, Resource Fee and 1st Month Fee (September)
- (ii) We also accept *post-dated cheques* made payable on the 1st of every month from *October* to *June* of the following year.
- (iii) Please make your cheques payable to: *Preschool 101 Inc.*

C. Cash:

- (i) We accept *Cash* (please bring exact amount for payment as we do not keep cash onsite for change).

STUDENT INFORMATION *(Please Print Clearly)*

Child's Full Name: _____ <small>First Middle Last</small>			Date of Birth: _____ <small>(M/D/Y)</small>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Child's Home Address: _____ <small>Number/Street City/Province Postal Code</small>				
Home Phone: _____	E-mail: _____	Language(s) spoken at home: _____		
Siblings - Name(s) and Age(s): _____				
Will your child be coming with an aide from an agency? If so, what is the name of the agency? _____				
Is there any information that the preschool should know which would help the teacher work effectively with your child? _____				
Are parents living together? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, who has custody of child during preschool hours? _____				

PARENT INFORMATION
Mother *(or Legal Guardian)*
Father *(or Legal Guardian)*

Name <small>(First Name, Last Name)</small>		
Address <small>(Street, City, Province, Postal Code)</small>		
Email		
Home Phone		
Cell Phone		
Work Phone		
Occupation <i>(optional)</i> <small>(for field trip or volunteer purposes)</small>		
Full Legal Name of Payer of Fees <small>(For Tax Receipt)</small>		

AUTHORIZED PERSON(S) INFORMATION *(CANNOT BE Parents/Guardians)*

* To whom your child may be released if parent(s) cannot be contacted

1. Name: _____	Home Phone: _____
Relationship: _____	Cell Phone: _____
2. Name: _____	Home Phone: _____
Relationship: _____	Cell Phone: _____

EMERGENCY CONTACT INFORMATION *(CANNOT BE Parents and Guardians)*

Name: _____	Relationship to Child: _____	Ph: _____	Cell: _____
Address: _____ <small>Number/Street City/Province Postal Code</small>			
Alberta Health Care Number: _____		(Mandatory)	

ALLERGIES & VACCINATION INFORMATION *(Please one)*

Immunization records provided and attached Immunization records not available

Allergies *(if applicable)*: _____

Medication or Action Taken *(i.e. Benadryl, Epipen, etc.)*: _____

RELEASE OF LIABILITY: I hereby consent to *Preschool 101 Inc.* to have care and custody of my child during the times registered, and hereby recognizes and acknowledges that *Preschool 101 Inc.* will not be responsible for personal injury or loss. I give permission for the staff at *Preschool 101 Inc.* to administer first aid to my child if there is a minor injury. In the event that the injury of my child requires further medical attention and I cannot be located, I hereby consent to *Preschool 101 Inc.* calling an ambulance if deemed necessary. It is my responsibility for any costs incurred.

Parent/Guardian Signature: _____ Date: _____

DISCIPLINE POLICY:

At *Preschool 101*, we recognize that children are always learning and growing to develop as an individual with distinct character at different ages. It is our responsibility as Teachers and Parents to establish guidelines to foster good behaviour by communicating with the children so they can learn to respect themselves, their peers, the authorities and environment around them.

At *Preschool 101* we teach, create, promote and model positive behaviour for our preschoolers. However, should any behavioural expectations need to be addressed; the following techniques will be used:

- Redirection to a choice of another activity (if applicable);
- Recognizing and rewarding positive behaviour;
- Discussion with child if they show inappropriate or disrespectful behaviour;
- Temporary removal from the group, inside the classroom, for some “thinking time”(1 minute per age of child);
- Teacher and Parent will meet to discuss strategy for further steps to be taken if the child continues to misbehave in class. If required, the Principal Educator may be requested to take part in the meeting.

The following practices are **PROHIBITED** at *Preschool 101*:

- Children will not be disciplined in a punitive manner;
- Physical punishment;
- Withholding food;
- Emotional deprivation; and
- Isolation.

FIELD TRIPS:

Periodically, *Preschool 101* will take field trips in the City of Calgary and vicinity thereof, when, in the opinion of the Principal Educator, defines them of educational value and as an essential part of the school program. It is agreed that these educational field trips may take place anytime during the school term. Before each field trip, a special notice will be provided to the Parents/Guardians with information naming the area to be visited; including date/time of the field trip. This notice and waiver will require a Parent or Guardian’s signature in order to grant permission for the student to participate.

*** Important:** I understand that my child must be toilet trained before attending preschool.

(Initial)

Parent/Guardian Signature: _____ Date: _____

¹ Please contact our Preschool to confirm if you are eligible for our Loyalty discount on registration fee.

PAYMENT & CANCELLATION POLICY:

The **Alberta Government’s Affordability Grants** and **Child Care Subsidy** are determined by your child’s attendance at the preschool. By signing this form, you acknowledge that these government’s grants and subsidies are not payable if your child should miss school; for example, you decide to remove your child away from the institution for personal reason, i.e., vacation. It will also apply to Covid-19 isolation or quarantine if required by any level of government in Canada. You agree to cover the cost of unpaid balance by the government (full month fee as charged by the preschool) if you choose to retain the spot for your child at the preschool. Failing to do so, your child will lose his/her spot at the preschool and will be required to re-register.

Registration Fee is non-refundable. To cancel your registration during the school term, a **1 month written notice is mandatory.** Registration Fee and 1st month’s school fee must be paid on the day of registration. Nine (9) post-dated cheques (dated for the 1st of each month of the school year from October to June of the following year) must be submitted with the completed registration form before your child’s first day of class. There will be an NSF fee of \$25.00 for each cheque returned.

I have read and agreed with the **PAYMENT & CANCELLATION POLICY.**

(Initial)

Please make post-dated cheques payable to: **Preschool 101 Inc.**

ADMINISTRATION USE ONLY:

Start date:		Receipt No:		Notes:	
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Student Media Release Consent Form

I give permission for my child’s image and student work to be published on the Preschool 101 Inc. website and/or Facebook page. I am aware that my child’s name will be kept confidential and will not be shown on any of these images or their student work.

- Please mark this box if you **AGREE** that your child’s image and student work may be published.
- Please mark this box if you **DO NOT WISH** your child’s image and student work may be published.

I have read this Student Media Release Consent Form and I fully understand the contents and meaning of this release. I understand that I am free to contact the Principal Educator with any questions regarding this release.

Student’s Name:	
Program:	
Parent’s/Guardian’s Name:	
Parent’s/Guardian’s Signature:	
Date:	

Preschool 101 Inc. Policies and Procedures Acknowledgement

I, _____, acknowledge that I have read the Preschool 101 Inc. Parent Handbook (found in the preschool website: <<http://www.preschool101.net/parent-info.html>>, under “Parent’s Handbook”) and I understand its Policies and Procedures.

Parent’s/Guardian’s Signature:	
Date:	