

DATE OF ENROLLMENT: _____



PHOTO
Preschool will add

SUNSHINE PRESCHOOL REGISTRATION FORM

CHILD'S NAME

First Name	Middle Name	Last Name
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BIRTHDATE

DAY	MONTH	YEAR
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MALE FEMALE

HOME ADDRESS

PHONE #

EMAIL ADDRESS

MOTHER'S NAME

ADDRESS (If different from above)

PHONE #

OCCUPATION/WORKPLACE

PHONE #

FATHER'S NAME

ADDRESS (If different from above)

PHONE #

OCCUPATION/WORKPLACE

PHONE #

DOCTOR'S NAME

PHONE #

MEDICAL CARE CARD #

ALTERNATE EMERGENCY CONTACTS

NAME	ADDRESS	PHONE #
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NAME	ADDRESS	PHONE #
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PERSON (S) AUTHORIZED TO PICK UP CHILD (Name, phone # and relationship)

1. _____
2. _____

SIBLINGS (Name and Birth dates)

PREVIOUS EXPERIENCE AWAY FROM HOME

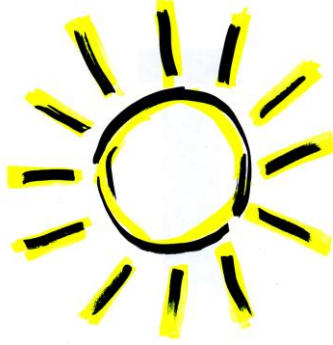
DESCRIBE CHILD'S TOILETING ROUTINE, WORDS USED, ASSISTANCE REQUIRED:

HAS YOUR CHILD HAD HEALTH PROBLEMS OR DEVELOPMENTAL CONCERNS THAT HAVE REQUIRED EXTRA SUPPORT? (ie: Vision, Hearing, Speech, Occupational or Behavioural Therapy – Supported Childcare Development)

DOES YOUR CHILD HAVE ANY FOOD SENSITIVITIES OR ALLERGIES?

THE PRESCHOOL CELEBRATES VALENTINES DAY, EASTER, MOTHER'S DAY, FATHER'S DAY, HALLOWEEN, THANKSGIVING AND CHRISTMAS. IF FOR RELIGIOUS, CULTURAL OR OTHER REASONS YOU PREFER FOR YOUR CHILD NOT TO PARTICIPATE, PLEASE INDICATE.

ANY ADDITIONAL INFORMATION THAT MAY HELP THE STAFF BETTER UNDERSTAND YOUR CHILD (All information will be held confidential)



SUNSHINE PRESCHOOL

FIELD TRIP PERMISSION FORM

I, _____ give the staff at Sunshine Preschool permission to take my child, _____ on any field trips during the school year. I understand that I will be notified by the monthly newsletter of the details surrounding the field trip. I will provide or make arrangements for transportation to and from destinations.

Signature

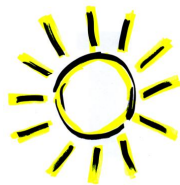
Date

PHOTO PERMISSION

THROUGHOUT THE YEAR, THE PRESCHOOL WILL BE TAKING AND DISPLAYING PICTURES OF YOUR CHILD. ON OCCASION, PRACTICUM STUDENTS MAY WISH TO TAKE PICTURES FOR PROJECTS. **PLEASE NOTIFY THE STAFF IF YOU DO NOT WANT YOUR CHILD PHOTOGRAPHED.** ALSO, IN THE PAST THE MEDIA HAS REQUESTED TO TAKE PHOTOS. ALL PARENTS WILL BE NOTIFIED BEFORE HAND.

Signature

Date



SUNSHINE PRESCHOOL

PROCEDURES FOR RELEASING CHILDREN

Your child will only be released from Sunshine Preschool under the following terms:

- To the parent(s) of the child
- A person who is authorized by the parent, as indicated on the registration form
- All authorized person(s) indicated, must show identification when picking up the child

If a parent does not arrive to pick up their child, the following procedures will occur:

- The staff will contact the parent/ guardian, emergency contact, and or persons authorized by the parent on the registration form
- If the child is not picked up and attempts have been made to contact the emergency contacts or authorized person(s), and no one is available, then the licensee will wait one hour before calling the Ministry for Children and Families who will provide emergency care.

If a parent is continually late picking up their child, they will be given a warning after the third time. If should occur again, the child will be asked to leave the centre.

If a person arrives to pick up a child and is not on the list of persons authorized by the parent/ guardian, the policy of the centre is:

- The child cannot be released until authorization is received from the parent/ guardian. A written note is not acceptable. The parent/ guardian may give authorization over the phone. This phone call will be documented in the preschool's journal. The next visit to the preschool, the parent must sign this entry.
- The identity of the person to whom the child is being released to, must be confirmed through identification such as a driver's licence.

Should a parent/ guardian or person authorized to pick up a child appear unable to provide safe care for the child, the preschool's policy is not to release the child. The following procedure will occur:

- The staff will inform the pick up person of the policy
- The staff will offer safe options, (contacting an alternate authorized pick up person or call a cab)
- If the parent/ guardian/ authorized person appears unable to provide safe care and insists on removing the child, the staff will advise them that they are obligated to contact the local law enforcement or appropriate agency.

I have read and understand these procedures:

Signature

Date



SUNSHINE PRESCHOOL

REGISTRATION POLICY

To register at Sunshine Preschool, the following payment is required:

- ✓ \$40.00 non-refundable registration fee
- ✓ First Month's fee paid at the time of registration

The fees are:

- ▶ \$215.00 – Three (3) year old class. Tuesdays and Thursday mornings.
- ▶ \$250.00 – Mix (3 and 4) class. Monday, Wednesday and Friday mornings.
- ▶ \$295.00 - Four (4) year old class. Monday – Thursday afternoons.

The registration fee and the September fee must be forwarded to us with your registration form in order to hold a space for your child. **The registration fee is non-refundable. After registration, if you decide to withdraw your child, your September's fee will be considered non-refundable unless the spot is filled prior to June 15th of the school year.**

FEE PAYMENT

On the first day of your child's class, please have nine post-dated cheques ready, made out to Sunshine Preschool. Remember to change the year on your cheques from January – June. There will be a \$25.00 NSF charge for any returned cheques.

You may pay your monthly fees by Etransfer, fees are due the first of the month and can be transferred to patti@sunshinepreschool.ca. If you choose this method of payment it is **your responsibility** to transfer the money on the first of the month, late payments will be charged a \$25.00 late fee.

Once school has commenced in September you are required to give one month's notice if you choose to withdraw your child.

I, _____ have read and understand both the above registration policy and the parent handbook (including the guidance and discipline policy).

Signature

Date

YOUR CHILD'S REGISTRATION IS NOT COMPLETE UNTIL THE PRESCHOOL HAS RECEIVED...

- ✓ EMERGENCY CONSENT CARD
- ✓ REGISTRATION FEE & FIRST MONTH'S FEE
- ✓ IMMUNIZATION RECORDS