



# STONY PLAIN PLAYSCHOOL REGISTRATION PACKAGE

2017-18

## STUDENT INFORMATION

First Name	Last Name	Male <input type="checkbox"/> Female <input type="checkbox"/>
Preferred Name	Birthday (YYYY-MMM-DD)	
Address	Town	Postal Code

## PARENT INFORMATION

Mother/Guardian Name		Mother/Guardian Occupation	
Home Phone	Work Phone	Mobile Phone	
Mother/Guardian Email		PLEASE NOTE: Contact info will be distributed to class lists.	
Address	Town	Postal Code	
Father/Guardian Name		Father/Guardian Occupation	
Home Phone	Work Phone	Mobile Phone	
Father/Guardian Email		PLEASE NOTE: Contact info will be distributed to class lists.	
Address	Town	Postal Code	

## ABOUT YOUR CHILD

Has your child had any experience with structured play? (i.e. daycare, etc.) YES <input type="checkbox"/> NO <input type="checkbox"/>
What are your child's favorite play activities?
What is your child's typical reaction to stress?
What is your method of discipline?
Can you give us any other information that will help us deal more effectively with your child? Please include any special needs your child may have (i.e. hearing, speech difficulties, etc.).

## ABOUT YOUR CHILD'S HEALTH / EMERGENCY INFORMATION

First Name	Last Name	Birthday (YYYY-MMM-DD)
Alberta Health Care Number		Family Physician
Mother/Guardian Name		Mother/Guardian Daytime Phone
Mother/Guardian Address (Physical Address, not PO Box)		
Father/Guardian Name		Father/Guardian Daytime Phone
Father/Guardian Address (Physical Address, not PO Box)		
Emergency Contact Person (In Case Neither Parent/Guardian can be reached)		Relationship to Child
Emergency Contact Phone	Emergency Contact Address (Physical Address, not PO Box)	
Child Care Provider Name		Child Care Provider Phone
Does your child have eczema, asthma or other allergies? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please specify:		
Does your child receive any medication on an ongoing basis? If yes, please specify:		
Has your child had any serious illnesses or operations? If yes, please specify:		
Does your child have any other medical conditions we should be aware of:		
Has your child received all of the following immunizations, as recommended by the Alberta Health Services?		
12 Month MMR: YES <input type="checkbox"/> NO <input type="checkbox"/>		18 Month DPT & Polio & HIB: YES <input type="checkbox"/> NO <input type="checkbox"/>

### EMERGENCY MEDICAL AUTHORIZATION:

We authorize the Playschool/Teacher to seek immediate medical assistance for our child should the need arise.

Signature:	Date:
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### OUTDOOR ACTIVITY PERMISSION:

We give the Playschool permission to take our child off the premises for supervised short walks or outdoor games.

Signature:	Date:
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# STONY PLAIN PLAYSCHOOL FOIP Form

## Freedom of Information and Protection of Personal Privacy (FOIP) Act

### **Explanation of Authorities**

The information collected on this form, as part of the registration process, is personal information as referred to the Freedom of Information and Protection of Personal Privacy (FOIP) Act. The collection of personal information is related directly to and is necessary in keeping with the playschool's obligation to provide a safe and secure school environment.

### **Uses of Personal Information**

The FOIP Act requires that parents/guardians be advised of the collection and use of personal information. This includes many activities that are regularly part of the school community such as:

- 1) Individual photos that are taken
- 2) Photos and/or videos of classroom activities that are taken
- 3) Students name and a description of activities that are used on the school website and other school communication
- 4) Media photographs or videos of classrooms and school activities, where individual students can not be identified, may be taken and used by the media
- 5) Student names that are used on artwork, written materials, or their items to be displayed in the school
- 6) The use of students names, related contact information and phone numbers for classroom reps and parent volunteers
- 7) The use of student's names and relative contact information for the Public Health Authorities
- 8) The use of student names and related contact information and telephone numbers for emergency and situations including school closure
- 9) Photographs or videos taken by the playschool may be used to advertise or promote the playschool including on the website
- 10) Other similar activities within the school

### **Other Considerations**

On occasion, school events are open to the general public (such as the year-end party). The use of photographic, video and other recording equipment is not restricted at these events. If there are specific issues regarding the use of your child's image and names in school communication, please speak directly to the teacher or board member.

I DO NOT authorize the Stony Plain Playschool to use my child's picture or personal information in the above-mentioned situations.

I AUTHORIZE the Stony Plain Playschool to use my child's picture or personal information in the above-mentioned situations.

Student Name:	Date:
Parent/Guardian Name (please print):	Parent/Guardian Signature:

## Program Selection

Stony Plain Playschool provides parents with a variety of program options. This way families can choose an option that meets the individual needs of their child by selecting the number of days per week your child can attend playschool.

### **3 Year Old Classes**

For three-year-olds, parents can choose from one afternoon per week or two mornings per week.

<u>3 Year Old Classes:</u> Please check ONE box.	<b>MONDAY AFTERNOON</b> (1 class/week)	<b>WEDNESDAY AFTERNOON</b> (1 class/week)	<b>TUESDAY &amp; THURSDAY MORNINGS</b> (2 classes/week)
<b>WITH PARENT VOLUNTEER REQUIREMENTS</b> (deposit required)	<input type="checkbox"/> (\$60/month, \$600/yr)	<input type="checkbox"/> (\$60/month, \$600/yr)	<input type="checkbox"/> (\$110/month, \$1100/yr)
<b>OR</b>			
<b>WITHOUT PARENT VOLUNTEER REQUIREMENTS</b>	<input type="checkbox"/> (\$110/month, \$1100/yr)	<input type="checkbox"/> (\$110/month, \$1100/yr)	<input type="checkbox"/> (\$160/month, \$1600/yr)

I UNDERSTAND that the program is priced according to the number of sessions per week your child is registered and whether your family can commit to required parent volunteer days, based on the complete fee schedule and policies outlined in the Information Package.

### **4 Year Old Classes**

For four-year-olds, parents can choose from two afternoons per week, or three mornings per week.

<u>4 Year Old Classes:</u>	<b>MONDAY, WEDNESDAY &amp; FRIDAY MORNINGS</b> (3 classes/week)	<b>TUESDAY &amp; THURSDAY AFTERNOONS</b> (2 classes/week)
<b>WITH PARENT VOLUNTEER REQUIREMENTS</b> (deposit required)	<input type="checkbox"/> (\$150/month, \$1500/yr)	<input type="checkbox"/> (\$110/month, \$1100/yr)
<b>OR</b>		
<b>WITHOUT PARENT VOLUNTEER REQUIREMENTS</b>	<input type="checkbox"/> (\$200/month, \$2000/yr)	<input type="checkbox"/> (\$160/month, \$1600/yr)

I UNDERSTAND that the program is priced according to the number of sessions per week your child is registered and whether your family can commit to required parent volunteer days, based on the complete fee schedule and policies outlined in the Information Package.

## Parent Volunteer Selection

Parent helpers are an essential part of our playschool in order to meet required adult to child ratios in the classroom. These days are a great opportunity for parents to observe your child's progress and development, and your child will be looking forward to sharing these school days with you. Parent Helper days are assigned on a first come, first serve basis.

### **Parent Volunteer Dates Selection** (Please check ONE box.)

I know my schedule for the coming year, so please schedule me for the following dates:

I have a flexible schedule, please schedule me when I am needed (*up to the maximum requirement*).

I do not know my schedule yet, please contact me in August to select my dates.

Volunteer Requirements		
# of Classes Per Week	Class Options	# of Helper Days Per Year
1	3 Year Old: Mon PM or Wed PM	5
2	3 Year Old: Tues/Thurs AM 4 Year Old: Tues/Thurs PM	10
3	4 Year Old: Mon, Wed & Fri AM	10

#### Please Note:

If you cannot fulfill your assigned parent helper day **you** are responsible to find an alternative parent to switch days with. There is a \$100 Parent Helper deposit required with your registration. If one parent helper day is missed you forfeit the Parent Helper deposit. If it happens one more time your family will be charged the difference between the volunteer vs. non-volunteer fees for your program.

### How did you hear about us?

To help us reach new families in the future, please tell us where you heard about Stony Plain Playschool:

Newspaper Ad

Coffee News Ad

Family Connection Centre Signage

Community Resource Referral

Facebook Ad

Facebook Event

Word of Mouth

Other: \_\_\_\_\_

## Registration Checklist:

Please review the Playschool Information Package, then complete the following steps:

REGISTRATION STEPS	ITEM	DATED	INCLUDED IN PACKAGE
<b>Step 1</b>	<b>Complete required forms:</b>		
	Registration Form	Completed & signed with current date	YES <input type="checkbox"/> NO <input type="checkbox"/>
	FOIP Form	Completed & signed with current date	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Program Selection	Reviewed and completed in full	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<u>For VOLUNTEER FAMILIES ONLY:</u> Parent Volunteer Selection	Reviewed and completed in full	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Step 2</b>	<b>Attach required fees &amp; payments:</b>		
	\$60 Non-Refundable Registration Fee	Cheque with current date or cash	YES <input type="checkbox"/> NO <input type="checkbox"/> Cheque # _____
	\$100 Classroom Cleaning deposit	Cheque dated for June 1, will be refunded if completed	YES <input type="checkbox"/> NO <input type="checkbox"/> Cheque # _____
	\$200 Fundraising deposit	Cheque dated for June 1, will be refunded when fundraising requirement completed.	YES <input type="checkbox"/> NO <input type="checkbox"/> Cheque # _____
	<u>Program Fees:</u> As shown in the Information Package	<u>Select ONE Option Below:</u> <ul style="list-style-type: none"> <li>○ 1 cheque for full amount dated Sept 1</li> <li>○ 10 cheques, each for the monthly fee dated for the 1<sup>st</sup> of each month</li> </ul>	YES <input type="checkbox"/> NO <input type="checkbox"/> Cheque #'s:
	<u>For VOLUNTEER FAMILIES ONLY:</u> \$100 Parent Helper deposit	Cheque dated for June 1, will be refunded if completed	YES <input type="checkbox"/> NO <input type="checkbox"/> Cheque # _____
<b>Step 3</b>	<b>Drop completed registration packages at the Family Connection Centre (5600-50 St. in Stony Plain) once they are complete and all fees/post-dated cheques are attached. Your spot is not guaranteed until ALL of the above requirements are submitted, including cheques.</b>		
<b>Step 4</b>	<b>Confirmation of your child's class and the date of the Open House will take place by phone in mid-August.</b>		
<b>Step 5</b>	<b>Attend the Open House to meet the teacher, explore the classroom, select your Parent Helper days, and find out how you can get involved! You will also receive a criminal record check form to have the fee waived for the RCMP check required to volunteer with children.</b>		
<b>Step 6</b>	<b>Obtain a Criminal Record Check at your home RCMP detachment and return a copy to the teacher prior to your Parent Helper days.</b>		RETURNED TO SCHOOL: YES <input type="checkbox"/> NO <input type="checkbox"/>

Thank you for registering your child in Stony Plain Playschool. If you have any questions, please contact [info@stonyplainplayschool.com](mailto:info@stonyplainplayschool.com) or visit the website at [www.stonyplainplayschool.com](http://www.stonyplainplayschool.com)

