

Returning Student Registration Form

Registration Checklist

Please print these registration documents.

All forms should be completed in full.

The following list includes all documentation to be completed and received with your registration forms, before your child will be enrolled. Failure to complete and return all necessary information will result in you forfeiting your child's spot in the preschool.

1. Complete Registration Forms (below)	
2. Photocopy of child's Birth Certificate (not required for returning 4's)	
3. Photocopy of child's Official Immunization Records (not required for returning 4's)	
4. Complete Parent Job Choices (below)	
5. Non-refundable registration fee (\$100) and Security deposit (One month's fees). If the school year is completed, this deposit will be used towards the June fees. If withdrawal occurs before the end of the year, this deposit will be refunded as long as one calendar month's notice is given in writing on the FIRST day of the month. If we do not receive one full month's notice, your deposit will not be refunded. Write one cheque of \$205 for 3yr olds, and \$255 for 4yr olds (dated April 1, 2015)	
6. Tuition Payment Options: a. One cheque for the year dated Sept 1, 2015 (3yr olds = \$945 and 4yr olds = \$1395) b. Two cheques One for Sept-Jan classes dated Sept 1, 2015: 3yr olds = \$525, 4yr olds = \$775 One for Feb-May classes dated Feb 1, 2016: 3yr olds = \$420, 4yr olds = \$620 c. Nine monthly cheques (Sept-May) 3yr olds = \$105 and 4yr olds \$155 All cheques to be dated the 1 st of every month from September 1, 2015 to May 1, 2016	
7. \$40 refundable meeting deposit and \$30 cleaning fee for mandatory attendance at general parent meetings (Reimbursed in June as long as you have attended all general meetings (Sept, Oct., Nov., Feb., April, and May). Exceptions will be made for up to 2 absences per year in case of emergencies) Please write one cheque for \$70 to cover both these fees (dated Sept 1, 2015)	

All cheques should be made payable to **BRENTWOOD NURSERY SCHOOL SOCIETY.**

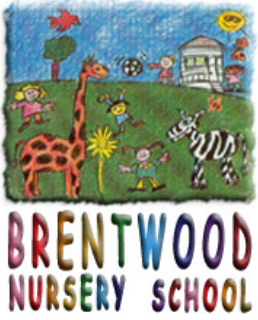
The fees for the 2015/16 school year will be:

- > **\$105 per month for 3 year old class**
- > **\$155 per month for 4 year old class**

Thank you,

Brentwood Nursery School Society

Registrar I



**REGISTRATION FORM
4-YR-OLD PROGRAM FOR RETURNING STUDENTS**

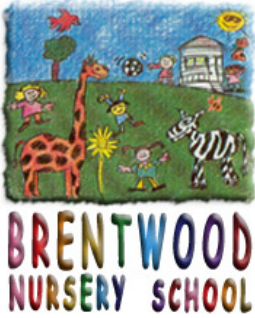
CHILD'S NAME: _____

4 Year Old	AM	9:15am to 11:45am	Tuesday, Wednesday, Friday	<input checked="" type="checkbox"/>
	PM	12:45pm to 3:15pm	Monday, Wednesday, Thursday	<input type="checkbox"/>

Students who complete the three year old program will automatically be forwarded to the same time slot for the four year old program.

Requests for changes will be considered on a first come, first served basis. Names will be added to the waitlist in order that the completed registration documents are received by the Registrar.

New four year old families will then fill the remaining positions, again, in such order that they are received.



Returning Student Information

Child's Name: _____ Birthdate: _____

Sex: M F

Parent's Name: _____

Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Place of
Employment: _____

Email: _____ Occupation: _____

Language
Spoken at home: _____

Parent's Name: _____

Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Place of
Employment: _____

Email: _____ Occupation: _____

Language
Spoken at home: _____

If you and your spouse have been separated or divorced, what is the living arrangement for your child?
How has the child reacted to this?

List Siblings as well as expected siblings and their ages:

Sibling's Name: _____ Age: _____

Sibling's Name: _____ Age: _____

Are there any other members of the household? _____

If so, list name, age and relationship

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Emergency Information

Person's (other than parents) authorized to pick up your child:

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Person's not authorized to pick up your child? _____ YES _____ NO

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Person's (other than parents) to be notified in case of emergency:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

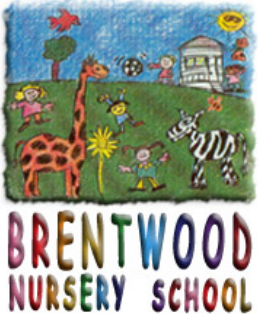
Child's Physician: _____ Telephone: _____

Child's Dentist _____ Telephone: _____

Emergency Hospital Preference: _____

Care Card Personal Health Number: _____

Medical Alert Information: _____



PERMISSION & CONSENT FORMS

Permission for Preschool Excursions

The children may be taking planned excursions during the school year. Parents will be notified in advance of any excursions. I hereby give my permission for Brentwood Nursery School Society to take my child, _____, on planned outings in a volunteer parent vehicle.

Parent's Signature: _____ Date: _____

Permission for Emergency Medical Aid in case of Accident or Illness

I hereby give Brentwood Nursery School Society permission to call a physician or an ambulance in the case of an accident or the illness of my child, _____, when I cannot be immediately reached.

Parent's Signature: _____ Date: _____

Permission for Picture Taking

I hereby give my permission to Brentwood Nursery School Society to have pictures taken of my child, _____, for class photos and during class activities.

Parent's Signature: _____ Date: _____

Permission for Photos Posted on our Website

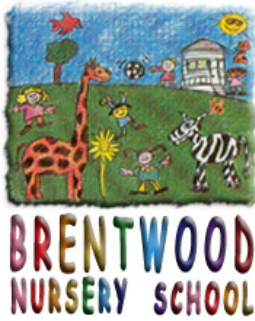
I hereby give my permission to Brentwood Nursery School Society to have classroom pictures of my child, _____, to be posted on the Preschool's website.

Parent's Signature: _____ Date: _____

Permission for Email Communication

I hereby give my permission to Brentwood Nursery School Society to communicate with me via email for information relating to the Preschool's fundraisers, events, class updates and announcements. I understand that at any point I can request to remove my email from any current, future and/or alumni distribution lists.

Parent's Signature: _____ Date: _____



PARENT JOB PREFERENCES

Brentwood Nursery School is a Parent Participation Preschool. The operation of the school relies on parents fulfilling these jobs. Please see the website for information on Parent Participation and the detailed job descriptions (<http://brentwoodpreschool.com>) under General Info and Registration.

- Please choose 8 jobs you would be interested in filling
- Choose at least 2 jobs in each category
- Please list jobs in order of preference. #1-most preferred; #8-preferred but not as much as #1

Please Note: Executives meet the first Tuesday of every month.
General Meetings for all parents are held the third Tuesday of select months.

We will make every effort to ensure you are given a job of preference.
Please be aware that jobs will be filled to accommodate school needs and you must be prepared to fulfill any job that you are assigned. Should no job be checked, a job will be assigned to you.

Please note: family members of teachers are not permitted to select nor be on the Executive Committee.

Parent's Name _____ Class _____

Parent JOBS : Please list preferred jobs below

1. _____ Most Preferred
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____ Preferred but not as much as #1

PARENT JOBS LIST

Category 1 – Administration, Finance & Registration

Executive Positions

Co-Presidents (2)
Vice Presidents (2)
Secretary (1)
Treasurer Accounting (1)
Treasurer Assistant 1 (1)
Treasurer Assistant 2 (1)
Registrar 1 - Registration Packages (1)
Registrar 2 - Waitlist (1)
Class Representatives (4)

** FYI: The Executive Team meet on the first Tuesday of each month

Non-Executive Positions

Grant Coordinators (2)
Treasurer Assistant 3 (1)

Category 2 - Parent Meetings and Communications

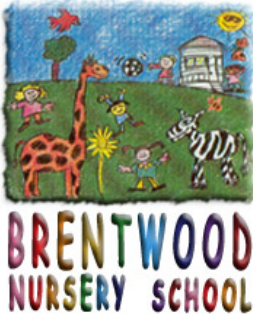
General Meeting/Parent Education Coordinator (1)
Host/Hostess (4)
Web Administrator (1)
Year End Picnic Coordinator (5)

Category 3 - Facilities and Classroom Support

Supplies & Equipment (1)
Scholastic Books and Mail (1)
Play Dough (2)
Library Parent (1)
Handy Person Coordinator (1)
Handy Persons & Yard Maintenance (7)
Laundry & Sewing (2)
Christmas Bureau Coordinator (1)
Floors, Carpets, Blinds & Windows (4)

Category 4 - Fundraising

Fundraising Assistant (1)
Alumni Coordinator / Social Media (1)
Silent Auction Coordinator (2)
Silent Auction Assistant (10)
Fall Fundraiser Coordinator (1)
Fall Fundraiser Order Persons (4)
Spring Fundraiser Coordinator (1)
Spring Fundraiser Order Persons (4)



PARENT'S AGREEMENT FORM

1. _____ I, the undersigned, have read carefully the Parents' Manual of Brentwood Nursery School Society and agree to follow its policies.
2. _____ I will conduct myself in an appropriate manner and I understand that inappropriate behaviour towards the teachers or other parents will not be tolerated. I understand in this occurrence, my enrollment in the school may be reviewed by the executive council and possibly terminated.
3. _____ On my participating days, I agree to arrive on time and stay for clean-up. I will not bring other children to the preschool. If I cannot be present, I will trade duty days with another parent.
4. _____ I will not send my child to school if there is any question of illness, nor will I come myself if I am ill. If my child contracts a communicable disease, I will notify the teacher immediately.
5. _____ I understand that, in the classroom, the teacher has overall responsibility for the program, teaching methods, discipline, and health and safety measures.
6. _____ I will be prompt in bringing my child to and picking him/her up from preschool. I understand that car pools may be arranged privately among the parents, but that the preschool does not accept responsibility for such transportation.
7. _____ I agree to have my child transported to and/or from the preschool for planned field trips provided that proper and adequate supervision is available.
8. _____ I authorize the teacher to send my child home accompanied by my emergency person if he/she appears ill, and in case of emergency, to call a qualified physician (my family doctor if possible).
9. _____ I will keep the teacher informed of any event or change of routine at home, which might affect my child's behaviour.
10. _____ If I have any questions about my child, or the preschool program, I will direct them to the teacher. I will direct any queries or suggestions about the administration of the preschool to the Executive Committee.
11. _____ If it becomes necessary to withdraw my child from the preschool I will give one month's notice in writing to the Enrollment Person (Registrar I) or my one month's dues in lieu of notice. Withdrawal for the month of June will not be accepted.
12. _____ I am willing to accept a job within the preschool organization or serve on the Executive and understand that completion of assigned jobs are mandatory for continued enrollment. If I do not fulfill my parent job, my child will face immediate withdrawal from the school.
13. _____ I will present proof of my child's current immunization (optional) and birth certificate. These documents are to be submitted with my registration form.
14. _____ In case of injury to my child while in the care, custody or control of the preschool, I hereby waive all claims against the preschool in excess of general liability insurance carried by the preschool (\$2,000,000 as of June 2004). In case of an emergency, my child will be taken to the nearest hospital and attended to by the physician on duty.
15. _____ I understand that I am expected to attend a minimum of four General Meetings throughout the school year. My deposit to guarantee my attendance will be refunded in June if this request is met (Required General Meetings occur in September, October, November, February, April and May).
16. _____ I understand that a charge of \$25 will be charged for NSF cheques and that I am obligated to pay the school my outstanding balance within 10 days of being notified. If I fail to do so I understand that the school reserves the right to terminate enrollment.
17. _____ I understand that fundraising is an integral part of the operating budget for the preschool and (check one):
 - I agree to participate
 - I have included a donation cheque in the amount of \$200 in lieu of fundraising
18. NB If I fail to complete the mandatory fundraisers after agreeing to participate, I am obligated to donate \$100 to the preschool for each fundraiser not completed.
19. _____ I will expect that my status in the preschool will be reviewed by the Executive Committee if I am delinquent in any of the above commitments.

This Parent Agreement must be signed before my child will be allowed to begin school.

Parents Name: _____ Date: _____
 Child's Name: _____ Class: _____