

Woodcroft Community Playschool Association

2nd Floor, 13915 115 Avenue, Edmonton - 780 993-9966

September 2017 - May 2018

Registration Form

Please register my child in the following program:

REGISTRATION FEE: \$50.00 - Paid: _____cheque _____cash

_____3 Year Olds' Morning Program (9:00 – 11:00 am) _____Program Fee: \$85.00

_____4 Year Olds' Morning Program (9:00 – 11:30 am) _____Program Fee: \$105.00

Note: Maximum of 15 students per class; registrations are accepted upon submission of the completed, signed registration form and the non-refundable registration fee.

Child Registering:

Name: _____ Sex (circle): M F
 First Middle Last

Date of Birth _____ Age: _____

NOTE: Child must meet program's minimum age by December 31 of school year.

Address: _____ City: _____

Postal Code: _____ Phone Number: _____

Community League Name & Number: _____

Family Information:

	Mother:	Father:
Parent's Name:		
Parent's Address		
Telephone Number:		
Cell phone Number:		
E-Mail Address:		
Parent's Employer:		
Work Address:		
Work Telephone:		

Parents' marital status (circle): Married Common-law Separated
Divorced Single Widowed

Siblings? *No Yes (please provide information, below)*

Name	Age	Sex

Emergency Contact Information:

In the event of an emergency, **we always attempt to contact the parents first**, using the information provided on page 1 of this form. However, in the event **neither parent** is reachable, please provide two alternative emergency contacts **available during the day**:

	Alternative Contact #1:	Alternative Contact #2:
Person's Name:		
Relationship to Child:		
Day-time telephone		
Cell phone number:		
Day time address:		

Persons Authorized to Pick-up Your Child:

In the event that you are unable to pick-up your child at the designated time, you may send someone else. **Please advise the teacher in advance**, when possible, when using this option and ensure that the person can be at the Playschool at the required time.

Name:	Phone number:	Relationship to Child:

Child's Health Information:

Is your child's immunization up-to-date? *No* *Yes*
Does your child have any allergies? *No* *Yes (please list, below)*

Does your child require any medications? *No* *Yes (please list, below)*

Note: You will be required to complete a "Medical Administration Form" form detailing how to administer the medication, if the medication is required to be administered in-class, including administration in the case of an emergency (e.g. Epi-pen). *Please talk to the teacher/Registrar.*

Has your child ever had an epileptic seizure? *No* *Yes*

Are there any problems with vision, hearing or speech? *No* *Yes*

Are there any special medical, physical, or emotional needs of which the staff/school should be made aware? *No* *Yes (please describe)*

Please list any major childhood illnesses your Child has contracted.

Does your child routinely have Stomach-aches? *No* *Yes*
Earaches? *No* *Yes*
Colds? *No* *Yes*
Has your child had any serious accidents or operations? *No* *Yes (please describe)*

Physician Information:

Physician Name: _____ Telephone #: _____

Physician Clinic: _____

Physician Address: _____

Child's Alberta Health Care Number: _____

Child's Personal Background:

Is your child toilet-trained during the day (i.e., wears underwear, not Pull-ups)? *No* *Yes*

Note: Your child must be toilet-trained in order to meet our registration & Playschool licensing requirements.

Does your child require assistance in the washroom? *No* *Yes (please describe)*

Please describe the words your child uses to communicate when he/she needs to use the washroom:

Is any language other than English used at home? *No* *Yes (please list)*

What time does your child go to bed at night? _____

What time does your child wake up in the morning? _____

Does your child nap? *No* *Yes (What Time? _____)*

If upset, how does your child like to be comforted?

Does your child have:
Special nicknames? _____

A favorite toy? _____

Favourite activities _____

Pets? (please list type of pet and name) _____

Fears? Dislikes? _____

Has your child learned to do the following?

Say nursery rhymes?	<i>No</i>	<i>Yes</i>
Sing songs?	<i>No</i>	<i>Yes</i>
Listen to stories?	<i>No</i>	<i>Yes</i>
Say his/her name?	<i>No</i>	<i>Yes</i>
Say his/her age,sex?	<i>No</i>	<i>Yes</i>
Dress him/herself?	<i>No</i>	<i>Yes</i>
Count?	<i>No</i>	<i>Yes, Can Count to # _____</i>
Name basic colours?	<i>No</i>	<i>Yes</i>
Write his/her name?	<i>No</i>	<i>Yes</i>
Draw a person?	<i>No</i>	<i>Yes</i>

Does your child play well alone? *No* *Yes*

Does your child play well in groups? *No* *Yes*

Has your child had group play experience? *No* *Yes* _____

Has your child been cared for by someone besides the family? *No* *Yes*

Has your child gone to Playschool before? *No* *Yes* (please provide details)

Please circle characteristics below that generally describe your child:

Happy *Aggressive* *Friendly* *Moody* *Clumsy* *Dependent*

Fearful *Quiet* *Good-natured* *Even-tempered* *Impulsive* *Shy*

Sympathetic *Stubborn* *Attentive* *Other* _____

What is the method of behaviour control used in your home?

Is there anything else that the Playschool should be aware of?

What do you hope will be included in your child's Playschool program?

Signature

"I acknowledge that I have read the Woodcroft Community Playschool Association registration rules and regulations."

Parent's Signature

Date

Please remember to sign the attached forms **and include your registration fee** when you submit this form.

Woodcroft Community Playschool Association
2nd Floor 13915-115 Ave.
Edmonton AB T5M 4B6
780 993-9966

CONSENT FOR OUTINGS & TRANSPORTATION

I, _____, hereby give permission for the transportation of my child(ren) off of the Playschool Premises on regular scheduled activities such as activities in the Community Hall, neighbourhood playground, nature walks etc.

I understand that I will be informed in advance and be required to complete a written permission form for each field trip that is planned.

DATED this _____ day of _____, 201____.

Signature of Parent or Guardian

ACCIDENT/INCIDENT CONSENT FORM

In the event of an accident/incident, I, _____, give my consent for _____ (name of child) to be given medical or emotional aid. I understand that I am responsible for any costs incurred.

DATED this _____ day of _____, 201____.

Signature of Parent or Guardian

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2nd Floor 13915-115 Ave.
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ACKNOWLEDGMENT OF PARENTAL RESPONSIBILITY

I, _____, hereby acknowledge that I understand the expectations to participate in the smooth-running of my child(ren)'s Play School as follows:

I am required to take at least one job from the Volunteer Job list and perform it to the best of my ability.

I am required to do "duty days" in the classroom, or make arrangements for another adult to do so in my place.

I will pay monthly fees on the 1st or 15th of every month.

I am required to pay for my child(ren)'s special events and field trip costs.

I am required to attend Annual General Meetings and classroom clean-ups.

I am required to participate in all fundraising activities throughout the school year.

I am required to supply one person to work a casino shift or pay the *pre-paid* cost of \$200(amount subject to change) for a replacement.

I understand that failure by me to meet any of these requirements can result in the expulsion of my child(ren) from Playschool

DATED at Edmonton this _____ day of _____, 201____.

Signature_____

If you have any concerns regarding the above responsibilities, please contact a member of the executive.

Woodcroft Community Playschool Volunteer Form

We really value all the parental support that allows us to run this Playschool! Please take a moment to consider how you can participate in our parent co-operative Playschool Program.

3 YEAR OLD CLASS

EXECUTIVE POSITIONS:

Vice President: Assists the President and Treasurer. Acts as a Liaison with the Woodcroft Community.

Secretary: Records minutes at Executive meetings, books Hall for special events/meetings

VOLUNTEER POSITIONS:

Casino Coordinator Assistant: Works with the coordinator to remind parents of their shift, and to assist the coordinator with organizing and staffing the casino.

Fundraising Assistant: Works with coordinator to plan, organize and implement fundraiser events.

Special Events Assistant: Helps Special Events Coordinator (parent in the 4 year old program) with planning and set up of Special Events. (Two positions available)

Craft Prep Assistant: Prepares some of the craft work in advance of the class.

Maintenance/Shovelling: Assists the teacher with needed minor repairs & snow shovelling throughout the winter.

Boot room/Bathroom Clean up (2 people required): Clean the bathrooms and boot room once every other week or as necessary. Can be done during class time and a schedule will be made for you.

Play dough: Makes Play dough once a month.

Rag Cleaning Parent: Cleans and returns rags as needed.

Memory Book Assistant: Assists the teacher in creating the memory books.

Clean Up Coordinator/Class Representative: Calls parents to remind them of their scheduled clean up date and whenever necessary call parents to remind them of important business.

Rover Parent: When a duty parent fails to attend, we need someone to step in or the class must close (licensing regulations). Earn **\$25** from that duty parent for your trouble!!

For the Playschool to function smoothly, every family must take a volunteer position.

I AM INTERESTED IN ONE OF THE FOLLOWING THREE POSITIONS (IN ORDER OF PREFERENCE):

1. _____

2. _____

3. _____

NAME (Please print!): _____ DATE: _____

Please contact: Lisa Caskenette
Telephone: 780-905-0480
Email: lisacaskenette@gmail.com

Woodcroft Community Playschool Volunteer Form

We really value all the parental support that allows us to run this Playschool! Please take a moment to consider how you can participate in our parent co-operative Playschool Program.

4 YEAR OLD CLASS

EXECUTIVE POSITIONS:

President: Co-ordinates all positions, acts as a mediator between Teacher and Parents. Makes the Playschool operations run smoothly.

Treasurer: Handles all money, maintains financial records, signs checks and prepares financial reports. Attends all executive meetings.

Registrar: Co-ordinates all aspects of registration, accepts and maintains up-to-date registration lists and attends all general and executive meetings

Secretary: Records minutes for Executive meetings and does Hall bookings

Fundraising Coordinator: Helps coordinate Fundraising Initiatives. There is 1 fundraiser per year.

Special Events Coordinator: Plan and implement special events throughout the year. Attend executive meetings when necessary.

VOLUNTEER POSITIONS:

Casino Coordinator: Coordinates the upcoming casino with staff, shifts, and acts as liaison between casino and Playschool.

Maintenance/Shovelling: Assists the teacher with needed minor repairs & snow shovelling throughout the winter.

Craft Prep Assistant: Prepares some of the craft work in advance of the class.

Play dough: Makes Play dough once a month.

Memory Book Assistant: Assists the teacher in creating the memory books.

Class Representative: Calls parents to remind them of important business.

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NAME (Please print!): _____ DATE: _____

Please contact: Lisa Caskenette
Telephone: 780-905-0480
Email: lisacaskenette@gmail.com