

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:	Relationship to Child:
Person #1:		
Person #2:		
Person #3:		

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)*

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

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 behavior 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 pamphlet, which summarizes the Playschool's rules and regulations."

Parent's Signature

Date

Please remember to...

1. sign the attached forms *and*
2. **include your registration fee** when you submit this form.

Thank you!

For Office Use Only:

Volunteer Position:

Clean-up date:

Woodcroft Community Playschool Association
2nd Floor 13915-115 Ave.
Edmonton AB T5M 4B6
452-9964

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, neighborhood 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 _____, 20____.

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 _____, 20____.

Signature of Parent or Guardian

Woodcroft Community Playschool Association
2nd Floor 13915-115 Ave.
Edmonton AB T5M 4B6
452-9964

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 15st of every month.

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

I am required to work one "double" bingo, or make *advance* arrangements with a Bingo Rover to take my place, at the *pre-paid* cost of \$100 (amount subject to change).

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 _____, 20____.

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: Keeps us all on track and records what we've done

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. Regular work throughout the year.

Maintenance/Shoveling: Assists the teacher with needed minor repairs & snow shoveling throughout the winter.

Boot room/Bathroom Clean up: Clean the bathrooms and boot room once every other week or as necessary. Can be done during class time.

Playdough: Makes Playdough 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: Calls parents to remind them of their scheduled clean up date.

Class Representative/ Photographer: Calls parents to remind them of important business. Takes pictures of class events and fieldtrips for the memory books.

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:
Roxanne Wilson
Telephone: 780-451-8665
mattandroxy@shaw.ca

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, including registration and orientation meetings. Accepts and maintains up-to-date registration lists and attends all general and executive meetings

Secretary: Keeps us all on track and records what we've done

Fundraising Coordinator: Helps coordinate Fundraising Initiatives. There are 1 or 2 fundraisers per year.

Special Events Coordinator: Plan and implement special events throughout the year. Attend executive meetings when necessary. (Two positions available)

VOLUNTEER POSITIONS:

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

Maintenance/Shoveling: Assists the teacher with needed minor repairs & snow shoveling throughout the winter.

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

Playdough: Makes Playdough once a month.

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

Class Representative/ Photographer: Calls parents to remind them of important business. Takes pictures of class events and fieldtrips for the memory books.

Field Trip Coordinator: Works with the teacher to coordinate all field trips; arrange times, places, transportation, and payment from treasurer.

Boot room/Bathroom Clean up: Clean the bathrooms and boot room once every other week or as necessary. Can be done during class time.

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 position.

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

1. _____

2. _____

3. _____

NAME (Please print!): _____ DATE: _____

Please contact:
Roxanne Wilson
Telephone: 780-451-8665
Email: mattandroxy@shaw.ca