

# Vegreville Preschool Association

5106 - 48 Avenue ♦ Vegreville, AB ♦ T9C 1L8

## 2023/2024 REGISTRATION FORM

This form **must** be completed electronically. NO hand written forms accepted. Please ensure that all information is complete and accurate. Your child will NOT be registered in the program if any information is incomplete on this registration form. **\*\*For rural addresses, legal land locations must be in the form of 12345 RGE RD 152**

### CHILD'S INFORMATION

Child's First Name:		
Child's Last Name:		
Preferred Name Child Goes By:		
Date of Birth (DD-MMM-YYYY):		
Primary Phone Number:		
<b>**ALL HOME ADDRESSES MUST INCLUDE THE STREET ADDRESS OR LEGAL LAND LOCATION</b>		
Child's Primary Home Address:		
Town/City/County:	Province:	Postal Code:
Mailing Address (If Different Than Home Address):		
Town/City/County:	Province:	Postal Code:

**PARENT/GUARDIAN 1**    Is child's primary residence with parent/guardian 1    YES    NO

First Name:		Last Name:	
Relationship to child:			
Home Phone:	Cell Phone:	Work Phone:	
Email Address:			
<b>** ALL ADDRESSES MUST INCLUDE THE STREET ADDRESS OR LEGAL LAND LOCATION</b>			
Address:		Town/City/County:	

**PARENT/GUARDIAN 2**    Is child's primary residence with parent/guardian 2    YES    NO

First Name:		Last Name:	
Relationship to child:			
Home Phone:	Cell Phone:	Work Phone:	
Email Address:			
<b>**ALL ADDRESSES MUST INCLUDE THE STREET ADDRESS OR LEGAL LAND LOCATION</b>			
Address:		Town/City/County:	

**\*\*If you are the legal guardian, please provide Vegreville Preschool with documentation IF requested.**

Office Use Only:

M/W AM	
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M/W PM	
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T/TH FULLDAY	
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FRI AM	
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Start Date: \_\_\_\_\_

**EMERGENCY CONTACTS (OTHER THAN PARENTS/GUARDIANS)**

**\*\*Emergency contacts must be able to reach the preschool within 30 minutes of an emergency call. Must list at least 1 emergency contact.**

**EMERGENCY CONTACT 1**

First Name(s):		Last Name:			
Relationship:					
Home Phone:		Cell Phone:		Work Phone:	
<b>**ALL ADDRESSES MUST INCLUDE THE STREET ADDRESS OR LEGAL LAND LOCATION</b>					
Address:			Town/City/County:		

**EMERGENCY CONTACT 2**

First Name(s):		Last Name:			
Relationship:					
Home Phone:		Cell Phone:		Work Phone:	
<b>**ALL ADDRESSES MUST INCLUDE THE STREET ADDRESS OR LEGAL LAND LOCATION</b>					
Address:			Town/City/County:		

**CHILD MAY BE RELEASED TO (OTHER THAN PARENTS/GUARDIANS OR EMERGENCY CONTACTS)**

First Name(s):		Last Name:			
Relationship:					
Home Phone:		Cell Phone:		Work Phone:	
<b>**ALL ADDRESSES MUST INCLUDE THE STREET ADDRESS OR LEGAL LAND LOCATION</b>					
Address:			Town/City/County:		

First Name(s):		Last Name:			
Relationship:					
Home Phone:		Cell Phone:		Work Phone:	
<b>**ALL ADDRESSES MUST INCLUDE THE STREET ADDRESS OR LEGAL LAND LOCATION</b>					
Address:			Town/City/County:		

**NOT ALLOWED ACCESS TO YOUR CHILD (Must provide copies of legal documentation if you are placing someone on this list who is a parent or legal guardian of this child. No child will be released to anyone whom is placed on this list).**

First Name:		Last Name:	
Relationship to Child:			

First Name:		Last Name:	
Relationship to Child:			

# CHILD'S HEALTH INFORMATION

Child's First Name:	Child's Last Name:
Personal Health Number:	
Child's Physician:	Physician's Office Number:

Is your child up to date with immunizations:            YES            NO

Please describe any existing medical conditions that your child has, as well as any physical conditions you would like to provide that may prevent your child from participating in indoor/outdoor physical activity. Please include information about any vision, hearing, or speech difficulties. As well, any information you feel you need to share with us about your child:

List all medication(s) that your child is taking regularly, and the condition(s) for which it is taken:

MEDICATION	CONDITION

I understand that if an emergency should occur, the Preschool will make every effort to contact me, the parent/guardian(s) or the emergency contacts. Should they be unsuccessful in locating me, I authorize any and all employees of the Preschool to sign for emergency medical treatment of my child, including transportation by ambulance if deemed necessary. I realize that the cost of the medical transportation and care are my full responsibility and not the responsibility of the Vegreville Preschool Association or its staff.

I also give permission to the attending physician to treat my child for illness or injury as is necessary under these circumstances.

Electronic Signature	Date (DD-MMM-YYYY)

The electronic signature above replaces a handwritten signature on paper and is legally binding.

# ALLERGIES

Additional information regarding allergies is available in the Policy and Procedure Manual located at Vegreville Preschool.

Child's First Name:	Child's Last Name:
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Does your child have any known allergies:      YES      NO

If YES, please complete a), b), and c), if NO, please complete d).

a)

Parent/Guardian 1:		
Home Phone:	Cell Phone:	Work Phone:
Parent: Guardian 2:		
Home Phone:	Cell Phone:	Work Phone:

b) My child is allergic to (please list food, medications, or other):

	Mild:	Moderate:	Severe:
	Mild:	Moderate:	Severe:
	Mild:	Moderate:	Severe:
	Mild:	Moderate:	Severe:
	Mild:	Moderate:	Severe:

c) I entrust Preschool staff to do the following upon an allergic reaction:

(Be specific about steps to take, i.e. step 1, step 2, step 3, etc)

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d) Please list any other foods not to be given to your child:

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I understand that it is my responsibility to inform the Preschool if there are any changes to the above.

Electronic Signature	Date (DD-MMM-YYYY)

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The information collected on these forms is subject to the Freedom of Information and Protection of Privacy Act. The information will be used solely for the purposes of the Vegreville Preschool Association and The Community Association for Lasting Success (CALs).

**Permission for Walking Field Trips and Outside Play**

All field trips outside of walking distance of 10 blocks will require additional parent/guardian consent that will be handled via a permission sheet at the Preschool. I give the Vegreville Preschool Association and CALs staff permission to take my child on neighborhood walks and field trips to facilities (up to 10 blocks) and to play outside on the play structure within the fenced school yard. Two staff members will be in attendance at all times. You will be notified with details when a field trip to a facility within walking distance of 10 blocks will be taking place.

YES NO

**Permission to Display Artwork**

I give the Vegreville Preschool Association and CALs staff permission to display the artwork of my child within the Vegreville Preschool Association building for the purposes of decoration and display.

YES NO

**Permission to Photograph**

I give the Vegreville Preschool Association and CALs staff permission to photograph my child.

YES NO

I give permission that these photographs may be displayed within the Preschool building.

YES NO

I give permission that these photographs may be shared with preschool families through our password required online platform.

YES NO

**Permission for Head Lice Check**

I give the Vegreville Preschool Association and CALs staff permission to periodically check my child for head lice.

YES NO

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**Zero Tolerance**

I, \_\_\_\_\_, understand that the Vegreville Preschool is a family and child environment and any abuse toward staff, children, board members or partnerships with the Vegreville Preschool Association will not be tolerated and will be dealt with in a manner chosen by the Board of Directors.

**Child Guidance Policy and Procedures**

I, \_\_\_\_\_, have read the Child Guidance Policy and Procedures in the Program Handbook.

**Toileting**

I, \_\_\_\_\_, acknowledge my child is toilet trained and independent in the washroom.

**Confidentiality for Classroom Volunteers/Visitors**

I, \_\_\_\_\_, agree to act as a volunteer/visitor with the Vegreville Preschool Association. It is my understanding that:

\*I shall keep confidential all personal and confidential information which I may possess or become aware of in the course of my duties.

\*I shall not disclose any information to any individual without authorization from the Vegreville Preschool Association.

\*I shall not collect any personal information from individuals without being authorized by the Vegreville Preschool Association.

\*Any records or materials created by me in the course of my volunteer duties are the property of the Vegreville Preschool Association.

\*I shall relinquish to the Vegreville Preschool Association all control of any records immediately upon completion of my volunteer/visitor duties.

**Registration Package**

I, \_\_\_\_\_, acknowledge I have read and reviewed the Program Handbook and Registration Information.

Electronic Signature	Date (DD-MMM-YYYY)

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**PROGRAMS AND FEES**

Child's First Name:	Child's Last Name:
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**\*\*Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice (if applicable) on the far right of each program for program registration. Refer in the Registration Information under **Programs and Fees on Page 2** for the number of instructional days for each program.**

**THREE-YEAR OLD ½ DAY PROGRAM**

Program	Time	Fees	Refundable Fundraising Bond	CHOICE
Monday/Wednesday AM	9:00 am to 11:30 am	\$162.20	\$350	

**FOUR-YEAR OLD ½ DAY PROGRAM**

Program	Time	Fees	Refundable Fundraising Bond	CHOICE
Monday/Wednesday PM	1:00 pm to 3:30 pm	\$162.20	\$350	

**FOUR-YEAR OLD FULL DAY PROGRAM**

Program	Time	Fees	Refundable Fundraising Bond	CHOICE
Tuesday/Thursday Full Day	9:00 am to 3:30 pm (includes lunch supervision)	\$500.76	\$500	

**THREE-YEAR & FOUR-YEAR OLD PROGRAM** (the average age of the students will determine how the program is run)

Program	Time	Fees	Refundable Fundraising Bond	CHOICE
Friday AM	9:00 am to 11:30 am	\$0	\$200	

**BEFORE AND AFTER SCHOOL CHILDCARE** (refer to the Registration Information - page 4 for cost)

Would you need childcare between 7:30 am to 9:00 am?	YES	NO
Would you need childcare between 3:30 pm to 5:00 pm?	YES	NO

If you answered "YES" you need before and/or after school childcare, you will receive a call requesting further information for planning purposes.

**PAYMENT OPTIONS**

All payments will be monthly. A payment chart will be sent to you once your child's registration is confirmed.

Please select your payment type:

- e-Transfer (preferred type)
- Cheque (postdated)
- Money Order

(Cash is not a preferred method of payment but if it is the only payment method possible, please make arrangements with the Preschool Administrator by email at vegpreschool@gmail.com)

Are you applying for Alberta Childcare Subsidy for the parent portion of fees?      YES      NO  
 Refer to the Registration Information under Subsidy Information - Page 3

Electronic Signature	Date (DD-MMM-YYYY)

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