



Country Kids Cooperative Preschool – Registration

Registration Forms: Please Submit the Following 3 Pages to ckcpreistrar@gmail.com

School Year: _____

How did you hear about us? _____

Part 1: General Information

Please choose preferred class: _____ Mon/Wed/Fri _____ Tue/Thu

Do you wish to be added to the alternate class if preferred is full? _____ Yes _____ No

Student Information

Child's First & Last Name	
Date of Birth	
Gender Identity (M/F/U)	
Address	
Postal Code	

Mother/Guardian Information

Father/Guardian Information

Name		Name	
Home #		Home #	
Cell #		Cell #	
Work #		Work #	
Employer		Employer	
Email		Email	

Part 2: Emergency and Medication Administration Release

Hospitalization Number: _____

Province: _____

Family Physician: _____

Phone Number: _____

Allergies, other relevant health conditions:

I, (parent/guardian), _____, hereby give consent for my child to receive emergency treatment, if deemed necessary, by a qualified attending physician. I understand that every effort will be made to contact me on the occurrence of such an emergency.

In the event that I am not able to be contacted, please notify the person named below (a responsible third party who is normally available during preschool hours):

Emergency Contact: _____ Known to my child as a(n): _____

Home #: _____ Cell #: _____

Signature: _____ Date: _____

Part 3: Transportation and Dismissal Authorization Release

I, (parent/guardian), _____, hereby authorize you to release my child,
_____, to the following people:

Contact Person: _____

Known to my child as a(n): _____

Home #: _____ Cell #: _____

Contact Person: _____

Known to my child as a(n): _____

Home #: _____ Cell #: _____

This list shall remain in effect until I change it in writing and provide that written notice to Country Kids Cooperative Preschool.

Part 4: Cooperative Preschool Agreement

This agreement is made between the "Country Kids Cooperative Preschool" and _____ (parent/guardian). I wish to enroll my child and understand that I must abide by the following regulations if my child is accepted into the preschool:

1. **Cooperative Family** – I realize that as a cooperative member, I will assist with housekeeping duties at the Preschool as required and I will volunteer my time and effort as required by the preschool from time to time.
2. **Payment** - I will pay the fees required as follows for each child enrolled:
Annual cooperative membership: \$1.00 fee.
Registration fee (non-refundable): \$100.00 fee.
Tuition: Full amount of annual fees may be paid as a lump sum or divided into monthly payments as laid out in the CKCP Handbook via e-transfer
3. **Withdrawal** - I will write a letter to the Registrar if I wish to withdraw my child. Notice must be received by the Registrar one month prior to withdrawal to be refunded the following month's tuition. This does not apply if my child is withdrawn for the last month of school. No refunds are made until written notice is received. No refunds of the tuition fees for the final month of the school year will be considered unless notice of withdrawal is received by December 31st of that school year. I understand there is a wait period before my refund is made. The Board of Directors reserves the right to ask for the withdrawal of my child if he/she is considered unsuitable at any time for reasons of immaturity, health problems or consistently disruptive social behaviour which interferes with the successful operation of the preschool.
4. **Information** - I agree to attend the Country Kids Cooperative Preschool meetings for parents. For full details regarding the operation and bylaws of CKCP, I will refer to the CKCP Handbook
5. **Safe conduct** - I will assume responsibility for my child's safe conduct to and from school. I will see that children are picked up promptly after each class.
6. **Medical Care** - I give consent for my child to receive any medical care necessary if I am unavailable in an emergency.
7. **Illness** - I will not send my child to school if he/she is ill, nor come myself if I am ill. Any communicable disease will be reported to the teacher immediately.
8. **Toilet trained** – I ensure my child is toilet trained as per Health Regulations. This means no diapers or pull-ups of any kind.
9. **Claims** - I waive all claims against the preschool, in excess of public liability insurance carried by the preschool, in case of injury to my child while in the care, custody, or control of the preschool.

10. Community Membership - I will acquire and show proof of my South Corman Park Community Association Membership or another community membership that will be honoured by the preschool.

I, _____ (parent/guardian) hereby accept the above cited terms of agreement and wish to enroll my child, _____ (child's name) and myself, under these conditions, in the Country Kids Cooperative Preschool.

SIGNED: _____

DATE: _____

ADDRESS: _____

PHONE: _____

I am interested in sharing my talents by participating in the Parent Board of Directors. Yes No

Part 5: Annual Cooperative Preschool Membership Application (cost \$1)

By submitting your child's application and paying the sum of \$1.00 for the Annual Cooperative Preschool Membership you agree to be bound and to abide by the Bylaws of the Cooperative.

Membership is granted on a per family basis; however, only one member of the family may vote at membership meetings.

Part 6 – Contact List

The information that you provided on the registration form is confidential, so we request your consent in preparing a class list.

Please choose (initial) one:

_____ I consent to the release of my name, my child's name, phone number, and email address for the purpose of preparing a class list to be distributed to all families.

_____ I do not want to have my name included on the class list.

Part 7 – Photo Waiver

CKCP has a website/Facebook page. On occasion, we post photos of students. We request your consent in posting photos on our website/Facebook page.

Please choose (initial) one:

_____ I consent to allowing photos of my child being posted on the website/Facebook page.

_____ I do not consent to allowing photos of my child being posted on the website/Facebook page.

Appendix 1 - Checklist for Registration

	Completed Registration Forms (Part 1-7)
	\$101 Registration Fee to ckcpreistrar@gmail.com
	Forms & Online Payment for South Corman Park Community Association Membership

Appendix 2 - Board of Directors Roles

President:

- acts as chairperson for board meetings
- has signing authority (with Treasurer & Registrar) for preschool
- acts as liaison between cooperative members and board members
- delegates jobs
- provides staff contact and support

Vice-President:

- conducts meetings in the absence of the President
- acts as liaison between board members and President
- acts as liaison between parents and board members
- acts as liaison between SCPCA & SCP School and CKCP board
- helps to organize field trips

Secretary:

- takes minutes of monthly meetings and transcribes
- maintains records and files of correspondence as necessary
- has legal custody of legal documents
- sends letters as directed by the board

Registrar:

- maintains members register, submitting new registrations and applications to withdraw
- contacts Treasurer with any changes of registrations
- maintains updated lists of registrants
- provides a copy of new registrants' forms to the teacher
- advertises vacancies
- in charge of annual registration & maintaining website
- acts as a signing authority (with President & Treasurer)

Treasurer:

- accountable for assisting the bookkeeper with deposits, budgets, income tax, cheques and financial reports.
- main role is to track payments from parents, manages the cooperative's funds, deliver pay stubs and keep the board members aware of financial position.
- acts as a signing authority with Registrar and bookkeeper

Fundraising Coordinator:

- pilots fundraisers and receives funds raised
- prepares and presents reports on fundraising efforts

Parent Coordinator:

- sets star student schedule and posts/distributes it in a timely fashion
- organizes the cleaning schedule
- posts lists asking parents to volunteer for concerts (ie. snacks, drinks, etc.)