

# Time For Tots Preschool

(Through the Argyle North Community Association)

## Registration Form

### 2023-2024

**Class Selection** - We will do our best to place your child in the desired class time

Please note that your child must be 3 years old by December 31st and completely potty trained.

○ **3 Year Old A.M.** class (Tuesdays & Thursdays - 9:15am-11:15am) \$75/Month

○ **3 Year Old P.M.** class (Tuesdays & Thursdays - 1:15pm-3:15pm) \$75/Month

Please note that your child must be planning to attend Kindergarten the following school year.

○ **4 Year Old A.M.** class (Mondays, Wednesdays & Fridays - 9:15am-11:35am) \$95/Month

○ **4 Year Old P.M.** class (Mondays, Wednesdays & Fridays - 1:15pm-3:35pm) \$95/Month

An additional \$40 Non-Refundable registration fee applies to all classes - due at time of registration

#### Child Information

PLEASE PRINT CLEARLY

<b>Child's Name</b>	<b>Date of Birth</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Is your child Potty Trained?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Address</b>	<b>City, Postal Code</b>	<b>Physician's Name</b>	
<b>Preferred Writing Hand</b> <input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Unknown	<b>Allergies or any special medical, physical, educational, emotional needs</b>		

**Parent Information:**

1. Parent Name:

Address:

Phone (H):

Phone (W):

Phone (C):

Email:

2. Parent Name:

Address:

Phone (H):

Phone (W):

Phone (C):

Email:

**Sibling Information:**

Sibling Name	Age	Gender

**Emergency Contact Information:**

Emergency Contact	Relationship	Phone #	Alt. Phone #	Authorized to pick up Child (Y/N)

**NOTE:** You must inform both the office and Preschool Teacher of any changes in contact information and alternative pick-up persons throughout the year

## OFFICE USE ONLY

Application #	Of	Dated:	Paid	Initials

### Other Information:

How did you hear about us:

- Facebook
- Google
- Community Sign
- Referral
- Other (Please Specify) \_\_\_\_\_

### Volunteering Requirements:

Parent/Family volunteers are required throughout the October-June school year to volunteer a total of 4 times (Field Trip volunteers count toward this). A \$90 volunteer bond will be collected at the beginning of the year and will be returned when required volunteer times have been met. Parents/Family can sign themselves up through the SIGN UP website online (more information will be sent home in your welcome package).

### Email and Cell Authorization:

I authorize the Preschool Teacher of the Time For Tots Program to contact me at the email and cell phone listed above.

- Yes
- No

I authorize the Preschool Teacher of the Time For Tots Program to connect me to the REMIND app. to obtain class reminders, daily messages and pictures.

- Yes
- No

### Outings Authorization:

I authorize the Time For Tots Preschool to allow my child to participate in any and all class outings during the school period (outside play, walks, etc.)

- Yes
- No

\*\*Any class field trips will be planned and notification sent out two weeks before said field trip

### Payments & Refund Policy:

1. All payments are to be made by the 1st of every month. Payments can be made by post dated cheques, monthly cheques, cash, or e-transfer ([payments@ancaregina.ca](mailto:payments@ancaregina.ca)) - please include child and parent names in note section
2. Permanent Withdrawal from Program:

- Fifteen days notice is required for permanent withdrawal from the program
- All cheques are cashed on the first of the month; if notice of withdrawal is not received prior to the first of the month, that month's fee is not refundable

3. Space Holding for Time For Tots Program

- To hold a space in the preschool program, the regular monthly fee is required to maintain registration

**Late Pick Up Policy:**

Parents are expected to have their child picked up promptly at the end of class time

- \* There will be a \$10.00 charge for late pickup between 1-30 minutes after end of class
- \* There will be an additional charge of \$10.00 per 10 minutes interval after the initial 30 minutes of being late

**Registration Checklist:**

In order to complete the application process, please make sure all items are completed.

- o Completed registration form signed
- o \$40.00 non-refundable registration fee
- o \$5.00 Community Membership which may be purchased at the office or at parent orientation night
- o \$90.00 Volunteer Bond. This will be returned once all volunteer days are completed.
- o If choosing post dated cheques, or lump sum payments:
  - Please have post dated cheques (8 months) turned in
  - Please have \$600 (3 Year Old Program) or \$760 (4 Year Old Program) if playing a lump sum payment (cheque, cash or e-transfer)
- o If paying monthly, please make sure cheque, cash or e-transfer is paid on the 1st of every month (October-May)

**Registration forms can be dropped off or emailed to the Argyle North Community Center  
35 Davin Crescent**

Office Hours:  
Monday-Friday 6:30pm-8:30pm  
306-543-5653

Email:  
[office@ancaregina.ca](mailto:office@ancaregina.ca)

**Parents will be notified via email or phone regarding acceptance into the program as well as exact starting dates approximately 3 weeks before class begins**

By signing below, I hereby certify that I have read and understand the above terms & conditions.

Signature	Date
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