

## **SOUTH PEACE CHILD DEVELOPMENT CENTRE**

9001 10th Street, Dawson Creek, BC V1G 4T1

Phone: (250)782-1161 Fax: (250)782-4487

Email: [spcdc@telus.net](mailto:spcdc@telus.net) Website: [www.spcdc.ca](http://www.spcdc.ca)

### ***Welcome Preschool Parents!***

Thank you for interest in our Preschool. Our Sunshine classroom is for children born in 2015 and our Rainbow classroom is for children born in 2014. There will be sixteen children in Sunshine Room and twenty children in the Rainbow Room. Each classroom will operate with one Early Childhood Educator, one Early Childhood Education Assistant and one Supported Child Development Worker.

**The spaces will be filled first by our waitlist and then first come first serve basis.** It is important to return your registration forms as soon as possible to give you the best chance of getting your preferred days.

Our goal is to provide each child with an environment which will enhance optimum development in all areas of growth; physical, social, emotional, and intellectual. Our curriculum emphasizes learning through play using real life experiences, which research supports as helping in the development of pre-reading and writing skills. Children learn best from activities that are suited to their developmental level.

Your checklist for Preschool Registration is as follows:

- *Registration Form*
- *Immunization Records available for photocopy*
- *Emergency Contact Sheet*
- *Financial Agreement*
- *\$30 one time registration fee for children new to the SPCDC preschool program*
- *First month's Preschool Fee of \$130.00(non-refundable)*

### **Role of the Parent/Guardian**

At the South Peace Child Development Centre, we embrace family and the important role they play in a child's development. Parents are always welcome to come into the preschool and join their child in an activity. The following are other ways to support your child's preschool experience:

- Communicate concerns about the program to the staff or supervisor.
- Provide your child with a pair of non-marking indoor shoes to be kept at the preschool.
- Provide your child with appropriate clothing for regularly scheduled outdoor time and play clothes for indoors.
- Speak to your child in a positive way when leaving him/her and picking him/her up from the program. Always say good-bye to your child.
- Communicate daily with staff about your child's day.
- Label your child's inside shoes and outdoor clothing.
- Pick up your child's inside shoes at the conclusion of preschool year. Shoes that are left behind will be donated to the Salvation Army in August.
- Call the centre if your child will not be attending their class.
- **Provide a healthy snack and a water bottle for your child each day that they attend.**

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9001-10<sup>TH</sup> Street, Dawson Creek, BC V1G 4T1 Phone: (250) 782-1161 Fax: (250) 782-4487

Email: [spcdc@telus.net](mailto:spcdc@telus.net) Website: [www.spcdc.ca](http://www.spcdc.ca)

## REGISTRATION FORM

Today's Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Month/Day/Year) Gender: M \_\_\_\_\_ F \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Postal Code

Home Telephone Number: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_ Father/Guardian Name: \_\_\_\_\_

Check the class you want your child to attend.

Sunshine 3year old Program ( born 2015)	Rainbow 4 year old Program ( born 2014)
<input type="checkbox"/> Monday Wednesday 9:00 to 11:30 <input type="checkbox"/> Monday Wednesday 12:45 to 3:15 <input type="checkbox"/> Tuesday Thursday 9:00 to 11:30 <input type="checkbox"/> Tuesday Thursday 12:45 to 3:15	<input type="checkbox"/> Monday Wednesday 9:00 to 11:30 <input type="checkbox"/> Monday Wednesday 12:45 to 3:15 <input type="checkbox"/> Tuesday Thursday 9:00 to 11:30 <input type="checkbox"/> Tuesday Thursday 12:45 to 3:15

Emergency Contacts - The list below will be contacted if we are not able to reach the parent /guardian

1. \_\_\_\_\_  
Name Home # Cell #

2. \_\_\_\_\_  
Name Home # Cell #

Persons authorized to pick up child:

1. \_\_\_\_\_  
Name Telephone # 's Relationship to child

2. \_\_\_\_\_  
Name Telephone # 's Relationship to child

**Under NO circumstances will child be released to anyone without *written* authorization from parent /guardian – this is required by our License.**

Child's Medical Number \_\_\_\_\_ Province \_\_\_\_\_

Are all immunizations up to date? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, please sign the following: I have chosen not to immunize my child \_\_\_\_\_ (Parent Signature)

A photocopy of immunization must be available to complete registration.

Does child have any allergies? Yes \_\_\_\_\_ No \_\_\_\_\_

To: \_\_\_\_\_ If so, how does it usually manifest itself? \_\_\_\_\_

Is your child on any medication? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please specify: \_\_\_\_\_

Are there any cultural beliefs, traditions or others information you feel we should know about, or that may affect your child's participation?

\_\_\_\_\_

**CENTRE ACTIVITIES:**

I hereby grant permission for my child to leave the Child Development Centre, under the supervision of staff members for walks, field trips in an authorized vehicle. As per Licensing Regulation S57-111, children must now have a picture of themselves attached to their file.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature (parent/guardian)

I give permission for the staff of the Child Development Centre to take pictures/video shots of my child while taking part in the program. These photos may be displayed in the classrooms, sent home with the children, posted on our website or Facebook page. Any photos or videos taken for therapy purposes will be handled confidentially.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature (parent/guardian)

There is a one-time \$30 non-refundable registration fee when a child first starts at the SPCDC preschool program - we accept cash, cheque or debit.

**REGISTRATION CHECKLIST:**

The following completed forms are needed for the registration to be accepted

1. *Registration Form*
2. *Immunization Records*
3. *Emergency Contact Sheet*
4. *Financial Agreement*
5. *\$30 one time registration fee for children new to the SPCDC preschool program*
6. *First month's preschool fee of \$130.00(non-refundable)*

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**FINANCIAL AGREEMENT**

*This agreement will exist for the full length of time your child is in our preschool program.*

It is our goal to keep our tuition as low as possible while maintaining the excellence of the program to which we are committed in the face of rising costs. We would like you to know the following:

- 1) The preferred method of payment is post - dated cheques received at the start of enrollment. Please drop by your bank and pick up 10 cheques. Cheques must be dated **no later** than the 7<sup>th</sup> of each month. Preschool fees are annually based and then divided into 10 months.
- 2) It is your responsibility to ensure that all subsidies are in place for your child’s program. It is your responsibility to cover any expense not covered by subsidy.
- 3) If you are withdrawing your child and two weeks written notice is given we will pro-rate the month of your withdrawal.
- 4) Receipts for payment are issued when the post - dated cheques are processed and will be given to the classroom teachers for distribution.
- 5) In order to keep costs down, we do not issue monthly statements.
- 6) In the event that tuition fees are 30 days overdue, the child’s space will be given up to the waitlist.
- 7) Please keep your original receipt in a safe place for tax purposes if applicable. No duplicate receipts will be issued.
- 8) The SPCDC is committed to support families and if you require financial assistance to attend preschool please talk to Kim Hughes-Brinsky, Executive Director.

I have read the above information and agree to this financial agreement.

DATE: \_\_\_\_\_

Parent Name: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Child’s Name \_\_\_\_\_

DOB \_\_\_\_\_ MM / DD/ YR

Preschool fees for the current school year are as follows. (Subject to change with notice)

**2 days/week**

September	130.00	March	130.00
October	130.00	April	130.00
November	130.00	May	130.00
December	130.00	June	<u>130.00</u>
January	130.00		
February	130.00	<b>Year Total</b>	<b><u>\$1300.00</u></b>

Post-dated cheques are the method of payment at the start of enrollment. We do not issue monthly statements. Receipts for payment are issued when the post-dated cheques are processed and the receipt will be given to classroom teachers for distribution.

## Emergency Information for SPCDC Preschool Program

The information on this sheet will be used if child is not picked up on time, will also travel with teachers on any outings away from the centre or given to medical authorities if your child is transported for a medical emergency

Child's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Ph: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Parent Name: \_\_\_\_\_

Ph: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Ph: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Ph: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Ph: \_\_\_\_\_

Care Card Number: \_\_\_\_\_

Medications: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

*Medical Emergency Consent: If your child has a medical emergency it is the policy of the SPCDC to call the ambulance and then notify a parent / guardian. If a parent/ guardian are not on site at the time of transport SPCDC staff will accompany to the hospital and wait until the parent / guardian arrive. Please sign below so that we can take the appropriate action on behalf of your child. Any expense occurred during this transport will be the responsibility of the parent / guardian.*

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_