

## Campus Pre-School Registration Notes

Please retain this form for your reference.

You can pre-register your child on or after Registration Night (usually held at the beginning of March) for the September start in the same year. Note that there is a separate registration night for alumni (a week prior), so classes fill up quickly!



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### Registration Night Process (Alumni and Regular)

In an effort to keep the registration process as transparent and fair as possible, we have the following process:

**1. Registration will occur on a first-come, first-served basis.**

When you arrive at the pre-school for registration please line up outside the building prior to 6:30 pm and inside thereafter. Once inside, you will be assigned a number for the class(es) for which you plan to register. The first person in line will be the first registered that night. If your chosen class is full, please put your child's name on the waiting list and, if possible, request a number for an alternate class. Note: a child can only be registered in one class, but can be on more than one waiting list.

**2. An individual in line can only register one family's children.**

To keep things predictable and fair, we ask that a representative be there for each family registering children. Of course, one parent or grandparent or neighbour can register all of the children in any one family.

**3. In the case of extreme cold weather.**

The board will not alter the registration procedure in any fashion BUT will promptly open the doors at 6:30 pm and do their best to accommodate waiting parents by getting everyone inside as quickly as possible while maintaining the order of the line.

**4. Fill out the registration forms and cheques.**

Fill-out all forms and post-dated cheques if you have not already done so (see *Registration Procedure* below), and proceed to the appropriate registration table when your number is called. Registration cannot be confirmed until completed forms and cheques have been submitted.

**5. Board members may register their children (and only their children) prior to registration night.**

The pre-school policy allows for current board members and those working on registration night to register in advance of alumni. This policy is designed to encourage board participation, but it is also practical given that board members volunteering on registration night cannot also be in line.

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### Registration Procedure

#### Pre-Registration

*(March to August for a September start)*

1. Complete the Registration, Committee, Waiver and Treasurer's forms included in the Registration package. Write a cheque for the registration fee (\$50 dated today – **non-refundable**) and one, two or nine post-dated cheques depending on which payment option you select. Payment options include: yearly, semester and monthly. These payment options are described in complete detail on the Treasurer's form. Your child cannot attend class until all forms and cheques have been submitted.
2. Submit your forms, signed waiver, registration fee, and post-dated cheques **in person to the Registrar on Registration Night (those registering later must submit by arrangement)**. Class placement is on a first-come, first-served basis. In August, you will receive your Start-Up package from the Registrar.

## Ongoing Registration

(September onwards for current school year)

1. Complete the Registration, Waiver, Committee and Treasurer's forms provided, and submit with all fees, as above, to your Registrar. Your child cannot attend class until all forms and cheques have been submitted.
2. You will receive your Start-Up package and the class list from the Registrar. Please complete the forms in the package and deliver them to your child's Teacher on the first class day.

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## Start-up Information

### Start-Up Package

You will receive a start-up package from the Registrar (in August if you pre-register, or upon registration if you register in September or later). The package includes: the Teachers' Information Sheets; the Parent Help form and guidelines; pre-school etiquette; details about the September Parent Orientation Meeting (see below); an assigned staggered entrance time for you and your child; and notice of your first regular class day. Please complete the forms in this package and give them to your child's teacher on the first class day. Be sure the Registrar has your complete, up-to-date mailing address.

### September Orientation and Annual General Meeting

All new members are required to attend the orientation meeting in September, and returning members are strongly encouraged to attend this important and interesting evening, usually held on the first Wednesday after Labour Day. Teachers and board members will speak, answer questions and share final registration details.

### Class Lists

Class lists will be distributed as soon as possible after classes begin in September. Class lists and sibling information will be posted in the school to facilitate carpooling and childcare arrangements.

### Receipts

Your Registrar will issue a receipt for your registration fee only, confirming your class placement. Should you require receipts for monthly fees, please contact the Treasurer after classes begin in September. An annual receipt will be provided each February for income tax purposes.

### General Meetings

All new, returning and current members are invited to attend our General meetings each February and May. Our elections for board positions are held then and a brief meeting follows in each case.

### Questions?

The Registrars or Chairperson(s) can answer any questions you may have about the pre-school's philosophy, policies and procedures, or registration. Call Campus Pre-School at **282-3530** to obtain the name and phone number of the person you'd like to contact.

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## Registration Agreement (copy)

Below is a copy of your registration agreement. Should your plans change, please note the withdrawal procedures indicated by items (5) and (6), and contact your Registrar as soon as possible. By registering as a member of the Campus Pre-School parent co-operative, you agree to the following:

1. Participate on a committee or as a board member and attend meetings. If my volunteer requirements are not fulfilled then Campus Pre-School reserves the right to withdraw my child from the program.
2. Satisfy my commitment as a parent helper in the classroom. If I cannot attend, I will contact all other parents on the class list to arrange an alternate parent helper. In an emergency situation, I will arrange a substitute through the Vice Chairperson for which I will pay a \$30 fee. If I fail to do this, I will pay a \$50 penalty.
3. **Pay the non-refundable registration fee** at the time of registration.
4. Pay remaining pre-school fees with post-dated cheques, as per the payment option chosen (yearly, semester or monthly).
5. **Give 30 days notice in writing to the Registrar before withdrawing my child.** I understand that no unused fees will be refunded without 30 days notice and that the monthly tuition fees are not pro-rated for mid-month withdrawals.
6. Notify Campus Pre-School Association of Calgary before August 15<sup>th</sup> of this year should I decide to withdraw my child before school begins. **I understand that September fees are non-refundable after August 15<sup>th</sup>.**
7. Leave my child in school only for those hours for which he/she is registered.
8. Abide by the rules and regulations of Campus Pre-School Association of Calgary.
9. Allow my child to be videotaped for educational purposes.
10. I hereby apply to enroll my child in Campus Pre-School Association of Calgary.