



ENROLLMENT EVENT AND DOCUMENT SCHEDULE – 2017/2018

February 8/11

Alumni (Feb 8th @ 7:00pm) and New Student Registration (Feb 11th @ 8:00am)

- Registration Day Form to be completed and submitted
- \$100.00 Non-refundable registration fee REQUIRED to reserve an available spot (cash or cheque payable to Queen's Park Preschool or QPPS)
- You will receive the Full Enrollment and Duty Parent Form Package on this day

March 31

Full Enrollment Package and Duty Parent Package Due For Accepted Students

- **Student Package**
 - Family Information Form + Parents Declaration
 - Child Release Form
 - Consent Form / Relevant Work History
 - Child Immunization Status Declaration
 - Duty Job Selection Form
 - Emergency Consent Card and Request for Photos
- **Duty Parent Package (One for Each Designated Duty Parent)**
 - Doctor's Note and Immunization Statement
 - Character References
 - BC Justice Volunteer Criminal Record Check

April 4

April General Meeting @ 7:00 - 9:15pm – 2016/17 Tuition Fee Vote

- Tuition fees for the upcoming school year are voted on at the April General Meeting at which you are eligible to vote.

April 12

Coffee Party @ 7:00 - 9:30pm – Mandatory for ALL new Duty Parents

- Each duty parent will schedule an observation day for between April-June
- Two pieces of ID required to confirm Criminal Record Check Information

May 2

May General Meeting @ 7:00 - 9:15pm – Tuition Payments Due

- Prepare and submit ten post dated tuition fee cheques made out to "Queen's Park Preschool" or "QPPS". Two cheques dated September 1st 2016 (first and last month) in addition to eight monthly cheques dated October 1st 2016 to May 1st 2017.
- Election for Executive Positions

September TBD

Orientation Night @ 7:00 – 9:00pm – Mandatory for ALL new Duty Parents

Please check the website for current information and updates. For any questions please feel free to contact us anytime.

Katie Orford

2017-2018 Enrollment Co-ordinator

enroll@gpps.ca



REGISTRATION DAY FORM

FEBRUARY 8 (Alumni) - FEBRUARY 11 (New) 2017

***Please print clearly**

Child's Legal Name (Last, First): _____ Gender: Male Female

Child's Birthday (year-mmm-dd): _____ - _____ - _____ Family Registration Fee \$100 _____

New Student Registration Info (Reference: 2014 Birth Year for 3 Years Old Class and 2013 for 4 Years Old Class)

New Student : Class Preference: 3AM 3PM 4AM 4PM

If applicable, QPPS Alumni sibling/parent name: _____ > Last Year Attended : _____

Parent A Duty Parent? Yes / No Receive QPPS Info ? Yes / No

*Parent A should be the "primary caregiver" who is likely to have the most contact with QPPS and school related activities

Name (Last, First): _____ Occupation: _____

Primary Phone: _____ Cell Home

Secondary Phone: _____ Cell Home Work Email: _____

Parent B Duty Parent? Yes / No Receive QPPS Info ? Yes / No

Name (Last, First): _____ Occupation: _____

Primary Phone: _____ Cell Home

Secondary Phone: _____ Cell Home Work Email: _____

Child's Home Address: _____

Child's residence status: Both parents Parent A Only Parent B Only Other : _____

Child's Home Phone (if not indicated above): _____

Additional or New Duty Parents? Note: Existing Duty Parent Info will carry forward to the next year and is valid for 5 years

Name / Relationship : _____ Name / Relationship : _____

Note: Duty parents can be a grandparent, aunt, uncle, legal guardian, foster parent to the child. This person must complete the same consent, reference, medical and background check forms as a parental duty parent, complete all orientation requirements, and may attend the monthly general meetings on behalf of the family. Contact enroll@qpps.ca for additional duty parent package forms if needed.

Class List Contact Release Consent - Each year, Queen's Park Preschool releases contact information in the form of Class Lists to other current members and the preschool teachers. This information is also retained to determine alumni status. Please indicate your consent to release your family contact information to be used solely for preschool business, by signing below.

Parent's Signature for Consent : _____ > I am Parent A Parent B