



ENROLLMENT EVENT AND DOCUMENT SCHEDULE – 2017/2018 School Year

February 13/17

Alumni (Feb 13 @ 7:00pm) and New Student Registration (Feb 17 @ 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

April 2

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 3

April General Meeting @ 7:00 - 9:15pm – 2018/19 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 10

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 1

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". One cheque dated current year May 1st (first month tuition) in addition to nine monthly cheques dated the following September 1st to next year May 1st
- Election for Executive Positions

September 5

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.

Sylvia Steigervald

2018/19 Enrollment Co-ordinator

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