



## **ENROLLMENT EVENT AND DOCUMENT SCHEDULE – 2018/2019 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 (3)
- **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 1<sup>st</sup> (first month tuition) in addition to nine monthly cheques dated the following September 1<sup>st</sup> to next year May 1<sup>st</sup>
- 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

[enroll@gpps.ca](mailto:enroll@gpps.ca)