



### Cowichan Pre-School Registration Form

Date of Enrollment: \_\_\_\_\_ Date of Termination \_\_\_\_\_

Name of Child: \_\_\_\_\_ Birthdate(yy/mm/dd) \_\_\_\_\_ Sex: M  
F

Full name of Parent(s)/Guardian: 1. \_\_\_\_\_ 2. \_\_\_\_\_

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

Telephone numbers 1. \_\_\_\_\_ 2. \_\_\_\_\_ WORK: \_\_\_\_\_

Email: \_\_\_\_\_

Place of Work: 1. \_\_\_\_\_

2. \_\_\_\_\_

Care Card Number: \_\_\_\_\_ Family Doctor and phone number: \_\_\_\_\_

#### PERSONS AUTHORIZED TO CARE FOR YOUR CHILD AND CONTACT IN EMERGENCY

NAME	TELEPHONE NUMBER
1.	
2.	
3.	
4.	

#### PERSONS NOT PERMITTED ACCESS TO YOUR CHILD

NAME	TELEPHONE NUMBER
1.	
2.	
3.	
4.	

Names of other children in family: \_\_\_\_\_ birthdate: (yy/mm/dd) \_\_\_\_\_

\_\_\_\_\_ birthdate: (yy/mm/dd) \_\_\_\_\_

\_\_\_\_\_ birthdate: (yy/mm/dd) \_\_\_\_\_

Has the child had previous experience away from home: Yes / No

If yes, please explain: \_\_\_\_\_

Do you think your child feels comfortable leaving parents? Yes / No

Explain: \_\_\_\_\_

Special instructions concerning Care, Medications, Diet: Yes / No (Attach Documentation)

Custody Orders: Yes / No (Attach Documentation)

**Cowichan Pre-School Registration Form (continued)**

\*\*Please attach a photo of your child\*\*

HEALTH HISTORY

Does this child have any known health problems or depressed immune system? Yes / No

If Yes, please attach documentation.

Please list communicable diseases child has had:

Has he/she has any recent illness Yes / No If Yes, please provide details:

Any known allergies Yes / No If Yes:

Please attach special instructions to follow in the event of an allergic reaction.

What are the child's eating habits? \_\_\_\_\_

Favorite foods: \_\_\_\_\_

Strong dislikes: \_\_\_\_\_

**Basic Schedule and Record of Immunization as submitted by Parent or Guardian**

**(Please attach a copy of immunization record or record the dates)**

**I have read the facility's guidelines and policies and I authorize the caregiver to obtain the following services for this child as necessary: Physician and/or Ambulance in the event of an emergency. I authorize the caregiver to apply sunscreen and administer medication with the written permission of the parent.**

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Signature of Caregiver: \_\_\_\_\_

**Cowichan Pre-School Association Field Trip Information**

All parents driving on field trips must have:

- Current Driver’s License
- A vehicle in good repair
- Minimum of \$1 million liability insurance
- A photocopy of license and current insurance on file at the pre-school

Car seats/booster seats: It is required by law that children 9-18kg (20-40lbs) be secured in an approved car seat. Children above 18kg must be in a booster seat (no shoulder permitted unless with an approved booster seat). Car seats and booster seats are required for all children going on field trips. If you are unable to drive, please plan to leave your car seat with us.

There will be no smoking/vaping on field trips or while driving children. Also, please remember that medication can have adverse effects on driving.

Field trips require a minimum adult to child ratio of 1 to 4. Any increase in the number of parent helpers is left to the discretion of the supervisor. The factors affecting this decision include the location of the trip, safety factors, available space, mode of transportation, and ages of children.

Ample notification (usually 1 week or more) will be given for all field trips. The only exceptions to this will be walking excursions in the immediate visual vicinity of the pre-school. Notification will be by the monthly newsletter, notices on the board, and through contact with the class representatives.

**Please be advised that permission slips for individual class trips will not be required. Your permission as signed below will be sufficient for the term.**

Name of child: \_\_\_\_\_ Class: MWF / Tues Thurs  
Signed: (Parent/Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

**Waiver/Release**

I understand that the use of the Cowichan Pre-School facilities and the activities, including field trips, that my child participates in at the Pre-School may involve some risk of physical injury. I release and discharge the Cowichan Pre-School Association, its employees, and volunteers from any action, causes of action, or liability which I may have individually or on behalf of my child, arising from any injury.

Name of child: \_\_\_\_\_ Class: MWF / Tues Thurs  
Name of Parent/Guardian: \_\_\_\_\_  
Signed: (Parent/Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

**Cowichan Pre-School Association Parent's Agreement Form**

Your preferred method of payment: (please circle one)

- Post-dated cheques
- Cash payment on the 1<sup>st</sup> of every month
- Annual lump sum
- Bi-annual lump sum
- Affordable Child Care Benefit

Your preferred method of fundraising: (please circle one)

- \$60.00 cheque (payable by Oct 1<sup>st</sup>)
- Active participation in school fundraising events

I have received a complete copy of the Parent's Agreement. I have read the entire Parent's Agreement. I understand and consent to the terms set out in the Parent's Agreement, including the Waiver/Release.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

For completion by the Registrar:

- Receipt of enrollment fee (Dated on the day of enrollment)
- Receipt of September fee (post-dates for September 1<sup>st</sup>)

Reminder that fees are refundable with one month's advance notice in writing to the Treasurer or verbally to the Supervisor.

## **Cowichan Pre-School Association Parent's Agreement Form**

### **Supervisor's Responsibility**

1. I understand that at school the Supervisor has overall responsibility for the program, teaching methods, discipline, and health and safety measures.

### **Illness**

2. a) I will not send my child to school if my child is ill.  
b) I will not come to the school if I am ill.  
c) If my child contracts a communicable disease I will notify the Supervisor immediately.

### **Drop-off and Pick-up times**

3. I understand the drop-off time is 9:00am and pick-up time is 12:00pm for Mon-Fri morning programs. I understand Drop-off is 9:00am and pick-up is 3:30pm for Mon-Fri full day program.

### **Policy Regarding the Release of Children**

4. I understand that my child can only be released to authorized persons (those listed on the enrollment form). I will inform the school in writing of any change in the pick-up routine.
5. Children will be released to the following persons, in the following conditions:
  - a. Parents. In the case of separated parents, the child will be released into the custody of the non-custodial parent only with permission and by prior arrangement with the custodial parent.
  - b. Caregivers. Children will be released to the caregiver whose name appears on the registration form as having authority to take children home.
  - c. Grandparents, friends, etc. Children will be released to the aforementioned, if their names appear on the registration form as having authority to pick up children and by prior arrangement with parents.
6. Special circumstances:
  - a. If a designated caregiver does not arrive on time to pick up child, every effort will be made to contact the parent or emergency contact person. A staff member will remain with the child until the child is picked up. If very effort has been made to contact parents or caregivers, and the length of time that has passed since the pick-up time is deemed too long by the staff (more than 1 hour), the staff member may contact the Ministry of Children and Families, and proceed as directed.
  - b. If a staff member deems the person arriving to pick up the child is unfit to safely look after the child, the staff member will not release the child to said person. The Ministry of Children and Families will be contacted, and staff will proceed as directed.

### **Supervisor Authorizations**

7. I authorize the Supervisor to:
  - a. Request any necessary examinations by public health personnel;
  - b. Contact me to arrange to bring my child home if my child appears ill;
  - c. Obtain professional help (ie. family doctor or ambulance) if necessary (I will be notified immediately and if I cannot be reached, then contact will be made with the person I listed as the emergency alternate on my child's enrollment form).
  - d. Exercise discretion to ensure the safety and well-being of my child.

### **Communication between Parents, Supervisor, and Board**

8. I will keep the Supervisor informed of any change that may affect my child's behavior. The Supervisor will maintain confidentiality.
9.
  - a. I will direct any questions about my child's progress or the school's program to the Supervisor.
  - b. I will direct any questions or suggestions about the administration of the school to the President or at the Board Meetings.

### **Payment of Tuition**

10. Registration fee is \$25 and is non-refundable.
11. I will promptly pay my child's tuition fee as follows:
  - a. 1 month's fee in advance, on enrollment.
  - b. Post-dated cheques dated the 1<sup>st</sup> of each month for September – June, or
    - i. A cash payment on the 1<sup>st</sup> of each month, or
    - ii. One lump sum (10 months) paid on September 1<sup>st</sup>, or
    - iii. Two lump sums, the first to be paid on September 1<sup>st</sup> (5 months) and the second to be paid on January 1<sup>st</sup> (5 months), or
    - iv. By Affordable Child Care Benefit (Note: Subsidies may not cover all the monthly fee. Parents will be asked to cover the difference).
  - c. NSF cheques will result in a \$25 fee. Cash payments will be required after any NSF cheque.
  - d. After 2 non-payments of fees my child may be dismissed from school.
  - e. Tuition fees are reviewed annually. Please check with staff for current levels.

### **Policy Regarding Refunds**

12. In the event Cowichan Pre-School cannot provide service, after one month's interruption all remaining fees will be refunded.
13. In the event that a child is sick or away for all or part of a month, no refund will be forthcoming. In the event of incomplete months due to holidays or emergency closures (such as inclement weather), no refund will be forthcoming. Pre-School fees are set monthly, with the awareness that some months have more days than others do.



**COWICHAN PRE-SCHOOL**  
**Box 663, Duncan, BC V9L 3X9**  
**250-748-4112**

### **Parent Information**

The Cowichan Pre-School, its Board, and Staff would like to welcome you and your child to our Centre. The Cowichan Pre-School, formerly Dogwood Pre-school, has been serving families in the Cowichan Valley since 1977. Until 1989, the Pre-School was run as a parent co-operative but is now a non-profit society administered by an elected Board of Directors. Parent participation in the day to day operating of the school is no longer mandatory but is encouraged at every level. Open communication among Board members, staff, and parents is essential to the optimum function of the school and to ensure a healthy, happy environment for your children. For this reason, we have outlined the goals, policies, and parent responsibilities as a first step toward that dialogue.

**Goals and Program Outline** – Our program is designed to facilitate the growth of the whole child, meeting his/her physical, social, emotional, and intellectual needs in a child-centered environment. Each individual is encouraged to make the most of his potential through concrete, success-oriented activities. Emphasis is placed on building a positive sense of self-esteem. When a child feels secure about himself and his surroundings, learning opportunities are maximized. Play is a child’s natural, built-in learning device. Through self-directed play, alone and with others, the child learns to solve problems, increase his knowledge and skills, explore his environments and further learns to express ideas and feelings.

**Guidance** – The Supervisor will endeavor to provide a physically and emotionally safe, secure environment through guidelines, routines, and structure, as well as encouraging exploration and the expression of creativity. It is our aim to be positive with the children and to use preventative measures before a disruptive or undesirable situation occurs. The rules, and the reasons behind the rules, are clearly defined. The Supervisor will contribute to a positive self-concept by giving support, encouragement, and acceptance, and by designing a program to ensure experiences of accomplishment and success. We will focus on developing in children a sense of respect and understanding of self and other, and of individual responsibility and independence.

**Enrollment and Attendance** – The Pre-School is open to children turning three years of age by December 31 of that school year. Class times are from 9:00am – 12pm Mon-Fri for the morning program, or 9:00am-3:30pm Mon-Fri for the full-day program.

Arrival time at the school should be no earlier than 8:55am. No child is to be dropped off in the parking lot. Parents are asked to sign their child in upon arrival at the school and help their child with shoes, coats and slippers.

Dismissal time is 12pm for the morning class (except on gradual entry days), or 3:30pm for the full-day program. Parents should make arrangements to be on time picking up their child. Parents are asked to sign their child out after school. Children will be released to authorized persons only (those listed on enrollment forms). Staff must be notified in writing of any change to the pick-up routine.

It would be appreciated if the parent phones the Pre-School if their child is to be absent. No child who is sick or infected with a contagious disease or parasite may be left at school.

- a) Snow Closure Policy: In the event that Cowichan Pre-School must close due to extreme weather (snow/ice) an announcement will be made on local radio station 89.7 Juice FM. Generally, if School District #79 is closed, so will the Pre-School. Please call the school if in doubt.

#### **Notice of Withdrawal**

- 14. I will give 1 month's notice before withdrawing my child from school. Notice will either be in writing to the Treasurer or verbally to the Supervisor. In lieu of notice, I will pay 1 month's tuition.

#### **Annual General Meeting Attendance**

- 15. I will endeavor to attend the Pre-School's Annual General Meeting. I will take an active interest in the Cowichan Pre-School Association.

#### **Fundraising**

- 16. I will either:
  - a. Actively participate in fundraising events throughout the year, or
  - b. Pay a \$60.00 fundraising donation fee (charitable donation tax receipt will be issued), or
  - c. Pay and extra \$6.00 per month on my fees for fundraising fees.

#### **Policy Regarding Child Abuse and Neglect**

- 17. I understand that the staff will follow abuse protocols as outlined in the BC Handbook for Action on Child Abuse and Neglect.
- 18. Specifically, staff will:
  - a. Report to a child protection social worker if there is reason to believe a child has been or is likely to be abused, neglected, or in need of protection.
  - b. If a disclosure has been made, or evidence has been presented to one staff member, that particular staff member will report the incident directly to the Ministry of Children and Families. The Supervisor will be informed that the report has been made.
  - c. If an allegation of abuse occurs in the center, Licensing will be notified and staff will proceed as instructed.
  - d. If the disclosure refers to an incident(s) that has occurred off-site, the Ministry of Children and Families will be notified and staff will proceed as advised.

#### **Medications**

- 19. I understand that Cowichan Pre-School staff generally does not administer medication. Exemptions can be made for allergy control (eg. Epipens). Medication Release Forms must be completed by parents and staff prior to any medications being administered.

#### **Waiver/Release**

- 20. I understand that the use of the Pre-School facilities and the activities that my child participates in at the Pre-School may involve some risk of physical injury. I release and discharge the Cowichan Pre-School Association, its employees, and volunteers from any action, causes of action, or liability which I may have individually or on behalf of my child, arising from any injury, in excess of the public liability insurance carried by the Pre-School.



The school will be closed on all regular public school holidays, but will remain open on all Pro-D days. Cowichan Pre-School closes on 2 professional development days annually. Parents will be notified in advance of these days.

**Parent Availability** – We must be able to reach you or a responsible adult in case of emergency. Please let us know of any change of address, phone number, or place of employment.

**Emergency Procedure** – In the event of an earthquake, fire, or other emergency, staff will remain with the children, following emergency protocols. Parents and/or emergency contacts will be notified to pick up children.

Staff will remain on site with all children unless directed to a community location by emergency personnel. Staff will accompany children to that location and remain there with the children until authorized persons have picked them all up.

**Independence** – Children are encouraged to do as many things by themselves as possible. We will help with zippers, buttons, and laces when needed. Children tidy up their toys and art materials after play. Children wash their hands before snack and after toileting.

The Supervisor is always happy to discuss your child's progress and time at Pre-School with you. If you have special concerns or questions, make arrangements to speak with her about them. It is helpful if the Supervisor is told of any changes in your home life that may affect your child's behavior. Your information is always considered confidential.

Please refrain from bringing toys from home whenever possible. There are times when it may be appropriate, and the staff will be happy to discuss this on an individual basis.

Please, no gum.

**Clothing** – Children will be playing outside every day unless the weather is very wet. Please dress your child accordingly. **Play clothes** should be worn at school. Please provide a pair of slippers, with the child's name clearly marked, to be left at school.

**Parent Volunteers** – A sign up sheet will be circulated at the Annual General Meeting in September. Your attendance at this meeting is encouraged to ensure that all positions on the Board are filled and that the volunteer list can be circulated and filled. This gives parents who are interested and have the time an opportunity to be involved in the program. In addition to this, we will need parents to volunteer for various activities throughout the year.

**Snack** – Cowichan Pre-School provides a shared snack, created through food donations. Every 4-6 weeks you will be asked to contribute specific items, on or by a specific date. Snacks are healthy snacks, as outlined by the Canada Food Guide.

**Lunch** – Children attending the full-day program will need to bring a healthy lunch to Pre-School. Parents will be advised of any class food allergies and will be required to avoid packing any of the allergens in their child's lunch. Lunches are not refrigerated so please provide ice packs if necessary.

**Fundraising** – To keep our fees reasonable while continuing to upgrade the school, it is necessary to do some fundraising. At the beginning of the year, parents will be given a choice of either paying a \$60.00 Fundraising Fee, paying an extra \$6.00 per month on their fees, for which a tax receipt will be issued, or participating **with sincerity** in fundraising events during the year. All parents are asked to participate in our annual spring raffle.

Parents are advised to read the Cowichan Pre-School Constitution and by-laws and Policies and Procedures Manual available at the school. In addition, all Board meetings are open to all parents unless otherwise stated.

The Canadian Physical Activity Guidelines recommend that preschoolers should accumulate at least 180 minutes of physical activity spread out throughout the day. Active play is physical activity which includes moderate to vigorous bursts of high energy. This helps promote healthy growth and development. Therefore, to support this we will ensure 30 minutes for day of outdoor active play for all classes (weather permitting).