

## Registration Check List – 2018/2019

### ***Welcome to Green Door Before and After School Care!***

The following information will help you prepare for the registration of your child for the 2018 / 2019 year. Please read through this page and complete the checklist before coming to the registration day.

### ***Registration Checklist***

In order to register your child in one of our classes you must provide the following:

- Completed and signed registration form (attached)
- Completed and signed health record form (attached)
- 9 post-dated cheques for the monthly fee (dated September 1, 2018 to May 1, 2019)
- \$75.00 registration fee (non-refundable) - payable at the time of registration
- June's fee (Same as the monthly fee) payable at the time of registration

### ***Additional Information***

- We require written notice of one month to withdraw your child from Green Door. For example: if leaving March 1, you must present written notice by February 1. If the one- month notice is not provided, you are responsible for one month's fee.
  
- There will be a \$30.00 NSF fee charged for all returned cheques.

Please call Debbie at (403) 870-7367 if you require more information or assistance with registration.

You can also visit and tell your friends about our website at [www.greendoorschool.ca](http://www.greendoorschool.ca)

Thank you for your support!

**Registration Form** Director: Debbie Sheppard

**Midnapore**

Pre-Reg Fee & June Fee

Post dated cheques: Sept Oct Nov Dec Jan Feb Mar April May

Child's Name: \_\_\_\_\_ Sex: M\_\_F\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent's Names: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Allergies \_\_\_\_\_

Person(s) to pick up your child: \_\_\_\_\_

**PROGRAM CHOICES**

**Full Care Program:** \$450.00per month + \$75.00 Registration Fee

Mon. - Friday. 7:00 am - 8:20 am

3:30 pm - 6:00 pm

**After Care Program:** \$295.00 per month + \$75.00 Registration Fee

Mon. - Friday. 3:30 am - 6:00 pm

**Extras:** \$75.00 per mont

Office Use Only:	Registration Fee \$ _____	Cheque # _____	Date _____
	June Fee \$ _____	Cheque # _____	Date _____

Photo of your child:

Date of Enrolment: \_\_\_\_\_

Child's Legal Name: \_\_\_\_\_  
Surname First Middle

Name Child responds to: \_\_\_\_\_

Child's Birth date: Day \_\_\_ Month \_\_\_\_\_ Year \_\_\_ Sex: M\_\_ F\_\_

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

Child's first language: \_\_\_\_\_ Child's second language: \_\_\_\_\_

Mother's:

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone Home \_\_\_\_\_

Work/Cell \_\_\_\_\_

Place of Work \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Father's:

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone Home \_\_\_\_\_

Work/Cell \_\_\_\_\_

Place of Work \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

I have enclosed the \$75.00 registration fee plus June's fee and nine post dated cheques made payable to Green Door Nursery School Ltd. Yes \_\_\_\_\_

Other Person(s) living in the home:

Children: \_\_\_\_\_ Age \_\_\_\_\_ M \_\_ F \_\_

Children: \_\_\_\_\_ Age \_\_\_\_\_ M \_\_ F \_\_

Children: \_\_\_\_\_ Age \_\_\_\_\_ M \_\_ F \_\_

Adults: \_\_\_\_\_ Relationship: \_\_\_\_\_

Adults: \_\_\_\_\_ Relationship: \_\_\_\_\_

Person(s) Authorized to pick up Child (other than parents):

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

4. \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Emergency Contact(s) to call incase of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

If there is a custody agreement please give details: \_\_\_\_\_

Indicate anyone to whom your child may not be released: \_\_\_\_\_

We require a written notice one month prior to withdrawal from Green Door (i.e. if leaving September 1, you must present written notice by August 1). If one month's notice is not provided the fee for that month will be forfeited.

I hereby give Green Door permission to take pictures/videos of my child for use in advertising such as websites, newspapers and magazines. I also give permission for my child's picture/video to be taken at special events such as Halloween, Christmas, Easter, field trips and any other special events that parents are welcome to attend. I have read and understand the discipline polices of Green Door.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Health Record/Transportation

Alberta Health Care Insurance Number: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Is your child immunization up to date? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Is your child on any ongoing medication? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_ If yes please describe: \_\_\_\_\_

Any special diet concerns? \_\_\_\_\_

Has your child any medical or emotional conditions requiring treatment or supervision?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Any comments or concerns you feel my help in any way: \_\_\_\_\_

In the event of an accident, I give permission to Green Door. to contact Emergency Medical Services and if deemed necessary transport my child to a medical facility at my expense. I give permission for my child to accompany his/her supervisor to and from school as well as to the playground or on a walk on the grounds surrounding my child's school. I give Green Door permission to transport my child to and from school using the Green Door vehicle on days colder than -20 degrees celsius.

I have also read and agree to the discipline policies posted in the parent hand book. I declare that the information contained in this "Health Record" is true and correct.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_