

Registration Check List – 2016

Welcome to Green Door Before and After School Care!

The following information will help you prepare for the registration of your child for the 2016 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, 2016 to May 1, 2017)
- \$75.00 registration fee (non-refundable) - payable at the time of registration
- June's 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.

Thank you for your support!

Registration Form Director: Debbie Sheppard

School Attending/Grade

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: \$410.00 per month + \$75.00 Registration Fee

Mon. - Friday. 7:00 am - 8:20 am
3:30 pm - 6:00 pm

Before Care Program: \$160.00 per month + \$75.00 Registration Fee

Mon. - Friday 7:00 am - 8:30 am

After Care Program: \$250.00 per month + \$75.00 Registration Fee

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

Extras: Half Day - \$75.00 Per Month

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: _____

Experience away from home? (Daycare, Sunday school, Music, Dance, Day-home, Preschool)

Yes _____ No _____ If yes please describe: _____

Name of Facility: _____

When attended: _____

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 Before & After School Ltd 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 Before & After School Ltd. 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: _____