

# BAKER'S CORNER

## PARENT INVOLVEMENT PRESCHOOL

### RETURNING REGISTRATION PACKAGE

www.bakerscornerpreschool.com

1563 Regan Ave.

Coquitlam, B.C.

604-461-5848

#### To be completed by Membership Person

Child's Name:

---

Date Registration Package Received:

---

Date of Accepted Enrollment:      Greenbird(T/Th)    Redbird (M/W/F)    Full time (M-F)

For the school year:      2019/2020

---

Requested start date of : September 2019

---

Required Item or Action:

Received or Completed:

Comments:

Registration Package:

Registration Fee:

Consents Signed:

Tuition Cheques:

Immunization Information:

Fundraising Cheques:

Copy of Birth Certificate:

CPPP Fee:

Picture of child:

Cleaning Fee (optional):

Assigned Job:

Photo Consent Forms:

Appendices A and B:

---

Registration package checked and accepted by:

# BAKER'S CORNER PRESCHOOL

CHILD'S NAME:

---

CHILD'S BIRTHDATE:

---

PARENT NAMES:

---

PHONE NUMBER(S):

---

EMAIL:

---

ADDRESS:

---

Please complete and return the following to the Membership Chairperson

- This Registration Package
- the **NON-REFUNDABLE** \$80.00 registration fee
- Current photograph (or photocopy of photo) of your child - to be used for emergency identification purposes
- Tuition, fundraising, CPPP, and cleaning (optional) cheques

Please indicate the class you wish to enroll  
in by circling it

**Tues/Thurs 3 & 4 year olds Class – Greenbirds**

Tuesday and Thursday 9:15 – 11:45 AM          \$150/ mth

**Mon/Wed/Fri 3 & 4 year olds Class – Redbirds**

Monday, Wednesday and Friday 9:15-11:45 AM      \$185/ mth

**Monday to Friday 3 & 4 year olds – Both Classes**

Monday to Friday 9:15 – 11:45 AM                  \$295/ mth

## Consent Forms for First Aid Pack

Facility: BAKER'S CORNER PRESCHOOL

Preschool Term: 2019/2020

1563 Regan Ave Coquitlam

Dear Parent / Guardian:

From time to time we plan special events and field trips, etc. of which you will be notified ahead of time. We will use public transportation or private vehicles, with a seat belt available for each child. We would appreciate your filling out the consent form below giving your permission for your child to attend these events/field trips.

I give permission for my child, \_\_\_\_\_ to be taken on short trips off the premises.

---

Signature of Parent or Guardian:

Date:

---

Home Phone Number:

Work Phone Number:

## Consent For Ill Child To Be Taken To Emergency When Parent / Guardian Cannot Be Contacted

I hereby give consent for my child, \_\_\_\_\_, when ill, and when I cannot be contacted, to be taken by the Staff of Baker's Corner Preschool to the nearest emergency center (using appropriate transportation ie: ambulance, car, etc.) to relieve severe pain or, for life-saving measures.

Child's Full Name:

---

Date of Birth:

Care Card Number:

---

Allergies:

---

Medications and Reason(s) for:

---

Family Doctor:

Phone:

---

Dentist:

Phone:

---

Parent's Printed Name:

---

Parent Signature:



# Baker's Corner Preschool Selection/Nomination For The 2019/2020 Preschool Year

---

Name:

Phone:

---

Class registering for (please circle)

Greenbirds: 3 and 4 year olds -Tues, Thurs/ Redbirds: 3 and 4 year olds - Mon, Wed, Fri/ Both: full week attendance

This is a PARENT INVOLVEMENT PRESCHOOL. One parent from each family is required to serve in some capacity on the executive or on a committee. We welcome new people and their ideas to the executive. We do our best to assign a job that is within your capability and time commitments.

Please **circle one (1) EXECUTIVE and three (3) COMMITTEE** positions that interest you, and indicate which is your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> preferences in each category. Once all forms are completed the Job Selection Committee will fill the positions and inform each member.

## EXECUTIVE

1. President or Co-Presidents
2. Vice President Administration / Personnel
3. Vice President Communications
4. Treasurer
5. Secretary
6. Fundraising Chairperson

## COMMITTEE

1. Fundraising Assistant (4-6 positions)
2. Social Committee Chairperson/ Assistant (2 positions)
3. Assistant Treasurer & Grant Writer
4. Curriculum Assistant (1-2 positions)
5. Publicity / Publicity assistant (2 positions)
6. Recycling / Laundry / Sewing (2 positions)
7. Earthquake / Emergency Coordinator
8. CPPP Board Rep
9. Membership Assistant
10. Greenbirds Class Rep (T/TH)
11. Redbirds Class Rep (M/W/F)

---

**To assist in the process of assigning jobs please provide the following information:**

Have you participated in a parent involvement preschool in the past?      Yes      No

---

If yes, school attended:

Jobs held:

---

Time available to work in an executive position or on a committee.

hrs/week

---

Skills: Typing

Sewing

Accounting/Bookkeeping

Word Processing

Spreadsheets

Database

Other

## Parent/Guardian Agreement

Sign and return to the membership chairperson.

1. I agree to follow the Policies, Procedures and Constitution of Baker's Corner Preschool to the best of my ability.
2. If it becomes necessary to withdraw my child from the preschool, I will give one month's notice in writing to the Membership Chairperson, or pay one month's tuition in lieu of notice (termination form available in the classroom).
3. I will supply my child's tuition fees, \$80 registration fee, fundraising cheques, optional clean-up opt-out fee, and \$75.00 CPPP fee by postdated cheques, **due upon registration**.
4. I will undertake to attend all four General Meetings per year (Maternity Leave available on request).
5. I am willing to serve in some capacity on the Executive or on a Committee.
6. I will participate in fundraising; two \$75.00 cheques dated November 1 and May 1 are required and these cheques will be cashed should I choose not to participate to an equivalent amount in fundraisers held over the school year.
7. I understand that in the classroom and on the playground that the teachers has overall responsibility for program, teaching methods, discipline, and safety measures.
8. I will volunteer to arrive 30 minutes before class ends to assist with clean-up 1-2 times per month dependent on enrollment.
9. I will not send my child to school if there is any question of illness. If my child contracts a communicable disease, I will notify the teacher immediately.
10. I will be prompt in getting my child to class on time and picking him/her up after class ends.
11. In case of injury to my child while in the care, custody, or control of the preschool, or myself while in class on duty, I hereby waive all claims against the preschool in excess of public liability insurance carried by the preschool.
12. I have signed the Consent Form - Ill Child.
13. I have signed the Consent Form - Field Trips.
14. According to the teacher's schedule, I understand that I am welcome to participate in class if I wish. I will do so by signing up on the monthly calendar with the class representative or when asked for involvement by the teachers.
15. I understand that I have the option of completing one deep clean duty a year or paying a "clean up opt-out fee" in lieu of my clean up duty. The "opt-out" fee is \$250 to be paid up front upon registering.
16. I understand that if I withdraw my child my prepaid June tuition will not be refunded

Parent/Guardian Signature:

---

Print Name:

---

Date:

**\*\*PRESCHOOL COPY\*\***

## Parent/Guardian Agreement

1. I agree to follow the Policies, Procedures and Constitution of Baker's Corner Preschool to the best of my ability.
2. If it becomes necessary to withdraw my child from the preschool, I will give one month's notice in writing to the Membership Chairperson, or pay one month's tuition in lieu of notice (termination form available in the classroom).
3. I will supply my child's tuition fees, \$80 registration fee, fundraising cheques, optional clean-up opt-out fee, and \$75.00 CPPP fee by postdated cheques, **due upon registration**.
4. I will undertake to attend all four General Meetings per year (Maternity Leave available on request).
5. I am willing to serve in some capacity on the Executive or on a Committee.
6. I will participate in fundraising; two \$75.00 cheques dated November 1 and May 1 are required and these cheques will be cashed should I choose not to participate to an equivalent amount in fundraisers held over the school year.
7. I understand that in the classroom and on the playground that the teachers has overall responsibility for program, teaching methods, discipline, and safety measures.
8. I will volunteer to arrive 30 minutes before class ends to assist with clean-up 1-2 times per month dependent on enrollment.
9. I will not send my child to school if there is any question of illness. If my child contracts a communicable disease, I will notify the teacher immediately.
10. I will be prompt in getting my child to class on time and picking him/her up after class ends.
11. In case of injury to my child while in the care, custody, or control of the preschool, or myself while in class on duty, I hereby waive all claims against the preschool in excess of public liability insurance carried by the preschool.
12. I have signed the Consent Form - Ill Child.
13. I have signed the Consent Form - Field Trips.
14. According to the teacher's schedule, I understand that I am welcome to participate in class if I wish. I will do so by signing up on the monthly calendar with the class representative or when asked for involvement by the teachers.
15. I understand that I have the option of completing one deep clean duty a year or paying a "clean up opt-out fee" in lieu of my clean up duty. The "opt-out" fee is \$250 to be paid up front upon registering.
16. I understand that if I withdraw my child my prepaid June tuition will not be refunded

Parent/Guardian Signature:

---

Print Name:

---

Date:

**\*\*RETAIN FOR YOUR RECORDS\*\***

**\*Please Read Carefully\***

## **Completing the Registration Package and Cheques**

**To facilitate processing of your registration package please ensure you have:**

- Provided a photocopy of your child's birth certificate.
- Provide a current photograph of your child (for emergency identification purposes)
- Completed pages 1-2 – Information about Your Child
- Completed page 3-4 - Consent Forms for First Aid Pack
- Completed page 5 - Job Selection form..
- Completed pages 6-7 - Read and sign Parent's/Guardian's Agreement. Keep second copy for your records.

**Registration package and postdated cheques for 2019/2020 enrollment are due immediately. The following cheques are required and are to be made payable to: BAKER'S CORNER PRESCHOOL**

1. **\$80.00** Registration fee cheque (**NON-REFUNDABLE**) Due and dated the day of registration.
2. Tuition Fees:
  - 1 cheque needed for the amounts of September and June tuition dated for August 1st (If at any point you need to withdraw 1 months notice needs to be given and the tuition for June is non refundable)

Remaining Tuition can be done:

- Monthly
- 2 cheques for October- December and January-May
- 1 cheque for the full year (September-June)

3. **\$75.00** (CPPP) Family membership in Council of Parent Participation Preschools dated September 1
4. Two cheques for **\$75** as fundraising cheques: dated November 1 and May 1. Cheques will be cashed **only if you do not participate** in fundraising.
5. **Optional \$250 Deep Cleaning Opt-out cheque** (This is an optional fee if you do not want to help with the one required deep cleaning day a year these are usually in the evening or late afternoon done with 2 other parents and usually takes 3 hours. **This is different from the daily clean parents rotate doing**).

### **GENERAL MEETINGS**

The General Meeting schedule is TBA at the first meeting. There is A requirement of 4 meetings per year.

Classes start the second week of September.

In consideration of others, if you are not planning on committing to the Preschool, please notify the Membership person **prior to June 1 2019**. Thank you.



# Baker's Corner Preschool

## Media Release Form

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_ [Child] submit the following regarding photographic media:

**PART 1** – Private In-Class use of photographic media for Baker's Corner Preschool In-Class projects, artwork, electronics, etc. This includes special circumstances such as, but not limited to the use of electronic visual learning aids such as iPads.

YES, I give permission for In-Class use of photographic media of my child.

NO, I do not give permission for In-Class use of photographic media of my child.

**PART 2** – Public use of photographic media for the strict purpose of Baker's Corner Preschool-related legal activity including social media use, Baker's Corner Preschool website photography, and advertisement.

YES, I give permission for Public use of photographic media of my child.

NO, I do not give permission for Public use of photographic media of my child.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_