

BAKER'S CORNER

PARENT INVOLVEMENT PRESCHOOL

RETURNING REGISTRATION PACKAGE

www.bakerscornerpreschool.com

1563 Regan Ave.

Coquitlam, B.C.

604-461-5848

Child's Name:

Date Registration Package Received: _____

For the school year: 2024/2025

Requested start date: **September 2024**

Please check you've complete each section at the end:

Registration Package:

Consents Signed:

Immunization Information:

Picture of child:

Job requests :

Appendices A and B:

Registration Fee:

Tuition Cheques:

Fundraising Cheques

CPPP Fee:

Deep Cleaning opt out Fee (optional):

Photo consent forms:

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

Registration package checked and accepted by :

Required Item or Action:

Received or Completed:

Comments:

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** \$85.00 registration fee
- Current photograph (or photocopy of photo) of your child - to be used for emergency identification purposes
- Tuition, fundraising, CPPP cheques

Please indicate the class you wish to enroll

Please note 5 day spots are limited please indicate 1st and 2nd choice if applicable.

***Bakers Corner Preschool has been approved for the Child Care Fee Reduction Initiative (CCFRI) which covers a portion of Preschool Tuition fees. Please find below an explanation of our cost before the CCFRI, the amount that the CCFRI covers and, in bold, the final cost to parents per student per month. Please be sure to make tuition cheques for the amount in bold. ***

Tues/Thurs 3 & 4 year olds Class – Greenbirds

Original Tuition Fee: Tuesday and Thursday 9:15 – 11:45 AM : \$175/ mth

Amount of Original Fee covered by CCFRI : \$38

Reduced tuition fee due from parents after CCFRI : \$137 per month

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

Original Tuition Fee: Mon/ Wed / Fri 9:15 – 11:45 AM : \$210/ mth

Amount of Original Fee covered by CCFRI : \$57

Reduced tuition fee due from parents after CCFRI : \$153 per month

Monday to Friday 3 & 4 year olds – Both Classes

Original Tuition Fee: Tuesday and Thursday 9:15 – 11:45 AM : \$360/ mth

Amount of Original Fee covered by CCFRI : \$95

Reduced tuition fee due from parents after CCFRI : \$265 per month

Consent Forms for First Aid Pack

Facility: BAKER'S CORNER PRESCHOOL
1563 Regan Ave Coquiltam

Preschool Term: 2024/2025

Dear Parent / Guardian:

From time to time we plan special events. These may involve a short walk to como lake or the mailbox and we will let you know ahead of time. Any field trip planned further than that, that requires a vehicle each parent would be responsible for bringing their own 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, symptoms that occur and treatment :

Medications and Reason(s) for:

Family Doctor:

Phone:

Dentist:

Phone:

Parent's Printed Name:

Parent Signature:

File in first aid pack

Consent for Emergency Care

I authorize the staff at Baker's Corner Preschool to call a medical practitioner or ambulance in the case of an accident or illness of my child, if the parent cannot immediately be reached.

Name of Parent:

Date:

Signature of Parent:

Please Note:

If there are any changes/additions since last year's registration package to your child's:

- Personal information
- Emergency health information
- Custody arrangement (if applicable to you please attach a copy of the agreement)
- Alternate emergency contact(s)
- Persons authorized/not authorized to pick up

Please provide details below:

Baker's Corner Preschool Selection/Nomination For The 2024/2025 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 1st, 2nd, or 3rd 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 positions)
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 (2-3 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

****PRESCHOOL COPY****

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 understand that if I withdraw my child my prepaid June tuition will not be refunded
4. I will supply my child's tuition fees, \$85 registration fee, fundraising cheques, optional clean-up opt-out fee, and \$75.00 CPPP fee by post dated cheques, due upon registration. **Please note that all of your cheques MUST be included with your registration package in order to secure your spot in class. Spots will not be held without receipt of all required cheque**
5. I will undertake to attend all four General Meetings per year.
6. I am willing to serve in some capacity on the Executive or on a Committee.
7. 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.
8. I understand that in the classroom and on the playground that the teachers have overall responsibility/leadership for the program, teaching methods, discipline, and safety measures.
9. I will volunteer to arrive after class ends to assist with clean-up 1-2 times per month depending on enrollment.
10. 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.
11. I will be prompt in getting my child to class on time and picking him/her up after class ends.
12. 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.
13. I have signed the Consent Form - Ill Child.
14. I have signed the Consent Form - Field Trips.
15. I understand that I am welcome to participate in class occasionally if I wish, with a completed criminal record check. I will do so by scheduling a day with the teachers or when asked for involvement by the teachers.
16. 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 if an opt-out spot is available . The "opt-out" fee is \$250 to be paid up front upon registering.
17. There will be a \$15 fee for any cheques that are returned as NSF

Parent/Guardian Signature:

Print Name and date:

Parent/Guardian Agreement *RETAIN FOR YOUR RECORDS*

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 understand that if I withdraw my child my prepaid June tuition will not be refunded
4. I will supply my child's tuition fees, \$85 registration fee, fundraising cheques, optional clean-up opt-out fee, and \$75.00 CPPP fee by post dated cheques, due upon registration. **Please note that all of your cheques MUST be included with your registration package in order to secure your spot in class. Spots will not be held without receipt of all required cheques.**
5. I will undertake to attend all four General Meetings per year.
6. I am willing to serve in some capacity on the Executive or on a Committee.
7. 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.
8. I understand that in the classroom and on the playground that the teachers have overall responsibility/leadership for the program, teaching methods, discipline, and safety measures.
9. I will volunteer to arrive after class ends to assist with clean-up 1-2 times per month depending on enrollment.
10. 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.
11. I will be prompt in getting my child to class on time and picking him/her up after class ends.
12. 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.
13. I have signed the Consent Form - Ill Child.
14. I have signed the Consent Form - Field Trips.
15. I understand that I am welcome to participate in class occasionally if I wish, with a completed criminal record check. I will do so by scheduling a day with the teachers or when asked for involvement by the teachers.
16. 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 if an opt-out spot is available (Check with teachers first). The "opt-out" fee is \$250 to be paid up front upon registering.
17. There will be a \$15 fee for any cheques that are returned as NSF

Parent/Guardian Signature:

Print Name and 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:

- 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 post dated cheques for 2024/2025 enrollment are due immediately. The following cheques are required and are to be made payable to: BAKER'S CORNER PRESCHOOL

1. **\$85.00** 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**). Please note we only have spots for a maximum of 3 families to opt-out, this is first come first serve AND dependant on enrollment.

*Please note we do accept child care subsidy (Affordable Child Care Benefit) - if you qualify to apply the teachers can fill out required form *

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 2024**. 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: _____