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Please retain this page for your Records

2019-2020 REGISTRATION PACKAGE

****THIS PACKAGE MUST BE PRINTED SINGLE-SIDED****

Please submit the following four items to register your child(ren) for 2019-2020 school year:

1. Completed and signed Yellowknife **Playschool Association Registration Package** (pages 5 to 9)
2. A copy of the child's **Immunization Record**, if option 1 was selected in the enrollment agreement
3. One cheque in the amount of \$75.00 (single) or \$100.00 (family) with today's date for the non-refundable **Registration Fee**
4. One cheque in the amount of \$100.00 with today's date for your **June 2019 Tuition Deposit**. The receipt of this deposit and the signed agreement serves as a contract that your child will attend Yellowknife Playschool. This deposit will be credited to your tuition for June 2020 and is non-refundable.

2019-2020 Monthly Tuition Fees for September 2018 to June 2019

Days	Full Days 8:15am to 4:00pm	Morning Classes 8:15am to 12:00pm	Afternoon Classes * 1:00pm to 4:00pm
Tuesday & Thursday	\$397	\$260	\$161
Monday, Wednesday & Friday	\$595	\$391	\$242

*Please contact registrar

Tuition payment will occur at the Yellowknife Playschool AGM scheduled for August 29, 2019 .

Thank you very much for your interest in the Yellowknife Playschool Association. You will be contacted by the Registrar once your child's enrollment has been completed. If you have any other questions before then, please contact the Registrar by email at ykplayschoolregistrar@gmail.com.

YELLOWKNIFE PLAYSCHOOL ASSOCIATION VOLUNTEER PARTICIPATION INFORMATION

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The parents/guardians of each child who attends the Playschool are required to assist in the various aspects of the operation and maintenance of the Playschool. There are many volunteer opportunities in order for the Playschool to function.

There is an annual Christmas Bake Sale as well as a grocery bagging fundraiser, which requires all parents/guardians participation. Further fundraising opportunities might be advertised through email, however these are not mandatory. Everything raised by our fundraisers go towards school equipment, toys and extracurricular activities.

Parents/guardians with a child or children at the Playschool are required to participate **in a toy wash/weekend cleaning, and an alternate volunteer task.**

*****Please note that if a parent/guardian sits on the Board, that family is exempted from housekeeping obligations.**

VOLUNTEER DESCRIPTIONS

Weekend clean: One family will clean the playschool the last weekend of each month. Cleaning instructions are posted at the Playschool and include sweeping, mopping, vacuuming and bathrooms. The cleaning takes approximately two hours.

Toy wash: Two families will do a toy wash at the playschool the last weekend of each month. The toy wash takes approximately two hours.

Other task: There are many ongoing volunteer tasks required to keep the Playschool operating smoothly. For example, these include laundry, recycling, shoveling, yard cleaning, etc. You will be required to complete one of these tasks throughout the year.

Housekeeping deposits will be returned at the end of the school year. **If you are unable to complete your obligation, you must arrange to switch with another family. If you do not switch and miss your assigned time or task you will forfeit your housekeeping deposit.**

If you prefer, you can choose to pay the housekeeping fee (\$150) in lieu of completing your duties. Your housekeeping deposit cheque will be cashed and someone hired for your task. If you choose this option, your housekeeping cheque will be due August 29, 2019.

The Vice-chairperson will make a volunteer schedule for the year and you will be able to sign up for your preferred volunteer task at the AGM. The tasks will be first come first serve.

If you have any questions, please email ykplayschoolvicechair@gmail.com.

Thank you for helping to keep our Playschool clean!

Volunteer Role Descriptions

All families are required to sign up for at least one toy wash OR weekend clean AND at least one other task per school year.

Weekend Laundry (Terms: Sep-Oct, Nov-Jan, Feb-Apr, May-Jun)

The teacher will set out two bags of laundry (usually towels, dishcloths and any costumes) at the end of the week for a family to pick up. The pick up time is Fridays after 1pm and will need to be returned by noon on Monday at the latest. **This job would work best for a family attending the Monday, Wednesday, Friday program.**

Weekly Recycling (Terms: Sep-Nov, Dec-Feb, Mar-Jun)

Same as the laundry. The teachers will set out recycling for a family to take to the recycling bins. This can include both blue box recycling and depot recycling.

Shovelling Snow - weekends (Terms: Oct-Jan, Feb-May)

Requires shovelling the playschool ramp, steps and sidewalk after school hours on weekends and for Monday arrival. Volunteers are responsible for cleaning off the sidewalk in front of the school and making sure the snow is clear on the ramp. This is imperative in order to allow access to the school during winter. There is salt that can be applied as well. During the week, the teachers will shovel before the start of school and after if needed.

Shovelling Snow (Christmas, March Break)

Requires shovelling as needed over the holidays to ensure snow doesn't build up on playschool ramp, steps and sidewalk.

Raking

We require a rake of the outdoor playground area before winter. The rake should include the inside and outside of the fence area, with leaves bagged and disposed of. Sometimes if leaves are left over from the previous year, a second rake will be done in the spring. This isn't scheduled and needs to be requested of a parent volunteer as the need arises.

Furniture Removal for Carpet cleaning (Fall & Spring)

This task involves moving all furniture and toys off the carpets to allow for the cleaning company to come in on the weekend or over the Christmas break. The family must also return and replace the items back where they were once the carpet is dry. The timing for both these cleans is flexible, but this last year it was December and June.

Adding winter plastic to windows

To save fuel costs and keep our kids and teachers warm, we add insulating plastic to some of the windows each winter. The plastic will be provided, the family need to go into the playschool in the fall to apply it to the windows.

Fish tank cleaning (Terms: Sep-Jan, Feb-Jun)

A quick clean of the fish tank is required every 2 weeks. The sides will need to be scraped and $\frac{1}{3}$ of the water will need to be replaced. This should take about 15 minutes and can be done at the time of pick up/drop off of child if suitable. Filter parts will be to be replaced once/twice a year as laid out in the detailed cleaning schedule that will be provided with the aquarium supplies.

Christmas Break fish feeding/maintenance (Christmas Break)

One family will be required to go into the playschool every 2 days over the Christmas break to feed the fish and flush toilets, run faucets and check heating.

Substitute teaching

We require parent volunteers to fill in for our teachers if they are sick or unable to come to work. A specific criminal records check will be required and must be submitted to the coordinator. This is an important task, as anytime a teacher is sick or unable to come to work, we must find a replacement otherwise class may need to be cancelled. It's usually on short notice. Substitute teachers may bring their child with them, as long as the class size doesn't exceed our ratios (16 or 8:1) and that child is 25 months and older. Babies are not allowed, as ECE requirements don't allow for that. Substitute teachers require a specific criminal records check requested by the Playschool and must complete a professional development course based on the requirements of ECE.

Spring Yard Clean Up

One family is in charge of cleaning up the playground and grassy areas around the playschool in the spring once the snow has melted. This will include raking any leaves, picking up any garbage, tending to any roots, and doing a general tidy of the outside of the property.

Other Tasks

The teachers will have other tasks come up throughout the school year, including dump runs, assembling toys or furniture, mending and sewing, etc. The vice-chairperson must put a call out to parents to get a volunteer to do these tasks as needed.

YELLOWKNIFE PLAYSCHOOL ASSOCIATION REGISTRATION INFORMATION

CHILD'S INFORMATION

First Name: _____ Last Name: _____

Birth date (m/d/y): _____ Home/Mailing Address: _____

PARENT/GUARDIAN INFORMATION

First Name: _____ First Name: _____

Last Name: _____ Last Name: _____

Home Address: _____ Home Address: _____

Home phone #: _____ Home phone #: _____

Work phone #: _____ Work phone #: _____

Cell phone #: _____ Cell phone #: _____

Relation to child: _____ Relation to child: _____

Must provide at least one email address for correspondence:

Email 1: _____ Email 2: _____

CLASS REGISTRATION PREFERENCE (Please indicate which days you would prefer)

Due to demands for enrollments at the Playschool, your child may be put on the waiting list. The registrar will contact you to confirm there is space in your preferred classes. Please indicate your first 1st choice and 2nd choice.

Days	Full Days 8:15am to 4:00pm	Morning Classes 8:15am to 12:00pm	Afternoon Classes* 1:00pm to 4:00pm
Tuesday & Thursdays			
Monday Wednesday & Fridays			

*Please contact registrar

For School Use Only

Registration Date: _____

Start Date: _____ End Date: _____

Received

- Registration - \$75
- Deposit - \$100
- Immunization Record
- Tuition Cheques - \$_____ (10)
- Housekeeping Deposit - \$150

GETTING TO KNOW YOUR CHILD

Child's Name: _____

Indicate any relevant information as to the medical, physical, developmental or emotional condition of the child (e.g., diabetic, speech): _____

Please attach a letter from a medical professional if applicable.

Will your child be attending Playschool with an aid? _____. If yes, please contact the registrar for availability.

Allergy (Types): _____

Medication: _____

Child's Doctor: _____ Contact #: _____

Health care #: _____

Daytime childcare provider's name: _____ Phone Number: _____

Is there any additional information that the Playschool should have concerning the child's behavior, health or diet?

Do you have any dietary preferences (The Playschool may provide or make certain snacks on special occasions)?

EMERGENCY CONTACT INFORMATION (other than parent/guardian)

Full Name: _____

Full Name: _____

Contact #: _____

Contact #: _____

Relation to Child: _____

Relation to Child: _____

Allowed to pick up child? Yes _____ No _____

Allowed to pick up child? Yes _____ No _____

PICK UP INFORMATION (Please list below anyone else who is permitted to pick up child)

Full Name: _____

Contact #: _____

Full Name: _____

Contact #: _____

VOLUNTEER INFORMATION:

Are you interested in serving as a member on the Board of Directors (Note: All Board members are exempt from housekeeping duties)? _____

If yes, please select which position(s) you may be interested in and you will be contacted with further information.

Board of Directors - brief description of roles:

- Chairperson** - oversees the work of the Board members and chairs all meetings.
- Vice-Chairperson** - coordinates the volunteers and organizes all housekeeping.
- Secretary** - maintains minutes of meetings and filings with the Societies registry.
- Registrar** - handles all matters relating to student registration.
- Treasurer** - provides assistance to the bookkeeper on all financial matters.
- Grants Coordinator** - gathers attendance information and provides reports for grant funding.
- Fundraiser** - organizes the December bake sale, grocery bagging and any other fundraisers planned.

The maintenance of the Playschool is largely done by parent volunteers. If you have any special handy skills and you would like to be contacted about special volunteer tasks that need to be done in lieu of regular volunteer tasks please list your skills and you will be contacted by our Board of Directors (ie. carpentry, plumbing, painting).

IMMUNIZATION INFORMATION:

Option 1 – attach a copy of the child’s immunization record and complete/sign below:

Attached here is a copy of the immunization record of _____ which confirms that his/her immunizations are up to date.

Parent/Guardian Signature

Option 2 – complete/sign below:

I hereby confirm that my child, _____, has not been immunized.

Parent/Guardian Signature

Option 3 – Have the section below completed/signed by a Public Health Nurse:

This will confirm that the immunization of _____ is up to date as of _____.

Public Health Nurse Name (please print)

Public Health Nurse Signature

YELLOWKNIFE PLAYSCHOOL ASSOCIATION ENROLLMENT AGREEMENT

I/We, _____, intend to enroll _____ at the Yellowknife Playschool Association for the 2019-2020 school year, subject to the terms and conditions listed below, as established by the Playschool Board and detailed in the Member Handbook:

- a) Payment of the following must accompany this completed application package:
- Non-refundable registration fee of \$75 (single) or \$100 (family) with the current date;
 - Non-refundable deposit of \$100 (will be credited towards June tuition fees) with current date [1]
- b) At the AGM scheduled for August 29, 2019 at 7pm, I/we will provide the following cheques:
- Ten post-dated cheques, dated for the first of each month, from September 2019 to June 2020 (excluding the \$100 deposit on the June 2020 tuition cheque)
 - A refundable housekeeping deposit of \$150 dated January 1, 2020
- c) Until February 28th of the school year, all monthly fees (except the \$100 deposit) will be refunded on the withdrawal of my child, provided that **ONE MONTH'S WRITTEN NOTICE** has been provided (you can get the Notice of Withdrawal form on our website or through the registrar). All remaining months' fees are forfeited in the event of a withdrawal of my child after February 28th, unless otherwise approved by the Board following a written request by the parent/guardian.
- d) As of August 29, 2019, any changes to my child's registration will result in a \$25 change fee, to offset administrative costs associated with changes.
- e) If my child is unable to commence classes in September, space will be reserved only upon the payment of class fees for the month(s) until my child is able to attend classes.
- f) Fees must continue to be paid during the absence of my child and the fees are not adjusted for school and statutory holidays, whether they be civic, territorial or national.
- g) In the event of any non-negotiable cheques, I am responsible to cover any bank charges incurred on the cheque by the Playschool plus either (i) a fee of \$10 the first time a cheque is returned or (ii) a fee of \$25 any subsequent time a cheque is returned. If I have more than two cheques returned as non-negotiable in a school year, the matter will be referred to the Board for review and may result in termination of the membership.
- h) The parent/guardian, or another pre-authorized adult, is responsible for the delivery to and collection from Playschool of the child.
- i) The parent/guardian will participate in one weekend cleaning or toy wash, and one other volunteer task.
- j) The parent/guardian will provide volunteer help to the Playschool and will participate in the annual bake sale and groceries bagging set out by the Board and the completed Volunteer Participation Form
- k) The child named on this application is not attending a kindergarten program and will be fully toilet-trained by the start of his/her attendance at the Playschool.

DATED at _____, this _____ day of _____, 20____.

Parent/Guardian

Parent/Guardian

YELLOWKNIFE PLAYSCHOOL ASSOCIATION CONSENTS

COPYRIGHT PERMISSION/PHOTO RELEASE:

Yellowknife Playschool Association believes that student work should be celebrated in a variety of ways. Student work is frequently displayed in our facility, with the local media, on our social media sites or at special educational events within our community. Additionally, special students activities may be recorded or photographed. We, the undersigned parents/guardians of _____, will allow the Yellowknife Playschool Association to record, display or reproduce our child's work or photographs for educational purposes.

We consent to the above.

We do not consent to the above.

RELEASE OF INFORMATION:

We, the undersigned, parents/guardians of _____, hereby authorize the Yellowknife Playschool Association to release our telephone number and/or email address to the other persons within the Playschool for use associated to our child's attendance at the Playschool. This information is to be used for the purpose of assisting those in providing efficient and effective service to the Yellowknife Playschool, and will not be shared with persons unrelated to the Yellowknife Playschool Association.

We consent to the above.

We do not consent to the above.

TRANSPORTATION:

I/We, _____, parent(s)/guardian(s) of _____, have read the Transportation Policy and give permission to the Yellowknife Playschool Association to take my/our child on field trips using chartered busses from Cardinal Coach Lines Ltd. I/We hereby release the Yellowknife Playschool Association and its staff of any responsibility for the health and safety of the above-mentioned child beyond reasonable care, and assume all liability for accident and bodily injury beyond what is covered in the Cardinal Coach Lines Ltd.'s and the Yellowknife Playschool Association's insurance policy.

We consent to the above.

We do not consent to the above. I/We understand my child will not be able to attend the field trip and/or school during that day if consent is not given. It is my/our own responsibility to find and pay for alternate day care, if needed, and understand I/we am still expected to pay for the day(s) missed.

MEDICAL WAIVER:

We, the undersigned, parents/guardians of _____, hereby provide our consent to the Yellowknife Playschool Association and its representatives to obtain medical care for our child in the event of an emergency, accident or illness.

We consent to the above.

We do not consent to the above.

This consent form is valid from the date signed until withdrawal or the last day of school.

Parent/Guardian signature _____

Date _____

Parent/Guardian signature _____

Date _____