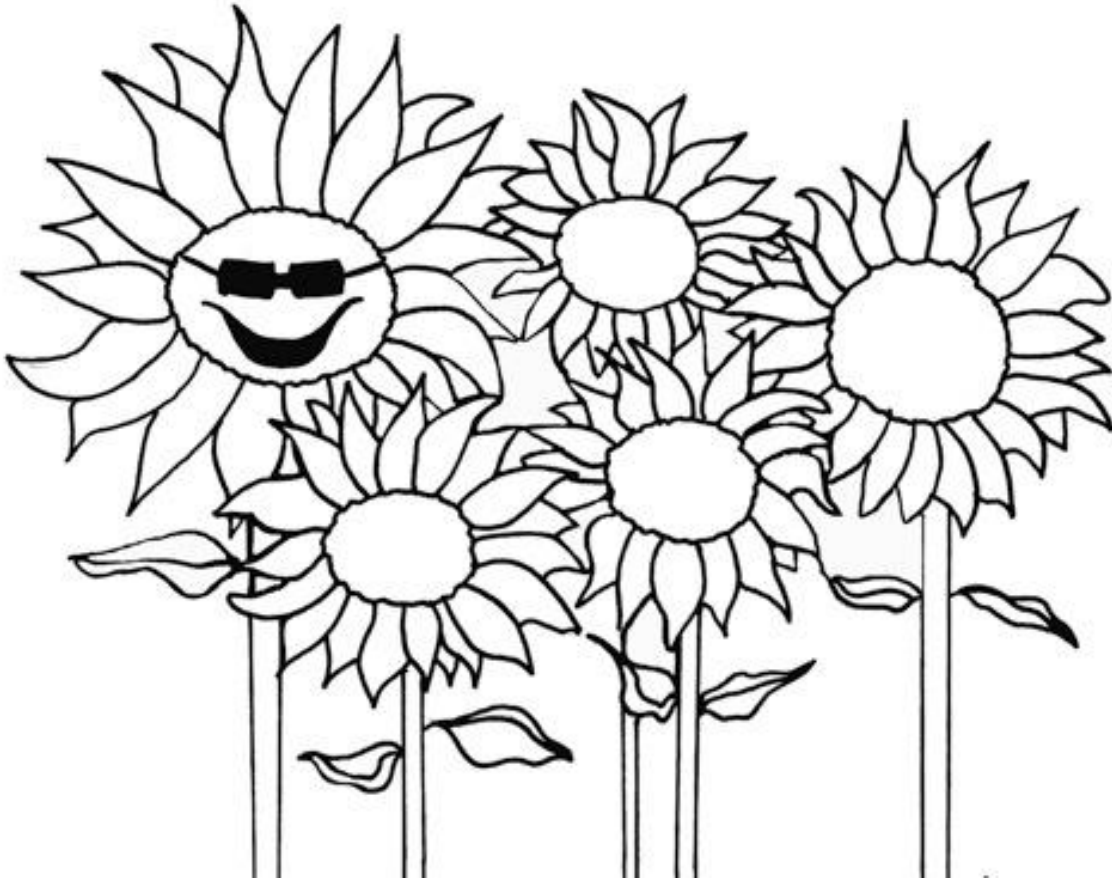


# Handbook & Registration

[www.ckcpreschool.com](http://www.ckcpreschool.com)



# Country Kids Cooperative Preschool

Revised Jan 16, 2022

## **General Information**

Country Kids Cooperative Preschool (CKCP) offers a student led approach to learning. The program is balanced with language, fine and gross motor skills, emotional and social skills and creative activities. Teacher, Shelby Rheaume loosely follows the Reggio Emilia educational model. This way of learning emphasizes that the child is an active participant in their learning process. Students follow their own interests as they are not viewed as empty vessels, but rather full of their own thoughts and capable of building their own theories through an enriching and supportive environment. We want to give each child a great head start on their education but we also aim to make it fun.

The preschool is housed within the South Corman Park Community Association Building (log cabin) adjacent to the South Corman Park School at the corner of Baker Road and Preston Avenue.

A current South Corman Park Community Association ("SCPCA") membership is required to join the CKCP. Memberships are \$25 per year (payable to SCPCA). Memberships from another community association will also be honoured.

## **Policies and Regulations**

### **1. Eligibility**

Children must be 3 years old by December 31st of the current registration year and should be toilet trained. If your child is still not toilet trained, please speak to the registrar or teacher.

### **2. Days Offered & Hours of Operation**

Two programs are offered to our students running September through May. There is a 3-day program and a 2-day program offered in each week from **9:00-11:45am. This is dependant on the number of registrations recieved.**

- 1) **Monday, Wednesday & Friday**
- 2) **Tuesday & Thursday**

CKCP observes the same calendar and closures as the Prairie Spirit School Division for statutory holidays. This information will be printed in the newsletter. In the case of severe weather or other unforeseen difficulties, you will be informed by phone if the preschool will be closed. Your child should arrive at preschool by 9:00am. Please remain with your child until he/she feels completely comfortable with being left there. Preschool ends at 11:45 am.

### **3. Inclement Weather**

Adjacent to CKCP is the South Corman Park School (SCP School), which is a part of the Prairie Spirit School Division. It is their policy that buses do not run if the combined temperature and wind chill factor is -40°C or below at 6:00am. CKCP is independent of the Prairie Spirit School Division and preschool will operate as usual even when there is no bus service to SCP School. Preschool may be cancelled due to poor road conditions and in that event, the preschool families will be contacted by a board member via text or email.

### **4. Class Size**

The maximum enrolment in any program is 16 children.

### **5. Registration and Payment**

Returning students are given first opportunity for the upcoming year's registration and must submit both their registration form and e-transfer deposit by the end of **February** to be guaranteed a spot. If forms are not returned to the Registrar within this time period, returning students will be registered on a first come, first served basis, as is the process for new students. Regular registration begins February **1<sup>st</sup>**. Waiting lists will be maintained once the classes are full.

The registration form and non-refundable classroom supplies fee (\$101 e-transfer deposit) are required to confirm your child's enrolment in the program. The annual cooperative membership fee, fundraiser buy out cheque, toy cleaning cheque, annual tuition and/or post-dated cheques **MUST** be submitted to and received by the registrar on parent orientation day. A \$20 fee will be charged on any NSF cheques. Cheques should be made payable to **Country Kids Cooperative Preschool**, or if paying a tuition all at once an e-transfer to **ckcpregistrar@gmail.com**

## Payment Schedule

<b>Program</b>	<b>3-Day</b>	<b>Cost</b>	<b>2-Day</b>	<b>Cost</b>
E-transfer (Registration Deposit)	\$100 <b>non-refundable</b> classroom supplies fee + \$1 annual cooperative membership fee due with registration	\$101	\$100 <b>non-refundable</b> classroom supplies fee + \$1 annual cooperative membership fee due with registration	\$101
Cheque 1	Sept & May Tuition (\$152 + \$152)	\$304	Sept & May Tuition (\$118 + \$118)	\$236
Cheque 2	October 1	\$152	October 1	\$118
Cheque 3	November 1	\$152	November 1	\$118
Cheque 4	December 1	\$152	December 1	\$118
Cheque 5	January 1	\$152	January 1	\$118
Cheque 6	February 1	\$152	February 1	\$118
Cheque 7	March 1	\$152	March 1	\$118
Cheque 8	April 1	\$152	April 1	\$118
One Tuition (Sept-May)	date cheque for September 1	\$1368	date cheque for September 1	\$1062
	<b>Total (\$101 + Tuition)</b>	<b>\$1469</b>	<b>Total (\$101 + Tuition)</b>	<b>\$1163</b>
Fundraiser "Buy Out" option (explained in section 13 of Handbook) \$200; date cheque for December 31				
Toy Cleaning Charge (explained in section 9 of Handbook) \$50; date cheque for May 1				
Annual Community Membership Fee (\$25 or \$35) payable to the SCPCA; date cheque for September 1				

**Completed registration form (1 pg. pdf) and e-transfer deposit (\$101) are to be emailed to [ckcpregistrar@gmail.com](mailto:ckcpregistrar@gmail.com) to register your child.**

**If your registration has been accepted**, please make cheques payable to **Country Kids Cooperative Preschool** (except community membership fee). Kindly ensure that your **registration forms** and **tuition, fundraiser buy out, toy cleaning charge and annual membership** cheques are ready to give to the registrar at the parent orientation day or you can mail them to:

**Country Kids Cooperative Preschool  
c/o Registrar  
Box 34  
Site 816 RR 8  
Corman Park SK S7K 1M2**

The Saskatoon Preschool Foundation will consider application from families requiring financial support. If you require more information, please contact the Foundation office at 306-683-8384, [sfp@spsd.sk.ca](mailto:sfp@spsd.sk.ca) or [www.spf.sk.ca](http://www.spf.sk.ca).

## **6. Daily Schedule**

- 9:00            **Arrival**  
- Tabletop activities
- 9:15            **Circle Time**  
- Songs, calendar, days of the week, stories, introduction of the star student  
- Talk about the craft/activity of the day  
- The whole class will engage in craft/activity together
- 10:00          **Clean Up**  
- Wash hands and get ready for snack  
- Snack time: please bring your own peanut-free snack
- 10:30          **Free Play in the Classroom**
- 11:00          **Songs, Story, and Star Student Sharing**  
- The star student is free to share something that he/she has brought. It can be anything from a toy, an item from a trip, or just something that is special to the child
- 11:20          **Outdoor Play**
- 11:45          **Dismissal**

## **7. Refunds and Withdrawals**

One month's written notice must be given to the Registrar if you wish to withdraw your child from CKCP. Tuition for the month of May is non-refundable after January 1<sup>st</sup> in all instances. Prior to December 31<sup>st</sup>, tuition for May can possibly be refunded if the space can be filled by another child.

## **8. Parent Helpers**

\*\*Due to the Covid-19 pandemic we have hired a Teacher Assistant and will not require parent helpers at this time. However, if the Teacher or Teacher Assistant is unable to attend due to illness a parent helper may be required to be a substitute.

## **9. Toy Cleaning**

The Parent Coordinator will set up a toy cleaning schedule for parents to do a thorough clean of toys clean. There will be four toy washes throughout the year – October, January, February and April. You are required to attend one of these toy cleaning days. If you are unable to attend on your scheduled date you are required to trade dates with a different family. We do ask that children do not attend these toy cleaning days as we want to be as efficient with our time as possible. A cheque for \$50 postdated for May 1<sup>st</sup> will be required with registration. This cheque will only be cashed in the event that a parent does not participate in the toy wash. **If you plan on not attending the toy wash and would like to be removed from the toy wash schedule and have your cheque deposited please let us know at the beginning of the school year.**

## **10. Clothing**

Proper footwear is required at all times. It is required that your child keeps a pair of "indoor" shoes at the preschool. Children should be dressed appropriately for the weather conditions and be prepared for outdoor play. Please label all clothing and footwear that may be removed (such as jackets, toques, mitts, etc). Independent dressing will be encouraged, but the teacher assistant will assist in getting the children ready. CKCP will not be held responsible for damage to personal clothing or property.

## **11. Health Regulations**

Children who are ill should not attend preschool (this includes bad colds with a constantly runny nose). Please inform the teacher of any absences and any communicable diseases your child may have throughout the year. Please follow SaskHealth guidelines for when to self-isolate due to Covid-19. **Please see section 22 for Covid-19 Policy & Procedures.**

## **12. Class Supplies**

Please provide the following supplies to keep at school: one change of clothing in a plastic bag (child's name on outside), one backpack, one pair of indoor shoes (proper fitting and non-marking) that the child can put on by him/herself and that can be left at school.

## **13. Fundraising**

Fundraising is essential to keep the preschool operating and tuition fees low. If you have fundraising ideas, please advise the Board. The fundraising expectation for each family will be equivalent to \$200. A cheque for \$200 postdated for December 31<sup>st</sup> will be required with registration. This cheque will only be cashed as a "buy-out" option if parents do not wish to participate in the fundraising. In the event that a student joins CKCP after the fundraising has been completed, the board will request a pro-rated payment in lieu of fundraising.

## **14. Field Trips**

Field trips are organized on a regular basis. We require parental involvement to supervise the children on these trips (ie. the parent helper(s)). We require that parents arrange transportation for their child to/from the field trip location or arrange car-pooling with other parents if they are comfortable doing so. All children are welcome on field trips irrespective of the days of their regular attendance. We occasionally have guest speakers come into the preschool or have visits to the SCP School next door as well. If you have any suggestions about field trip ideas or guest speakers, please contact a board member. **\*Field Trips will be evaluated throughout school year and will only happen in accordance with Covid-19 Regulations and Guidelines set out by SaskHealth.**

## 15. Newsletters

Parents are kept informed of activities through a monthly newsletter and calendar sent out by the teacher. The calendar will indicate the days of each child's turn to be the "star student". Children are encouraged to bring a special item to share with the class. Please note that we try to send out the newsletter and calendar by email in order to be more environmentally friendly.

## 16. Snack Time

Children are required to bring their own healthy snack (please limit snacks to two or three items). Please send a water bottle to school daily with your child. Please do not send juice boxes to school. We encourage reusable food containers, if possible. We are a **NUT-FREE** environment. Please do not send nuts, peanut butter, or any items containing nuts (please check ingredient lists on prepared foods as well).

## 17. Birthdays

Your child's birthday will be acknowledged in class. If you wish, you may send a nut-free treat to be shared with the class during snack time. **\*This will be dependent on the Covid-19 situation. Please speak with Mrs. Rheume prior to Birthday to confirm procedure.**

## 18. Special Days

The preschool children put on a wonderful Christmas concert and Graduation ceremony. Parents contribute food and drinks for these two events. We also celebrate Halloween, Valentine's Day, Easter, etc. with special crafts and parties. **\*Will be evaluated throughout school year and will only happen in accordance with Covid-19 Regulations and Guidelines set out by SaskHealth.**

## 19. Insurance

Insurance has been purchased to cover liability, equipment and tenant legal obligations. A copy of this policy is available upon request.

## 20. Fire Safety

The evacuation plan for the preschool classroom is posted next to the staircase. The teacher will communicate safety procedures to the students at various times throughout the school year, as deemed necessary. Fire drills are also completed throughout the year.

## 21. Formal Complaints

In the event that a family has a formal complaint, the complaint must be put forth in writing and given to the Board President. The complaint will be brought forward and discussed at the next board meeting before appropriate measures will be taken to resolve the issue.

## 22. Covid- 19 Policy & Procedures

### **Country Kids Cooperative Preschool: Covid-19 Protocols 2022-2023**

CKCP will still be implementing some covid protocols this fall to create a safe environment for our students and families. We will consider guidelines set by government & the school division & our preschool board will ensure parents are up to date if protocols change throughout the school year.

### Cleaning

- ✓ A "sanitize checklist" will be posted in the classroom. Teacher Assistant/Teacher will complete these additional cleaning tasks after every class session.
- ✓ An extra parent toy wash may be scheduled during the school year if we deem it necessary, especially during flu season.
- ✓ Children will wash or use hand sanitizer before they play with play doh or explore in our sensory table. Daily craft supplies will be organized on a tray labeled with each child's name & glue sticks/markers/scissors will be wiped between each use.

### Hand washing

- ✓ Hand washing with soap and water will be increased to 4-5 times throughout the school day. Upon entry to the classroom, prior to craft time, prior to & after snack time. Hand sanitizer will be used as needed when soap and water is unavailable.

### Sick Policy

- ✓ A **STRICT** sick policy will be enforced. If a child is showing **ANY** signs of illness please do not send them to school. If at school a child is displaying signs of illness, parents will be contacted to pick up their child immediately.
- ✓ Illness/screening questions will be asked each school day prior to drop off.
- ✓ A supply of masks & gloves will be stocked in the classroom if we need them. We have also purchased a touch free thermometer

### Snacks

- ✓ To decrease the handling and touching of snacks, please send snacks that your child can open independently. Maybe do some practicing over the next few weeks! Keep in mind we are a nut free facility.
- ✓ Children will bring their own filled water bottles with a lid for drink at snack. Water bottles will be brought home and washed after each school day. Please **DO NOT** send juice boxes.

### Social Distancing

- ✓ While getting 3-4 year olds to "socially distance" may be a challenge, the following strategies will be used to help decrease close contact between large groups of kids:
- ✓ 4 children will sit per table for craft and snack
- ✓ Individual spot markers will be used to show each student where to sit at circle time.
- ✓ Games, books and other learning activities will be used to teach the students about personal space and health.
- ✓ Teachers will wear masks or shields at all times. At this time, children are also **required to wear masks in the classroom**. We will revisit this decision monthly and will inform you of any changes. Please send an extra mask in your child's bag & launder masks after each school day.

### Drop Off & Pick Up

- ✓ I am going to try very hard to start and end our day outside to avoid the congestion of the stairwell & boot room leading into the classroom. Weather pending, our sign in will be outside & backpacks can be hung on the outdoor hooks provided. Once I have signed you in, your child will join our TA to continue to play outside. I know that it will be hard for your child to part with you for the first while but I encourage you to drop and dash as best as you can. We will either play at set up stations outside, much like the table toys the children would use indoors or play on the playground.
- ✓ In the event of bad weather & we are unable to be outside, I will meet you at the classroom door, sign your child in & then our TA will help your child get settled in the classroom while I continue to welcome the other students. I know this will be difficult at the beginning & I realize that some

children may need more time than others so know that I am sensitive to that. We will take everything in stride and make sure each student feels safe & comfortable before you go.

- ✓ Pick up will be on the playground. I will bring the sign out sheet with me so please do not leave until I have signed your child out so that I know they have gone. In the event of bad weather & we are unable to be outside, I will come to the door & we will call children to come upstairs as you arrive.
- ✓ **We do not have to wear masks outside at this time.** Mrs. Vogt & I will help your child to put on their mask when we are ready to enter the classroom. If you need to come into the school at any time, we would ask that you also wear a mask.
- ✓ We will use the SeeSaw app again this year to keep you up to date on what we are doing & I will try my best to post after each school day so that you can see firsthand that your child is learning, having fun & staying safe. I will continue to post to our Facebook page when I can.

Thank you for being so cooperative and understanding with these protocols as we navigate another year affected by covid. I look forward to meeting you all at our parent night where we can discuss these & other aspects of our preschool together.

*Mrs. Rheume*

### **23. The Board of Directors**

It is impossible to operate without the assistance of our parent volunteers on the Board of Directors. Each year, the Board is elected at the Annual General Meeting, which takes place during the Orientation Night (PJ Party) in August/September. The Board handles many functions for the preschool and holds meetings regularly during the school year as well as whenever a major decision is required. The Board depends on parents volunteering for the available positions. Please volunteer to fill one of the following positions:

#### **President:**

- acts as chairperson for board meetings
- has signing authority (with Treasurer & Registrar) for preschool
- acts as liaison between cooperative members and board members
- delegates jobs
- provides staff contact and support

#### **Vice-President:**

- conducts meetings in the absence of the President
- acts as liaison between board members and President
- acts as liaison between parents and board members
- acts as liaison between SCPCA & SCP School and CKCP board
- helps to organize field trips

#### **Secretary:**

- takes minutes of monthly meetings and transcribes
- maintains records and files of correspondence as necessary
- has legal custody of legal documents
- sends letters as directed by the board

#### **Registrar:**

- maintains members register, submitting new registrations and applications to withdraw
- contacts Treasurer with any changes of registrations
- maintains updated lists of registrants
- provides a copy of new registrants' forms to the teacher
- advertises vacancies
- in charge of annual registration & maintaining website
- acts as a signing authority (with President & Treasurer)

#### **Treasurer:**

- accountable for financial responsibilities (deposits, budgets, income tax, cheques and financial reports)
- manages the cooperative's funds
- keeps the board members aware of financial position
- acts as a signing authority (with President & Registrar)

#### **Fundraising Coordinator:**

- pilots fundraisers and receives funds raised
- prepares and presents reports on fundraising efforts

#### **Parent Coordinator:**

- sets star student schedule and posts/distributes it in a timely fashion
- organizes the cleaning schedule
- posts lists asking parents to volunteer for concerts (ie. snacks, drinks, etc.)

**Thank you. Enjoy the school year. We are looking forward to working with you and your child!**



**Country Kids Cooperative Preschool**      School Year: \_\_\_\_\_  
**Registration Forms: Please Return the Following 5 Pages to the Registrar**

**Part 1: General Information**

How did you hear about us? \_\_\_\_\_

Please choose one:      \_\_\_\_\_ Mon/Wed/Fri      \_\_\_\_\_ Tue/Thu

**Student Information**

Child's First & Last Name	
Date of Birth	
Address	
Postal Code	
Home Phone Number	
Contact Email Address	

**Mother/Guardian Information**

**Father/Guardian Information**

Name		Name	
Home #		Home #	
Cell #		Cell #	
Work #		Work #	
Employer		Employer	
Email		Email	

**Part 2: Emergency and Medication Administration Release**

Hospitalization Number: \_\_\_\_\_

Province: \_\_\_\_\_

Family Physician: \_\_\_\_\_

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

Allergies, other relevant health conditions:

\_\_\_\_\_  
 \_\_\_\_\_

I, (parent/guardian), \_\_\_\_\_, hereby give consent for my child, \_\_\_\_\_, to receive emergency treatment, if deemed necessary, by a qualified attending physician. I understand that every effort will be made to contact me on the occurrence of such an emergency.

However, in the event that I am not able to be contacted, please notify the person named below (a responsible third party who is normally available during preschool hours):

Emergency Contact: \_\_\_\_\_ Known to my child as a(n): \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

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

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

**Part 3: Transportation and Dismissal Authorization Release**

I, (parent/guardian), \_\_\_\_\_, hereby authorize you to release my child, \_\_\_\_\_, to the following people:

Contact Person: \_\_\_\_\_

Known to my child as a(n): \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Known to my child as a(n): \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

This list shall remain in effect until I change it in writing and provide that written notice to Country Kids Cooperative Preschool.

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

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

## Country Kids Cooperative Preschool

### Part 4: Cooperative Preschool Agreement

This agreement is made between the "Country Kids Cooperative Preschool" and \_\_\_\_\_. I wish to enroll my child and understand that I must abide by the following regulations if my child is accepted into the preschool:

1. **Cooperative Family** – I realize that as a cooperative member, I will assist with housekeeping duties at the Preschool as required and I will volunteer my time and effort as required by the preschool from time to time.
2. **Payment** - I will pay the fees required as follows for each child enrolled:  
*Annual cooperative membership:* \$1.00 fee.  
*Classroom supplies fee (non-refundable):* \$100.00 fee, accepted in the form of registration deposit  
*Tuition:* September and May tuitions must be paid in a cheque dated September 1<sup>st</sup>. Tuition for the month of May is not refundable in the event of withdrawal after January 1<sup>st</sup>. All other tuition is paid by monthly post-dated cheques or one lump sum payment can be made.
3. **Withdrawal** - I will write a letter to the Registrar if I wish to withdraw my child. Notice must be received by the Registrar one month prior to withdrawal in order to be refunded the following month's tuition. This does not apply if my child is withdrawn for the last month of school. No refunds are made until written notice is received. No refunds of the tuition fees for the final month of the school year will be considered unless notice of withdrawal is received by December 31<sup>st</sup> of that school year. I understand there is a wait period before my refund is made and my post-dated cheques are returned. The Board of Directors reserves the right to ask for the withdrawal of my child if he/she is considered unsuitable at any time for reasons of immaturity, health problems or consistently disruptive social behaviour which interferes with the successful operation of the preschool.
4. **Information** - I agree to attend the Country Kids Cooperative Preschool meetings of parents. For full details regarding the operation and bylaws of CKCP, I will refer to the CKCP Handbook
5. **Safe conduct** - I will assume responsibility for my child's safe conduct to and from school. Parents/guardians delivering children to the school are responsible for accompanying the child into the school, helping them remove outerwear, and putting on their indoor shoes. I will see that children are picked up promptly after each class.
6. **Medical Care** - I give consent for my child to receive any medical care necessary if I am unavailable in an emergency.
7. **Illness** - I will not send my child to school if he/she is ill, nor come myself if I am ill. Any communicable disease will be reported to the teacher immediately.
8. **Toilet trained** – I ensure my child is toilet trained as per Health Regulations. This means no diapers or pull-ups of any kind.
9. **Claims** - I waive all claims against the preschool, in excess of public liability insurance carried by the preschool, in case of injury to my child while in the care, custody or control of the preschool.
10. **Community Membership** - I will acquire and show proof of my South Corman Park Community Association Membership or another community membership that will be honoured by the preschool.

I, \_\_\_\_\_ (parent/guardian) hereby accept the above cited terms of agreement and wish to enroll my child, \_\_\_\_\_ (child's name) and myself, under these conditions, in Country Kids Cooperative Preschool.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**I am interested in sharing my talents by participating in the Parent Board of Directors. \_\_\_\_ yes \_\_\_\_ no**

## Country Kids Cooperative Preschool

### **Part 5: Annual Cooperative Preschool Membership Application (cost \$1)**

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

To: The Parent Board Executive

- a) I/we hereby apply for membership in the "Country Kids Cooperative Preschool", and the sum of \$1.00 is hereby paid as an annual membership fee.
- b) On becoming a member, I/we agree to be bound and to abide by the Bylaws of the Cooperative.
- c) Membership is granted on a per family basis; however, only one member of the family may vote at membership meetings.

\_\_\_\_\_  
Last Name (s)

\_\_\_\_\_  
First Name (s)

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Signature(s)

### **Part 6: Community Membership (cheque to be made payable to SCPCA)**

#### **South Corman Park Community Association Membership**

To become a member of Country Kids Cooperative Preschool (CKCP), you must also have a South Corman Park Community Association (SCPCA) Membership. This membership invites you to community events and activities. (For example: Youth Soccer, Fall Supper, Sunday Skating, etc....and participation in the preschool.) The annual fee for a SCPCA membership is \$25 and it is valid from January throughout December. If you have membership with another community association, it will be honoured.

1. If your child is currently attending CKCP, please include a **\$25 membership fee**. Your fee will cover the membership cost for the year 2023.
2. If your child is a new registrant to CKCP, please include a **\$35 membership fee**. Your fee will cover a pro-rated cost for September - December, 2022 as well as the membership cost for the year 2023.

If you already have a membership, please provide information in the space below:

Name of Community Association \_\_\_\_\_

Membership#: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## Country Kids Cooperative Preschool

### Part 7: Schedule of payment

**Etransfer deposit (\$101) is to be submitted at time of registration.** This is a **non-refundable** supplies fee and annual cooperative membership fee. When your registration form and e-transfer deposit are received, you will be notified whether your application has been accepted. All sessions are filled on a first come, first served basis. Once registered, you will receive a confirmation email or phone call.

We offer two methods of payment for tuition:

1. A combined Sept/May cheque + 7 posted-dated cheques.
2. One cheque or E-transfer to cover the full year's tuition.

\*Please provide a separate cheque to the SCPCA for community membership fees.

Please find the schedule of payment outlined in the chart below:

<b>Program</b>	<b>3-Day</b>	<b>Cost</b>	<b>2-Day</b>	<b>Cost</b>
E transfer (Registration deposit)	\$100 <b>non-refundable</b> classroom supplies fee + \$1 annual cooperative membership fee due with registration	\$101	\$100 <b>non-refundable</b> classroom supplies fee + \$1 annual cooperative membership fee due with registration	\$101
Cheque 2	Sept & May Tuition (\$152 + \$152)	\$304	Sept & May Tuition (\$118 + \$118)	\$236
Cheque 2	October 1	\$152	October 1	\$118
Cheque 3	November 1	\$152	November 1	\$118
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Cheque 7	March 1	\$152	March 1	\$118
Cheque 8	April 1	\$152	April 1	\$118
One Tuition (Sept-May)	date cheque for September 1	\$1368	date cheque for September 1	\$1062
	<b>Total (\$101 + Tuition)</b>	<b>\$1469</b>	<b>Total (\$101 + Tuition)</b>	<b>\$1163</b>
Fundraiser "Buy Out" option (explained in section 13 of Handbook) \$200; date cheque for December 31				
Toy Cleaning Charge (explained in section 9 of Handbook) \$50; date cheque for May 1				
Annual Community Membership Fee (\$25 or \$35) payable to the <b>SCPCA</b> ; date cheque for September 1				

Please make cheques payable to **Country Kids Cooperative Preschool** (except community membership fee). Kindly ensure that your registration forms and **tuition, fundraiser buy out, toy cleaning charge and annual membership** cheques are ready to give to the registrar at the parent orientation day.

**Part 8 – Contact List**

The information that you provided on the registration form is confidential, so we request your consent in preparing a class list.

Please choose one:

- I consent to the release of my name, my child’s name, phone number, and email address for the purpose of preparing a class list to be distributed to all families.
- I do not want to have my name included on the class list.

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

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

**Part 9 – Photo Waiver**

CKCP has a website/Facebook page. On occasion, we post photos of students. We request your consent in posting photos on our website/Facebook page.

Please choose one:

- I consent to allowing photos of my child being posted on the website/Facebook page.
- I do not consent to allowing photos of my child being posted on the website/Facebook page.

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

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

**Items to submit with Registration**

	Completed Registration Forms (Part 1-9)
	Tuition Cheques (explained in section 5 of Handbook)
	Postdated Cheque for Fundraiser Buyout Option (explained in section 13 of Handbook)
	Postdated Cheque for Toy Wash Fee (explained in section 9 of Handbook)
	Forms & Cheque for South Corman Park Community Association Membership

**Items to bring First Day of School**

	Indoor Shoes
	Backpack
	Lunch Kit w Snacks
	Water Bottle
	one change of clothing in a plastic bag (child's name on outside)

All families registering their child at CKCP must fill out the *lower portion* of this form and submit a payment of \$25 (payable to SCPCA) in order to obtain membership for the year 2023. For families who do not hold a current membership, please fill out *both portions* of this form and submit it with a payment of \$35 to obtain membership for the remainder of 2022 as well as the year 2023.

## **South Corman Park Community Association Application for Membership: Sep – Dec, 2022**

Family Name: \_\_\_\_\_

Names of family members: \_\_\_\_\_  
\_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

email: \_\_\_\_\_

Cost is \$25.00 per family per year

Membership is valid Sep. 1, 2022, to Dec. 31, 2022.

Membership Number: \_\_\_\_\_

## **South Corman Park Community Association Application for Membership: 2023**

Family Name: \_\_\_\_\_

Names of family members: \_\_\_\_\_  
\_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

email: \_\_\_\_\_

Cost is \$25.00 per family per year

Membership is valid Jan 1, 2023, to Dec 31, 2023.

Membership Number: \_\_\_\_\_