



Registration Form 2018 / 2019

Child's Name: _____ Date of Birth: _____

Program: Toddler **T F**
 Preschool **M W Th** (Please circle days)

Parent 1 Name: _____ Parent 2 Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____

Email Address: _____

Business Address 1: _____ Business Address 2: _____

Business Phone # 1: _____ Business Phone # 2: _____

Siblings: _____ Age _____

_____ Age _____

_____ Age _____

Emergency Contact Name: _____ Phone #: _____

Doctor's Name: _____ Phone #: _____

Doctor's Address: _____

Allergies: _____

Health concerns: _____

Starting Date _____ Withdrawal date: _____

Tuition and Fees

The following is an overview of the fees for the 2018 / 2019 school year:

1. Registration fee (all programs): \$55 per year (maximum \$55 per family)
2. Tuition (10% sibling discount applies to the second tuition)
 - Toddler Program: 2 day/week: \$190 per month
 - Preschool Program: 2-days/week: \$166 per month
 - Preschool Program: 3-days/week: \$220 per month

Payment Options

*All options additionally require \$55 registration fee payable on the registration date. All cheques made payable to **Rural Family Connections Inc.** and are due upon registration.*

- | | |
|--|---|
| <input type="checkbox"/> 1 cheque (annually) | ▪ Entire year's tuition dated September 1, 2018; |
| <input type="checkbox"/> 2 cheques (by semester) | ▪ September to December and June tuition dated September 1, 2018
▪ January to May tuition, dated January 1, 2019 |
| <input type="checkbox"/> 9 cheques | ▪ September & June tuition dated Sept. 1, 2018 and 8 cheques dated the 1 st of each month |
| <input type="checkbox"/> e-transfer | ▪ Please call the main office to set this up: 613-821-2899 |



Liability Release

I understand that the Nursery School’s programs include activities and field trips (with signed parental permission form) to public parks, museums, farms and other points of interest, including walks about the village. I hereby release Metcalfe Cooperative Nursery School from any or all responsibility or liability arising from or out of any accident or event which may occur from any cause whatsoever on, or en-route to, or from the school premises.

 Parent’s Signature Date Parent’s Signature Date

Medical Release

I hereby appoint the Director, Teacher, or Substitute Teacher of the Metcalfe Cooperative Nursery School to act in complete authority, to authorize any medical attention to my child by a qualified physician in the event of an emergency while my child is in the care of the Metcalfe Cooperative Nursery School Inc. (There will always be constant attempts to contact the parents or emergency alternative first.)

 Parent’s Signature Date Parent’s Signature Date

Photo Permission

From time to time we take pictures during Metcalfe Cooperative Nursery School activities. We would like your permission to use these pictures on our website, in our newsletter, and/or in promotional materials. We will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures; we will use them exclusively for internal purposes and promotional activities for the Metcalfe Cooperative Nursery School (including, but not limited to our website, newsletter, and brochures).

Please take a moment to let us know your preferences regarding our use of photos for your child:

- YES. I grant you permission to use photos of my child in your promotional materials, including website & printed materials.
- YES. I grant you permission to use photos of my child only in your printed promotional materials, – no website use.
- Please do NOT take or use any photos of my child.

 Parent’s Signature Date Parent’s Signature Date

Internal Communications

In order to reduce costs, we would like to correspond with you primarily by email. Please check below if this is not a suitable option for you.

- I do not wish to receive Metcalfe Cooperative Nursery School communications by email.



Registration Completion Checklist

The following is a list of items that must ALL be submitted in order to successfully register your child in the Nursery School:

- Registration form (both sides completed and signed)
- Registration fee (\$55)
- Immunization Information form and copy of immunization card

The following is a list of items that must ALL be submitted in September during intake interview:

- Post-dated cheque(s) for all fees for the school year
- Parent Participation Agreement (both sides)
- Completed Police Records Check or receipt for the vulnerable sector (for Toddler and Preschool parents)