

Registration Information for New Families

- Registration forms **MUST** be completed by each child's Parent or Legal Guardian. If another person will be present at time of registration in the Parent's / Guardian's stead and the forms are incomplete Discovery Preschool can not accept the registration.
- Anyone can line up for a registering family and bring in that family's registration forms and cheques, as long as that person is **NOT** registering their own child or another child from an additional family.
- **ALL** cheques must accompany the registration forms. Without accompanying cheques Discovery Preschool can not accept the registration. Cheques needed are as follows:
 - \$90 registration fee dated February 9, 2012
 - \$75 clean up fee cheque dated June 1, 2013
 - Tuition: 10 cheques dated for the first of each month from October 2012 - June 2013. **September tuition cheque is to be dated June 1, 2012**
- Police Record Checks must be completed in person at Discovery Preschool the day of registration. In order to complete the Police Record Check forms you must bring in a photo copy of two pieces of government issued ID, one of which must have a photo, along with the two ID pieces. If you are sending someone in your place to register your child you will be contact shortly after registration day and will be required to make alternate arrangements to complete your Police Record Check.
- If you are planing on occasionally having additional people, (I.e.: Nanny, Spouse, Grandparent), complete your in-class Parent Helper Volunteer Days if possible have that person meet you at Discovery Preschool on Registration day to complete their Police Record Checks as well.
- It is required that each family sign up for a Parent Job on registration day. Please review the Parent Job Handbook for further information on the various jobs. Existing & Alumni families will have chosen their jobs in the weeks prior to registration day so it is advised to have a few choices in mind as Discovery Preschool will not be able to advise you as to what jobs are available until you are in the registration process.
- **Registration begins at 1pm SHARP on February 9, 2012.** Please note that there will be no access to the building prior to 1pm. Numbers will be handed out to those in line just before the doors are opened to ensure fairness. Discovery Preschool asks that all families arriving early to please wait on the sidewalk area away from the doors.

Registration Information for Alumni Families

- Alumni families are welcome to submit their registration forms and **ALL** accompanying cheques on Mondays, Wednesdays, & Fridays between noon and 1 pm at Discovery Preschool beginning Monday, January 9, 2012 **ENDING** Friday, January 27, 2012.
- Please note the above times are for form & cheque drop offs **ONLY**, any families wishing to meeting with the Teachers and/or tour the school are asked to sign up for one of the 3 scheduled tour dates.
- Unfortunately any Alumni who miss the January 27, 2012 deadline will need to register during Open Registration on February 9, 2012.
- Alumni families who require a Police Record Check are asked to bring in a photo copy of two pieces of government issued ID, one of which must have a photo, along with the two ID pieces when registering.
- Priority will be given to current families, followed by alumni families. Any remaining spots will then be available for Open Registration.