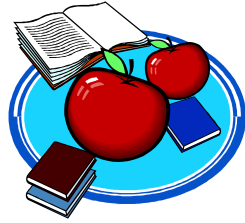




THE
LEARNING TREE
PRE-SCHOOL



THE LEARNING TREE PRE-SCHOOL
REGISTRATION FORM
2011 - 2012

Child's Surname: _____ **Given Names:** _____

Male: _____ Female: _____ Date of Birth: Month _____ Day _____ Year _____

Address: _____

Postal Code: _____ Home Phone #: _____

Mother's Name: _____ Work #: _____ Cell #: _____

Mother's Business Address: _____

Father's Name: _____ Work #: _____ Cell #: _____

Father's Business Address: _____

Email: _____

FOUR YEAR OLD PROGRAM: AM _____ 9:00 until 11:30

PM _____ 12:30 until 3:00

School begins Friday, September 9th, 2011

Fee \$190.00 per month plus a \$50.00 Registration Fee (non-refundable)

THREE YEAR OLD PROGRAM: AM _____ 9:00 until 11:15

School begins Thursday, September 8th, 2011

Fee \$165.00 per month plus a \$50.00 Registration Fee (non-refundable)

September needs to be devoted to the children so please mail or drop off the completed forms, registration fee of \$50, a copy of your child's immunization records a method of payment to the following: (Preferred method of payment is to have your Credit Card on file, will accept P/D cheques in certain cases).

The Learning Tree Pre-School
11 Sackville Dr. SW
Calgary, Alberta T2W 0W3

A spot will be held for your child when all forms, payment and required information have been received. A letter of confirmation of your registration will be mailed to you as soon as they are

processed. If you have any questions or concerns, please feel free to contact the Director, Marla Johnson at **680-4237**.

*All NSF cheques charged at \$40.00.

*All overdue payments are charged a \$30.00 late fee.

*There will be no refunds for the month of June, all other cancellations require a 30 day notice.

*Students are to be independent with toileting.

*Registrants for the 3 yr. old program are to be 3 by the end of November.

Credit Card Information

If paying by credit card, please provide the following information:

Visa

Mastercard

Card Number: _____

Expiration Date: (MM/YY) ___/___

Signature: _____

Health Form

Siblings Names and Ages: _____

Do you have any pets (Name and animal type) _____

Allergies: _____

Requires epi-pen? Yes _____ No _____ Medication form completed _____

Any ongoing medication? _____

Are your child's immunization records up to date? _____

PLEASE PROVIDE A PHOTOCOPY OF YOUR CHILD'S IMMUNIZATION RECORD

Does your child have any of the following, if so list:

Medical problem: _____

Physical problem: _____

Speech problem: _____

Has your child had any of the following: (please give date if possible)

Measles: _____ Rubella (German measles) _____ Chicken Pox _____

Whooping Cough _____ Mumps _____ Ear Infections _____

Is there any parental access restrictions? Yes ___ No ___ If yes, please elaborate

Child's Doctor _____ Doctor's # _____

Alberta Health Care # _____

Emergency Contact (if unable to reach parents): _____

Emergency Contact Address: _____

Relationship to child: _____ Phone # _____

Persons Authorized to Pick-up child from school:

1. Name _____ Phone # _____ Relationship: _____

2. Name _____ Phone # _____ Relationship: _____

Parents Signature: _____ Date: _____

How did you hear about The Learning Tree Pre-School? _____

For School Use Only:

Current/Past Student _____ New: _____ Referred by: _____

Four-year-old Program: AM _____ PM _____ Three-Year Olds _____

Registration Fee Rec'd _____

Monthly Fee Rec'd

Sept ___ Oct ___ Nov ___ Dec ___ Jan ___ Feb ___ Mar ___ Apr ___ May ___ June ___

Letter of Confirmation of Registration Mailed _____

Parent Handbook Manual Mailed _____ Immunization Records Copied _____

Discipline Policy Read and Signed _____

THE LEARNING TREE PRE-SCHOOL **WAIVER FORM AND DISCIPLINE POLICY**

We the undersigned authorize THE LEARNING TREE PRE-SCHOOL Director, Marla Johnson, Teacher Assistant and agents to take our child on out of class excursions i.e. Walks in the nearby neighbourhood, playing in the play parks and school field, school gymnasium, or any activity outside of the classroom. The Parent / Guardian agrees that THE LEARNING TREE PRE-SCHOOL shall not be liable for any personal injury or death resulting from any cause whatsoever and waives any claim with respect thereto.

Parent's Signature: _____

Date: _____

The LEARNING TREE PRE-SCHOOL Discipline Policy reads as follows:

Within every preschool setting appropriate guidelines must be set to ensure the safety and well being of all children. Our intent is to provide a positive approach to discipline. The learning process involves teaching children to resolve their difficulty in a positive manner and develop self-control. We encourage positive and appropriate behavior in the classroom.

There will be occasions where a child will be having trouble controlling his/her behaviour and will interfere with another child's work or disrupt a group's activity. At this time the teacher will attempt to redirect his/her attention in a firm, kind and flexible manner by offering choices of other activities and/or behaviour. If the child continues to misbehave, a discussion between teacher and child to discuss appropriate behavior will occur. If the child does not respond positively to the choices offered, the teacher will separate the child from the other children to a table and chair. The child will remain there until he/she has settled and he/she feels ready to rejoin the group.

If a child has significant problems cooperating with peers or teachers, his/her parents will be contacted and a mutually satisfactory approach will be agreed upon. It is important to respect childrens' feelings and to be sensitive to the child's emotional state. Some children may misbehave due to illness, being over tired, or some event happening at home. We as teachers need to know of any problems arising in your child's life, which will affect your child's performance.

Discipline Policy Read and Signed _____