



Registration Form 2019 / 2020

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 2019 / 2020 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-days/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 when you register

*All tuition cheques made payable to **Rural Family Connections Inc.** and are due during the registration in-take interview in the first week of September.*

- 1 cheque (annually) ▪ Entire year's tuition dated September 1, 2019;
- 2 cheques (by semester) ▪ September to December and June tuition dated September 1, 2019 and January to May tuition, dated January 1, 2020;
- 9 cheques ▪ September & June tuition dated September 1, 2019 and 8 cheques dated the 1st of each month;
- 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 take & use photos of my child only on the private MCNS Facebook page & the Storypark.com website which is where we document your child’s nursery school experience.
- YES. I grant you permission to use photos of my child only in your printed 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.



Please provide a list of the authorized adults with permission to pick up your child:

Name: _____	Relationship to my child: _____
Name: _____	Relationship to my child: _____
Name: _____	Relationship to my child: _____
Name: _____	Relationship to my child: _____
Name: _____	Relationship to my child: _____
Name: _____	Relationship to my child: _____

Parent's Signature Date

Parent's Signature Date

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)