

Admission: _____
Program: _____
W/D Date: _____
W/D Reason: _____

The Tottle Inn Children's Centre

Preschool Program Admission Application 2011/2012 Returning Student

Child's Name: _____ Date of Birth: _____

Email Address for communication from centre: _____

The admission documents completed for the 2010/2011 preschool school year contain the health and background information for enrolment. Please provide any changes to contact information or updated health (including dates of additional immunizations), development, contact or other information required for the continued care of your child in the space below and complete all remaining pages:

ALTERNATE CONTACTS:

A minimum of three contacts other than parents are required. Alternate contacts will be phoned if parents cannot be reached in case of an emergency or other situation requiring immediate attention.

Name:	Relation to child:	Home Phone	Work Phone	Cell Phone
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EMERGENCY CARE CONSENT:

The signatures below indicate authorization for _____:

_____ -to attend field trips, outings and excursions away from The Tottle Inn Children's Centre, under adequate supervision. Transportation other than walking will require additional authorization.

_____ -to be examined by a Public Health Nurse or other health practitioner when deemed necessary.

_____ -to be transported to a hospital or doctor by whatever means necessary to receive medical attention in the event of accident, illness or injury. I understand an attempt will be made to contact the child's parent, guardian or other designated person unless the time necessary to attempt to make contact would cause apparent unnecessary delay in the child receiving medical attention. I/We agree to the administration of medical attention for my child where circumstances would make it impossible, imprudent or impractical to first attempt to contact a parent or designated person.

_____ - I/We hereby waive and release The Tottle Inn Children's Centre, it's Director, employees or any volunteer from any and all legal liability, action, cause of action or claim for damages arising as a result of any accident, injury, illness or loss which may occur to any child of mine/ours, which did not arise as a result of the gross *negligence* of The Tottle Inn, it's Director, employees or volunteers. This and all other authorizations shall become effective as of the date signed and shall remain in effect until termination of care is received in writing by the Director and the child is no longer attending The Tottle Inn Children's Centre.

AUTHORIZATIONS FOR PHOTOGRAPHS:

At The Tottle Inn Children’s Centre, we like to provide parents with special “keepsakes” from their children. We often take pictures of the children during their play activities to be used in a variety of ways. The list below indicates the manners in which the photos may be used. Parents are asked to indicate authorization for your child’s photo to be taken and used in the manner described. We hope that all parents will allow photos to be taken of their children to be used in the manner described below as it is difficult to exclude children from photos when their peers are included. Please direct any questions to the Director.

The initials below indicate authorization for The Tottle Inn Children’s Centre to photograph my child(ren).

Name of child(ren) : _____ . Program : _____ Initials: _____

Parents consent to photos being used in the following manner(s):

Arts and Craft activities. (Crafts may displayed at the centre)

In The Tottle Inn Children’s Centre newsletter.

In slide shows or other photo displays at special events organized by the Centre.

Pictures of children *will not* be used for flyers or other marketing materials without additional consent.

Pictures of children *will not* be added to our web site without additional consent from parents. Our website includes photo galleries to show the activities the children participate in as well as individual photos for special events such as Star of the Week or Birthdays.

If you consent to your child’s photo being included on our website – please indicate your authorization by initialing here: _____. If you do not consent to photos being included on our website initial here: _____

There may be times when video cameras are used as part of our program as well, however we will request separate permission from parents should we plan to use a video camera in our program. There may also be times when videos are used for observational and assessment purposes by developmental professionals working with the children. (This includes professionals working with children other than your own.). We will request separate permission before allowing your child to be videotaped for any purpose.

SUMMARY:

The information contained within these forms is requested in order for us to ensure we provide a safe, nurturing and stimulating environment for your child’s living and learning. We also require the information in order to comply with licensing and other regulations. We ask parents please provide updated information whenever necessary.

Date

Parent/Guardian

Date

Parent/Guardian

Date

Director

The Tottle Inn Children's Centre

Preschool Program

2011/2012 Registration

Child: _____ Date of Birth: _____

Parent(s): _____

Mailing Address: _____

Email Address: _____

Home Phone: _____ Alternate Phone: _____

PRESCHOOL PROGRAM CLASS SELECTION

DATE OF BIRTH	ELEMENTARY SCHOOL START YEAR	PRESCHOOL GROUP SELECTION
October 1 st , 2006 (or before) to December 31 st , 2007	2012	Senior Class Three Sessions per week Monday, Wednesday & Friday
January 1 st , 2008 to May 31 st , 2008	2013	Option of choosing: Junior or Senior Class 2 or 3 sessions per week
June 1 st , 2008 to September 30 th , 2009	2013 or 2014	Junior Class Two sessions per week Tuesday & Thursday (*Possibly Mon/Wed in Hantsport)

Location Requested: Falmouth _____ Hantsport _____ *See note below re Hantsport.

Senior Class: Monday, Wednesday & Friday _____

Junior Class: Tuesday & Thursday _____ *Maybe Mon & Wed in Hantsport see note

*Early Drop Off Requested: Yes _____ No _____

*Extended Pick Up Requested: Yes _____ No _____

*These two options will be available if demand is sufficient.

Non-refundable annual registration fee of \$40.00 is required prior to processing any admission application.

When selecting a class for your child, please follow the guidelines above pertaining to your child's date of birth. If your child could be registered for either the Junior or Senior group, please contact the centre to discuss your child's development with the Director to ensure he/she will be appropriately challenged. When placing the children in a class, the age groupings are used as a guideline along with each child's developmental level. Exceptions can be made to the guidelines at the Director's discretion. *Our Hantsport group joined our Falmouth class in 2009. If demand is sufficient, we will hold classes at our Hantsport location as well as Falmouth for 2011/2012. If demand is not sufficient, the Hantsport children will join the Falmouth children again for 2011/2012. Please contact Jacky should you have any questions. Thank you!

The Tottle Inn Children's Centre

Preschool Program Enrolment Agreement

The following agreement is made between:

The Tottle Inn Children's Centre

PO Box 32, Falmouth, NS or

10 Main Street, Hantsport, NS And

Parent's Name(s): _____

Address: _____

Child(ren): _____

Policies Received:

I/We acknowledge the receipt of The Tottle Inn Children's Centre Parent Manual either as a hard copy or electronic copy, , containing the policies and procedures for The Tottle Inn Children's Centre. I/We agree to adhere to all policies contained within the Parent manual and those posted at the centre, amendments etc.

Expansion Notice:

We are in the process of expanding upon the programs we offer at our Falmouth location. This expansion will involve the construction of a new centre. Our plan is to provide our programs at our current location without interruption while our new centre is built. The program will move to the new location – in Falmouth – once the centre is complete. The expansion will require some changes to centre policies. Advance notice will be given to parents.

Enrolment & Attendance Schedule:

Program Start Date: September 12th, 2011. Program End Date: June 15th, 2012.

My/Our child is to attend sessions on the following days of the week:

Senior Class: Mon/Wed/Fri _____

Junior Class: Tues/Thurs _____ *Maybe Mon & Wed in Hantsport

Early Drop Off: Yes _____ No: _____ Time: _____ (*8:00am start time)

Extended Pick Up: Yes: _____ No: _____ Time: _____ (*12:00pm finish time)

Monthly Fee:	Junior Class:	\$103.00 Regular Drop Off/Pick Up Times
		\$133.00 Early Drop Off OR Extended Pick Up
		\$153.00 Early Drop Off AND Extended Pick Up
	Senior Class:	\$143.00 Regular Drop Off/Pick Up Times
		\$173.00 Early Drop Off OR Extended Pick Up
		\$193.00 Early Drop Off AND Extended Pick Up

Scheduled Attendance:

Monthly fees are unaffected by absenteeism. Payment is required for all sessions regardless of attendance. There is no preschool on days when the local Elementary school has a Full Day In-Service or on days when the local Elementary school is closed due to stormy weather, power outage etc. Preschool sessions are shortened on days when the local elementary school has an early dismissal in-service. Pick up time is 10am on these days. There is no preschool over Christmas Break or March Break. Please refer to the Parent Manual for additional details. All anticipated missed sessions have been considered when setting our monthly rates. Since the total fee for the year has been averaged, the rate remains the same from month to month regardless of the number of teaching days in each particular month.

Registration Requirements:

A non-refundable annual registration fee of \$40.00 is required in order to guarantee any child's space. Space will not be confirmed until the registration fee has been received. Should a child enroll after the program has started for the year, the registration fee plus the program fee for the 1st month is due on the child's first day of attendance.

Permission to Pick Up:

The following people have permission to pick up my/our child on any given day without advance notice, in addition to the persons listed as alternate contacts on the admission application. (Photo ID may be required).

This agreement is effective as of the date signed and shall remain in effect until notice of termination of enrolment is received in writing by the Director, as per the Termination of Care policy, or until the program end date.

Date

Parent

Parent

Date

Director

PAYMENT POLICY AGREEMENT

A primary goal of The Tottle Inn Children's Centre is to provide accessible, affordable high quality child care programs for families in our community. In an effort to keep parent fees low, it is important for us to manage our expenses carefully. Parents can help with this by making prompt payments and ensuring your child is dropped off and picked up at the designated times. Our payment policy is outlined in our Policy Manual. **In order for our business to operate financially, all policies will be strictly and equally enforced for all families.** In an effort to ensure all families are fully aware of our payment policy, late pick up fees etc, and to avoid confusion, we have outlined some of the information below. Please read this information and the Policy and Procedure Manual carefully prior to signing the agreement.

Scheduled Attendance:

Preschool fees are based on scheduled attendance and are unaffected by absenteeism. If available, parents may enroll their child in the early drop off or extended pick up option. There is an additional fee for this service. Since availability is based upon sufficient demand, once a parent requests this service, the additional fee must be paid each month for the entire school year. Essentially, since we require a minimum number of children in order to offer this service, we require a commitment from interested families for the entire year so the service continues for everyone enrolled. Children who are not enrolled in the early drop off or extended pick up program may use this service *from time to time* at the director's discretion. An additional fee of \$10.00 per use for either early drop off or extended pick up will be added to the next month's fees for children who are not enrolled in this program. This fee will also be added for any child who is dropped off prior to the designated time, or picked up late, so please adhere to the set schedule as these fees will be collected from all families.

Exception: Children who are dropped off prior to the centre's opening time *for a particular day*, or who are picked up after the centre's closing time *for a particular day* (usually 11:30) will have an additional fee of \$10.00, plus \$5.00 for each 10 minute interval or part thereof added to the next month's fees. Parents are asked to include this fee when making their payment.

Late Payment Fees:

Program fees are due to be paid on or before the 1st of each month in advance. If the 1st of the month falls on a weekend, holiday, storm day, in-service day, sick day or a day when your child is not scheduled to attend, fees are due on the last scheduled day prior to the 1st of the month. Parents may provide post dated cheques to help avoid late payments. Monthly fees can be divided into two equal installments provided a post dated cheque dated no later than the 15th of the month is left with the payment prior to the 1st. Accounts cannot be held for two payments per month without a post dated cheque for the 2nd payment.

A late payment processing fee in the amount of \$25.00 will be added to **all accounts** not paid by the 1st of the month. An additional late payment processing fee of \$15.00 will be added to **all accounts** not paid in full by the 15th of the month. No exceptions can be made to our late fee policy. Parents are asked to include the late payment fee when making your payment after the due date. The late payment fees will be tracked and an invoice issued twice throughout the year to parents with accumulated late fees. This additional charge adds up quickly, so please be prompt when making payments. Post dated cheques can be left at any time as per the payment policy in our Parent Manual. We understand that sometimes unforeseeable circumstances may arise causing an occasional late payment. Please be sure to speak with the Director to make payment arrangements and please include the late payment fee with your payment. Repeated delinquency may result in termination of care.

All cheques returned by the bank will have a returned cheque fee of \$40.00 added to the account. Returned cheques must be covered immediately upon notification, on your child's next scheduled day of attendance or before.

Monthly Program Rate Calculation:

Our preschool fees remain the same from month to month regardless of the number of teaching days. We have calculated the number of teaching days for the entire year and factored in the estimated number of missed sessions for storm days, in-service days, Christmas Break, March Break, picture day, as well as unexpected missed sessions. The monthly fee remains the same because the annual fee has been averaged for the entire year from the scheduled start date in September to the scheduled end date in June. Averaging the monthly fee is beneficial as it helps to eliminate many hours of accounting, thereby helping to keep operating expenses and parent fees low. We hope parents remember this process during months when sessions are cancelled due to the various situations mentioned above, as the monthly fee would actually be much higher if these missed sessions were included in the monthly fee. Our rates are very competitive with other licensed centres.

I have read, understand and agree to all policies contained within this document and the Policy and Procedure Manual:

_____ -Parent

_____ -Parent

_____ - Date