MOTHER TERESA COOPERATIVE PRESCHOOL LTD.
Registration Package 2020-2021

STEP 1: REGISTRATION INFORMATION

Child's Information:

Child's Name (last, first):	Date of Birth (Day/Mon/Year):
☐ Male ☐ Female	Language(s) spoken at home:

Parent/Guardian Information:

Parent/Guardian Name: ☐ Mother ☐ Father ☐ Other	Parent/Guardian Name: ☐ Mother ☐ Father ☐ Other
Address, including postal code:	Address (if different from other Parent/Guardian):
Email Address:	Email Address:
Home Phone Number:	Home Phone Number:
Work Phone Number:	Work Phone Number:
Cell Phone Number:	Cell Phone Number:
During preschool hours please contact my ☐ cell ☐ home ☐ work phone	During preschool hours please contact my ☐ cell ☐ home ☐ work phone

Caregiver Information:

Caregiver's Name:	Phone:
Person(s) Authorized to Pick Up Child:	Phone Number(s)

STEP 2: PRESCHOOL SESSIONS

Please circle your session(s) of choice.

4 Year Old Sessions	Session A **Mon/Wed/Fri AM** **8:45 – 11:00**	Session B **Tues/Thurs PM** **12:45 – 3:00**
3 Year Old Session	Session C **Tues/Thurs AM** **8:45 – 11:00**	

STEP 3: Complete and Sign the *Medical Care Permission* and *Field Trip & Photo/Video Consent Form*

Mother Teresa Cooperative Preschool Ltd.

MEDICAL CARE PERMISSION

Child's Full Name:	Child's Doctor (Name & Phone Number)
Child's Hospitalization #	Child's Dentist (Name & Phone Number)
Allergies: (Please list and describe any allergies)	

I give my consent for my child to receive medical assistance and/or care necessary, by qualified personnel or physician(s), if I am unable to be contacted in case of an emergency.

Parent Signature:	Date:

I agree not to hold responsible the Mother Teresa Cooperative Preschool Ltd., its teacher(s), or members for any costs, claims, damages, or demands whatsoever relating, directly or indirectly, out of the life-saving efforts of its teacher(s) and/or members including bodily injury, death, consequential damages and direct or indirect damages, save and except for damages that arise out of the gross negligence or willful and wanton misconduct of the Mother Teresa Cooperative Preschool Ltd.

Emergency Contact Name	Signature:	Date:	Contact # during school hours:

*Please provide the name of an **Emergency Contact, a** person to be contacted in case of an emergency during school hours in the event that parents cannot be reached.

FIELD TRIP CONSENT

I give consent for my child to attend field trips organized by Mother Teresa Cooperative Preschool during the school year.

Parent Name:	Parent Signature:	Date:

- I understand that I will be given reasonable notice of the upcoming field trips.
- I understand that the children will be supervised by the teacher and parent members of the Mother Teresa Cooperative Preschool Ltd.
- I understand that the children will be transported by foot or in a city or chartered bus.
- I agree to not hold responsible the Mother Teresa Cooperative Preschool Ltd., it's teacher(s), and members from any costs, claims, damages, or demands whatsoever that may arise, directly or indirectly, out of activities related to the field trips including, but not limited to, bodily injury, death, consequential damages and direct or indirect damages, save and except for damages that arise out of gross negligence or willful and wanton misconduct of Mother Teresa Cooperative Preschool Ltd.

PHOTO/VIDEO RELEASE CONSENT

I hereby give permission for images of my child, captured during regular and special Mother Teresa Co-operative Preschool activities through video, photo and digital camera, to be used solely for the purposes of Mother Teresa Co-operative Preschool promotional material, publications and/or web site graphics and waive any rights of compensation or ownership thereto.

Parent Name:	Parent Signature:	Date:

Additional Information:

Please use the space below to provide any information that you believe would be helpful for your child's teacher. The information you provide will be kept confidential and will not affect your child's eligibility for enrollment in Mother Teresa Preschool. This information will be used for the sole purpose of best meeting your child's needs in our program.

Does your child receive services from any of the following:

☐ Speech Language Pathologist ☐ Occupational Therapist

☐ Physical Therapist ☐ Other:

Any additional information you would like to provide:

STEP 4: Please consider becoming a member of the Preschool Board of Directors

Mother Teresa Cooperative Preschool Ltd.

BOARD OF DIRECTORS VOLUNTEER POSITIONS

The Mother Teresa Cooperative Preschool Ltd. is an organization that is operated and maintained by a board of directors who are elected (or acclaimed) by parent members. If you are interested in becoming a member of the board for the 2019/2020 school year, please complete the following information. Board position descriptions can be found on our website. Once we have received your form, a board member will contact you regarding your interest in volunteering and address any questions you may have. Each board member is required to attend one board meeting each month as well as fulfill the duties as outlined in their handbook. Co-operative participation can be highly rewarding. We welcome you to join the Board of Directors. We encourage parents to volunteer for a board position!

Your Name:	Your Email Address:

STEP 5: APPLICATION FOR MEMBERSHIP

Note: You must be a member of the Mother Teresa Cooperative Preschool Ltd. in order to register your children for preschool. Membership is for life and does therefore not need to be renewed each year. As a member, your children are eligible for pre-registration in subsequent years.

- ☐ **I am already a member.** (Please check the box & continue to Step 2)
- ☐ **I would like to apply for membership.** (Please complete the remainder of Step 1)

1) I (we) hereby apply for membership in the Mother Teresa Cooperative Preschool Ltd., and the sum of $1.00 is hereby paid as a membership fee.
2) On becoming a member, I (we) agree to be bound and to abide by the Bylaws and Parent Handbook of the Co-operative.
3) Membership is on a family basis. Only one member of the family may vote at membership meetings.

Name of Parent(s)/Guardian(s) applying for membership:	
Address including postal code:	
Phone Number:	**Email Address:**

Names of your children	**Month & Year of Birth**

Note: Your younger children will be eligible for pre-registration in future years.

STEP 6: COOPERATIVE AGREEMENT

Mother Teresa Cooperative Preschool operates as a co-operative in accordance with the regulations of the Department of Co-operative Development and The Co-operatives Act, 1996. Mother Teresa Cooperative Preschool Ltd. is an organization that is operated and maintained by a Board of parent members. All parents assist in the operation of the preschool. Parents are required to assist the teacher on a rotating basis for the session their child attends, to fulfill a classroom maintenance duty during the preschool year. **Attendance on helper days and participation in classroom maintenance is mandatory.** Siblings are not allowed to be present in the classroom on these days.

Please refer to the preschool website **www.motherteresapreschool.ca** for more information about the preschool, access to the preschool information and policies sheet, or to contact us with questions.

I understand that Mother Teresa Preschool is a co-operative preschool and I will complete my parent obligations.

Parent/Caregiver Signature:	Date:

STEP 7: FEE STRUCTURE

- Admission will be based on the order in which registration forms and fees are received.
- **All preschool fees and tuition cheques** must be submitted to registrar at time of registration. Children are not enrolled until the registrar receives all cheques.
- **We accept cheques only**. We do not accept cash or credit.
- Please make cheques payable to **Mother Teresa Cooperative Preschool Ltd.** and date cheques according to the information below.
- For a **full refund of your tuition** (minus the membership and registration fees) you will need to **contact the preschool in writing** by **August 1st 2020.**

CHEQUE 1: MEMBERSHIP & REGISTRATION (cheque dated day of registration)

□ **New Members**	**$41.00** ($1.00 Membership Fee + $40.00 Registration Fee)
□ **Existing Members**	**$40.00** Registration Fee

CHEQUE 2 (OR CHEQUES 2 THROUGH 9): TUITION

□ **Option 1: One tuition payment in full,** cheque dated **SEPTEMBER 1, 2020** *OR*

□ **Option 2: Eight post-dated cheques** for the **1st day** of every month, **SEPTEMBER to APRIL**

*September cheque is for first and last month tuition

		Total Tuition	Monthly Tuition
□ **Session A**	Monday/Wednesday/ Friday AM	$900.00	$200 x 1 post-dated cheque (Sept 1) $100 x 7 post-dated cheques (Oct 1 –April 1)
□ **Session B**	Tuesday & Thursday PM	$720.00	$160 x 1 post-dated cheque (Sept 1) $80 x 7 post-dated cheques (Oct 1 –April 1)
□ **Session C**	Tuesday & Thursday AM	$720.00	$160 x 1 post-dated cheque (Sept 1) $80 x 7 post-dated cheques (Oct 1 –April 1)

FUNDRAISING DEPOSIT (cheque dated May 1, 2021)

$50.00 deposit will be returned after the fundraising requirements are met or deposited if families chose not to fundraise.

TOYWASH DEPOSIT (cheque dated May 1, 2021)

$50.00 deposit will be returned after the family participates in one of the toy wash evenings.