



## Erindale Cooperative Preschool

### REMI NDER TO ALL PRESCHOOL MEMBERS

#### Pre-Registration

Pre-registration is on Wednesday, January 31<sup>st</sup> from 5:30pm to 6:30pm. This registration is open to all families who have previously had or currently have a child registered in Erindale Cooperative Preschool (ECP). **Please note pre-registration will happen the same night as general registration, rather than the two weeks prior to general registration, as has been the case in past years. Please pass this information along to anyone who might be interested in registering their child this fall.**

Classes are filled on a first-come, first-serve basis determined by the number you are in line. Only one form will be handed out per person (not including multiple siblings). You or a relative must be present to fill out and submit cheques for your own child. Only under special circumstances will a third party be allowed to register for you. You must contact the registrar to make such arrangements.

Every year, the ECP Board reviews enrollment, costs, and overall budget. In consultation with Mrs. Knisley and with input from our members, our class offerings and times have changed for the upcoming year.

Classes, Tuition, and Fees for the 2018-2019 school year are as follows:

Three year old sessions: Tuesday/Thursday a.m. 9:15 - 11:45 --- \$100.00 monthly tuition  
Tuesday/Thursday p.m. 1:00 - 3:30 --- \$100.00 monthly tuition  
Children in the 3 year old program must be three on or before November 30, 2018.

Four year old sessions: Monday/Wednesday/Friday a.m. 9:15 - 11:45 --- \$120.00 monthly tuition  
Monday/Wednesday/Friday p.m. 1:00 - 3:30 --- \$120.00 monthly tuition  
Children in the 4 year old program must be four on or before January 31, 2019.

All classes will have a \$100.00 refundable toy clean-up fee, \$100.00 refundable Criminal Record Check fee, and a \$50.00 non-refundable registration/fundraising fee (\$30 registration fee + \$20 for fundraising).

Full payment including registration fees, tuition fees, refundable toy clean-up cheque, and refundable Criminal Record Check cheque must be included with the registration form in order to reserve your child's space. We reserve the right to remove your child from a class if we do not receive cheques in a timely fashion. (date???)

Any registrations not received during the Pre-registration time slot on January 31<sup>st</sup> will lose their priority ranking and will have to register with all other applicants during the General Registration time slot.

If we CANNOT place your child in the first choice indicated on your registration form, you will be contacted. Otherwise, please assume that you are registered in your first choice. **Your child cannot be enrolled in a class and be on a waiting list for a spot in another ECP class.**

#### CRIMINAL RECORD CHECK PROCEDURES FOR 2018-2019 SCHOOL YEAR

All snack parents and helper parents are required to have a current Criminal Record Check with Vulnerable Sector Search. Volunteers are responsible for submitting their own Criminal Record Check with a Vulnerable Sector Search to the Saskatoon Police Service (or applicable RCMP detachment). There is no charge for this application to the SPS, provided you include a letter from ECP. Please complete this application at your earliest convenience. A drop off box will be provided in the preschool room for your completed Criminal Record Check letters so the ECP President or Vice President can review them. Your \$100 CRC cheque will be returned, along with your completed Criminal Record Check letter, once it has been reviewed.

### General Registration

ECP will be holding an Open House & General Registration Night on Wednesday, January 31<sup>st</sup> from 7:00 to 8:00 pm. This is for all families new to ECP and who haven't previously attended our preschool. Please note that registration will happen the same night as pre-registration, rather than the Wednesday after pre-registration closes, as has been the case in past years. Please pass this information along to anyone who might be interested in registering their child this fall.

### Board Positions Available

There will be preschool board positions available for the upcoming school year. If you are interested in joining or have any questions about these positions, please contact the registrar or fill out the applicable section in your registration package. ECP board members have first choice for class preference for the following school year and are not responsible for a toy clean up while they hold an ECP board position.

Thank you for your support and patience. Please feel free to contact me if you have any questions or concerns (306-683-8361).

Sincerely,  
Chantal Karsgaard  
Registrar  
Erindale Cooperative Preschool