



Instructions for 2019/2020 Program Registration

The first week of classes will begin Tuesday, September 10th, 2019. Morning classes run from 9:05 – 11:00 AM. Afternoon Classes run from 1:05 – 3:00 PM. Due to licensing regulations the classroom doors will not be open until 8:55 AM for morning classes and 12:55 PM for afternoon classes. **Our license requires that you sign your child in and out of the building every day.**

Each day, including the first, please bring:

- Inside shoes
- Change of clothes (in case an accident or over enthusiastic play with water, paint etc)
- Appropriate outdoor clothing (some days the class may play outside, weather permitting)
- A healthy, ready to eat (peeled/cut) snack consisting of at least two food groups (raisins, crackers and cheese, juice box, fruit, cereal bar, etc.) in a lunch container labelled with your child's name and on all items in the lunch kit should also be labelled.

Read the Cookie Jar Preschool handbook for more detailed information about the program then follow the steps below to complete the registration process.

1. Choose a class preference for your child. Every effort will be made to have your child enrolled in that class. However, if your first choice cannot be accommodated, you will be contacted by phone. The class options are:
 - Children who are three (3) years old at the beginning of the school year and who will not turn four(4) before December 31, 2019 may register in the Wednesday morning class
 - Children who are three (3) years old at the beginning of the school year and will turn four (4) before December 31, 2019 may register in the Tuesday morning class and/or the Thursday morning class, and/or Wednesday afternoon class.
 - Children who are four (4) years old and/or will be attending Kindergarten in the fall of 2020 may register in any of the following classes:
 - * The Tuesday/Thursday afternoon class (twice a week program) or
 - * Any of our other classes except for the Wednesday morning class. **The Wednesday afternoon class will only run if we receive a specific number of student registrations.**

1. Fill out all four pages of the registration form. Fill out the portable emergency information record card. Provide signatures where indicated. We also require a photocopy of your child's birth certificate. Your child may not be registered until all of these forms are completed in full. Registration processing is performed by volunteers – your effort to keep call-backs to a minimum is appreciated immensely!
2. Mail all of these fully completed forms and all of the following fees to Cookie Jar Preschool in the attached pre-addressed envelope. Please make each cheque payable to **Cookie Jar Preschool**.
 - \$30.00 registration cheque (**dated now**).
 - \$150.00 deposit cheque for the Volunteer Bond (**post dated for February 1, 2020**) See the handbook about details about this fee and how it is possible to have it refunded to you before the end of the program.
 - Full tuition fees are now due at the time of registration. However, you have three payment options available (see below).

Options	Payment Options	Once a week Program	Twice a week Program
Option 1	9 - Monthly Cheques, post-dated Sept. 1, 2019 to May 1, 2020 OR 9 Monthly E-Mail Money Transfers, due on the first of each month, sent to Cookiejarpreschool@gmail.com	\$ 55.00/Month	\$ 110.00/Month
Option 2	2 - Semester Cheques, post-dated Sept 1, 2019 and Jan. 1, 2020 OR 2 E-Mail Money Transfers, due on the first of September and January sent to Cookiejarpreschool@gmail.com	\$ 247.50/Semester	\$ 495.00/Semester
Option 3	1 - Annual Cheque, post-dated Sept 1, 2019 OR 1 E-Mail Money Transfer sent to Cookiejarpreschool@gmail.com	\$ 495.00 year	\$ 990.00 year

Note: Double check everything. Full registration of your child will require that the forms are filled out in full and fees are included in the envelope. Enrolment occurs on a first-come first-serve basis according to the post mark date on the envelope.

Pre Registration for students currently in Cookie Jar Preschool and their families starts February 1, 2019.

Open registration for all new students starts February 05, 2019.

1. You are welcome to attend the Annual General Meeting set for Monday, May 6, 2019 at 7:00 PM at Cookie Jar. This will be the opportunity for you to ask questions, voice concerns and sign up to volunteer your time. Election of the next year's Board will also take place. You can help make your child's preschool experience more rewarding and exciting by filling one of the positions of the Board.

Volunteering for a Board position ensures your volunteer bond cheque will be refunded.

2. You are welcome to attend our Open Houses planned for Tuesday, February 5th and Tuesday, May 7th from 3:30 to 6:00 PM at Cookie Jar Preschool. Bring your child, see the classroom, meet the teachers and let your child explore the surroundings. Please bring a photocopy of your child's birth certificate to the Open house, if you are planning on registering. You can pick up your registration fee receipts and confirm class placement at that time. Registration fee receipts and class confirmation will be mailed out to those who do not attend the open house.

If you have any questions or concerns: Please contact Cookie Jar Preschool at 403-845-7600 and speak with the teacher, come to the general meeting and/or the open house, or contact a Board member and we will return your call as promptly as possible. **We make every effort to support our Cookie Jar Preschool families in whatever ways we can.**

(You may keep this above information for future reference).