



# LONDONDERRY CHILD DEVELOPMENT SOCIETY

## Child Registration Document

This registration form is a legal document. It must be accurate and complete. Before a child can be registered by a school, the registration form must be completed in its entirety and signed by the parent or guardian.

**DATE OF REGISTRATION:** [ ] [ ] [ ]  
Month Day Year

**SCHOOL YEAR: 2022/2023**

**CHILD INFORMATION:**

Please print the child's legal surname (last name) and given names below. These are the names on the child's birth certificate or adoption papers. If the child uses a different first or last name, there is a space at the end of this section for "preferred names".

Child's Legal Surname [ ] Child's Legal First Name [ ] Child's Legal Middle Name [ ]

Child's Address [ ] City [ ] Province [ ] Postal Code [ ] Child Home Phone [ ]

Child's Alberta Health Care# [ ] Birthdate: Month [ ] Day [ ] Year [ ] Gender: \_\_\_Female \_\_\_Male \_\_\_Other

Alternate Name to be used (if applicable): [ ]

**Legal Verification** – a child cannot be registered without a copy of a legal document that provides proof of legal name and age. Any of the following documents are acceptable to copy: birth certificate, permanent residency document, Canadian citizenship document, passport, or child visa. If you do not have one of these available, ask the school staff for the "Temporary Declaration of Legal Name and Age" form and enclose with the completed registration form. Bring one of the legal documents listed above to the school before September 30<sup>th</sup>.

**PREVIOUS PRESCHOOL EXPERIENCE:**

Has your child attended a previous preschool or kindergarten program?  Yes  No  
If yes, which school? \_\_\_\_\_

Will your child be attending another school program in conjunction with LCDS?  Yes  No  
If yes, which school? \_\_\_\_\_

**\*\*All LCDS communications will be done by email. Please ensure the addresses given will be checked regularly.**

Primary Email Address: \_\_\_\_\_

2<sup>nd</sup> Email Address: \_\_\_\_\_

**OFFICE USE ONLY:**

Program: AM \_\_\_ PM \_\_\_ Days Attending: Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_

Preschool \_\_\_ Jr. Kindergarten \_\_\_ Kindergarten \_\_\_ PUF \_\_\_ ESL \_\_\_ Mild/Moderate \_\_\_

The indicated original documents have been provided to the school and copies made:  
Birth Certificate:  Received & Copy Made  Returned  
Passport:  Received & Copy Made  Returned  
Canadian Citizenship document:  Received & Copy Made  Returned  
Residency document:  Received & Copy Made  Returned  
Child Visa:  Received & Copy Made  Returned  
Temporary Declaration of Legal Name and Age form:  Received & Copy Made  Returned  
Date: \_\_\_\_\_ LCDS Representative: \_\_\_\_\_

Fees received at the time of registration:  
 \$100.00 membership & registration fee (cash, ck or EMT)  
 \$200.00 cash pmt for Bingo  
 \$50.00 Cleaning Deposit ck  
 \$200.00 Casino Deposit ck  
 \$300.00 Family Fundraising Fee (cash, ck, EMT due by Sept 31<sup>st</sup>)  
 Monthly fees will be paid by: EMT, post-dated cheques, cash

Child Registration Withdrawn:  
Date: \_\_\_\_\_  
Reason for Withdrawal: \_\_\_\_\_



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## How did you hear or learn about LCDS Preschool & Kindergarten?

(Please check all which apply)

- Previous member       Friend/Relative       School Website       Edmonton Preschool Association Website
- AISCA Website       Road Sign       Newspaper Ad       Bill Board
- Radio Ad       Social Media Ad       Flyer       Google or other search engine

## PARENT OR GUARDIAN RESIDENCY INFORMATION:

If there are two parents or guardians, you are required to fill in both sections below, whether or not the parents or guardians are living together. A guardian is defined in section 20 of the Family Law Act, or a guardian appointed under Part 5 of the Child welfare Act, Part 1, Division 5 of the Child, Youth and Family Enhancement Act or section 23 of the Family Law Act.

### FIRST PARENT OR GUARDIAN:

Relationship to Child: (Please select one)      Biological or adoptive:  mother  father      Step:  mother  father  
other \_\_\_\_\_

Does the child reside with this individual?  Yes  No

Surname [ \_\_\_\_\_ ]      First Name [ \_\_\_\_\_ ]

Address (If different from child's): [ \_\_\_\_\_ ]

City: [ \_\_\_\_\_ ]      Prov.: [ \_\_\_\_\_ ]      P/C: [ \_\_\_\_\_ ]

Home Phone: [ \_\_\_\_\_ ]      Cell Phone: [ \_\_\_\_\_ ]      Work Phone: [ \_\_\_\_\_ ]

Work Name: [ \_\_\_\_\_ ]      Work Address: [ \_\_\_\_\_ ]

### SECOND PARENT OR GUARDIAN:

Relationship to Child: (Please select one)      Biological or adoptive:  mother  father      Step:  mother  father  
other \_\_\_\_\_

Does the child reside with this individual?  Yes  No

Surname [ \_\_\_\_\_ ]      First Name [ \_\_\_\_\_ ]

Address (If different from child's): [ \_\_\_\_\_ ]

City: [ \_\_\_\_\_ ]      Prov.: [ \_\_\_\_\_ ]      P/C: [ \_\_\_\_\_ ]

Home Phone: [ \_\_\_\_\_ ]      Cell Phone: [ \_\_\_\_\_ ]      Work Phone: [ \_\_\_\_\_ ]

Work Name: [ \_\_\_\_\_ ]      Work Address: [ \_\_\_\_\_ ]

### THIRD PARENT OR GUARDIAN:

Relationship to Child: (Please select one)      Biological or adoptive:  mother  father      Step:  mother  father  
other \_\_\_\_\_

Does the child reside with this individual?  Yes  No

Surname [ \_\_\_\_\_ ]      First Name [ \_\_\_\_\_ ]

Address (If different from child's): [ \_\_\_\_\_ ]

City: [ \_\_\_\_\_ ]      Prov.: [ \_\_\_\_\_ ]      P/C: [ \_\_\_\_\_ ]

Home Phone: [ \_\_\_\_\_ ]      Cell Phone: [ \_\_\_\_\_ ]      Work Phone: [ \_\_\_\_\_ ]

Work Name: [ \_\_\_\_\_ ]      Work Address: [ \_\_\_\_\_ ]



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**FAMILY BACKGROUND INFORMATION:** Are there any family circumstances you wish the school to be aware of?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GUARDIANSHIP RIGHTS, CUSTODY OR ACCESS RIGHTS**

Guardians of the child must be identified to ensure each party’s rights are respected. If an order exists, affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed on the child’s record. In rare instances a child may be designated as ‘protected’ if a court issues a restraining order under the Child Welfare Act, the Divorce Act, the Young Offenders Act or similar legislation.

Please indicate if any such document(s) exist:  Yes  No

Type of legal document:  Access and/or Custody  Parenting  Guardianship  Protection

Copy in Child’s Record:  Yes  No Document Expiry Date: (if applicable) [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]
Month Day Year

**EMERGENCY CONTACTS:**

Please list at least one (1) Emergency Contact, other than parents (or guardians), who have your permission to pick up your child in the event of an emergency.

**\*\*If you do not list an Emergency Contact, Child & Youth Services will be the emergency contact.**

1. Emergency Contact Name & Surname Home Phone Cell Phone Work Phone Relationship to Child
[\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

Address: \_\_\_\_\_

2. Emergency Contact Name & Surname Home Phone Cell Phone Work Phone Relationship to Child
[\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

Address: \_\_\_\_\_

**CITIZENSHIP OR IMMIGRANT STATUS OF CHILD**

- Canadian Citizen
- Child of an individual who is lawfully admitted to Canada for permanent or temporary residence (does not include tourists or visitors)
- Law fully admitted to Canada for permanent residence
- Child of a Canadian Citizen
- International Child (Parent/Guardian residing in another country)

Birth Country, if **NOT** Canada: \_\_\_\_\_

**CITIZEN DOCUMENTATION** Document Expiry Date:

- Parent Work Visa [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]  Temporary Residency (No date required)
Month Day Year
- Parent Child Visa [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]  Citizenship Card (No date required)
Month Day Year
- International Child Visa [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]  Permanent Residency (No date required)
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Does the child have any siblings? [ ] Yes [ ] No (If yes, please list them below.)

Table with 3 columns: Siblings, Age, School They Attend. Includes five rows of empty input fields.

MEDICAL INFORMATION: The following information is provided for the well-being of your child in the event emergency medical care is needed.

Dr. Name: [ ] Dr. Phone: [ ] Immunization Status: General [ ] Yes [ ] No COVID [ ] Yes [ ] No

Please indicate if your child has had any of the following illnesses/conditions. Indicate Childhood Illnesses contracted to date.

- Checkboxes for: Aids, Anaphylactic, Asthma, Cancer, Diabetes, Epilepsy/Seizures, Frequent Headaches, Hemophilia, Kidney Disease, Lung/Chest Conditions, Muscular Dystrophy, Rheumatism/Arthritis, Stomach/Intestinal Disorder, German measles, Red Measles, Scarlet Fever, Chicken Pox, Mumps.

Hearing Impairment

- Checkboxes for: Deaf, Severe, Moderate/Mild

Vision Impairment

- Checkboxes for: Blind, Severe, Moderate/Slight

Speech Impairment

- Checkboxes for: Speech Delay, Expressive Delay, Language Delay

Hearing Aide: Yes [ ] No [ ] Glasses/Contact Lenses: Yes [ ] No [ ]

Allergies – Please list any allergies your child may have (Please note symptoms). [ ] [ ] [ ]

Food Restrictions (as per Religious or Personal choice) [ ] [ ] [ ]

On-Going Medications: (Indicate name of medicine, frequency taken and why your child is receiving it) [ ] [ ] [ ]

Other Health Concerns or Chronic Conditions (Please explain): [ ] [ ] [ ] [ ]



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CHILD GROWTH & DEVELOPMENT (The following questions are asked in order to assist in program planning for your child's growth and development)

It is helpful for the teaching staff to know how your child functions in a class/group. Please list any fears your child may have. Please indicate if you have any concerns about your child (e.g. Shy, getting along with others, attention span, behavior, anxiety, etc.).

Four horizontal lines for writing concerns.

Is your child completely "Toilet Trained"? Yes \_\_\_\_ No \_\_\_\_

As per LCDS policies, all children must be completely toilet trained before they can participate in the LCDS classroom. Your child must be able to recognize and be able to indicate the need to use the toilet. Your child must be self-sufficient in the washroom cubicle, staff will not assist with wiping or installing a training seat; stools are available if needed. It is unacceptable to send your child to school in diapers or disposable training pants (Pull-Ups). Special circumstances will be reviewed by the LCDS Board of Directors.

SPEECH & LANGUAGE DEVELOPMENT

Is English the child's first language? [ ] Yes [ ] No What is the primary language spoken in your home? [ ]

Are there other languages spoken in your home? [ ] Yes [ ] No If you answered yes, what are the other languages spoken in your home?

[ ]

\*\*If English is not your child's first language, they will be considered as an English as a Second Language learner and will be eligible for educational supports from Alberta Education. Your child's teacher will contact you with further details.

Do you have concerns about your child's speech? \_\_Yes \_\_No

Is your child receiving Speech & Language services through Alberta Health Services? \_\_Yes \_\_No

Has your child received funded services through a PUF or mild/moderate program such as GRIT, ABC Head Start, Autism Society, 100 Voices or other Program? \_\_Yes \_\_No

If yes, please indicate your child's Alberta Education ID#: \_\_\_\_\_

Has your child been seen by any of the following specialists:

- Occupational Therapist \_\_\_\_ Yes \_\_\_\_ No
Physical Therapist \_\_\_\_ Yes \_\_\_\_ No
Speech Language Pathologist \_\_\_\_ Yes \_\_\_\_ No
Vision Specialist \_\_\_\_ Yes \_\_\_\_ No
Child Psychologist \_\_\_\_ Yes \_\_\_\_ No
Other: \_\_\_\_\_

I acknowledge that my child may be screened for hearing, speech and/or language delays, motor delays or other developmental delays. I give my permission for my child to have interaction with, or be screened by, an LCDS team member (Teacher, Speech Language Pathologist, Occupational Therapist, Physical Therapist, or Psychologist) at LCDS. I will be notified by an LCDS team member if there are any concerns relating to my child's development.

Parent or Guardian Signature: \_\_\_\_\_



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## **GENERAL CONSENT FORMS:**

### **ON SITE ACTIVITY PERMISSION CONSENT FORM**

This consent form will cover any regularly scheduled activities that occur on a daily basis on or around the school premises such as outdoor play activities, in which you are consenting to have your child participate. The General Medical Consent form conditions below will apply to all activities.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **OUT OF CLASS FIELD TRIPS**

Out-of-class-field trips require permission from the parent or guardian for each separate field trip in order for the child to participate. A Field Trip Information Sheet will be emailed to parents in the school newsletter and posted on the school parent information boards for each field trip at least two weeks prior to the event. Before each field trip, please read the posted information in regards to transportation and activity. Transportation for out-of-class fieldtrips will be by Yellow School Bus or parent transport, as indicated on the Field Trip Information Sheet.

If you have any concerns regarding supervision or activity, please **do not** consent to your child's participation on the Field trip sign-up sheet. Please contact the Teacher or the Executive Director if you need more information in regards to field trip supervision.

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### **GENERAL MEDICAL CONSENT FORM**

Parent/Guardian signature on this consent form authorizes the teacher to give permission for medical attention required by your child while in the care of the Londonderry Child Development Society, and to make arrangements for special transportation (e.g. Ambulance) to a medical facility. Child insurance and cost of special transportation is the responsibility of the parent. An ill or injured child will be accompanied by a staff member at all times until the parent/guardian arrives. Every attempt will be made to contact the parent/guardian as soon as possible. All permanent staff members hold current first aid certificates.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **CHILD GUIDANCE POLICY**

Londonderry Child Development Society believes in preventive measures rather than intervention.

Our primary philosophy is to set a good example by modeling appropriate behavior. Positive behavior is always encouraged and is established by developing age appropriate programming with a wide variety of activities. Children are given adequate warning to prepare for the transition from one activity to another.

Classroom Behavior Expectations are explained, modeled and reinforced for the children. Expectations are clearly explained to the children and modeled by staff members. Positive reinforcement is used to encourage the expected behavior. By following this practice, we encourage the child to make appropriate choices and to learn how to solve conflicts.

Preventative strategies are used to redirect inappropriate behavior. The process is usually a reminder of the expected behavior for the activity. If the inappropriate behavior continues, the child will receive another reminder and if a third reminder is necessary they will be moved to another activity. If the inappropriate behavior continues, staff will intervene and the child will be asked to sit in the quiet area under a staff member's supervision for a few minutes. The staff member will review the expected classroom behavior and will remind them of their responsibilities in the classroom. They may also introduce the child to some guidance for understanding their emotions. When the child is ready they will be asked to rejoin the activity and will be reminded that they need to do a good job when they are at school.

In extreme cases, such as hitting, kicking, spitting or biting, where physical harm has been executed towards another child or staff member, the child will be moved to the quiet area. The staff member will review the expected classroom behavior and will remind the child of their responsibilities in the classroom. They may also introduce the child to some guidance for understanding their emotions. Parents or guardians will be contacted, the child will be sent home. If a child continues to exhibit inappropriate behavior towards others, the board may ask the family to withdraw from the program.

LCDS staff, with respect to a child in the program, will not inflict or cause to be inflicted any form of physical punishment, physical or verbal abuse or emotional deprivation. Nor will they deny or threaten to deny any basic necessity to a child. LCDS staff will not use or permit the use of any form of physical restraint, confinement or isolation to a child. Corporal Punishment is never used.

Any child guidance provided must be reasonable in the circumstances.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## USE OF PHOTO CONSENT

Throughout the year, photos of the children may be taken in class by the staff or parent helpers. The photos may be displayed on the school bulletin boards inside and out of the classroom. Photos may be used for child name tags and other teaching materials. Child photos may also be included in our monthly newsletter which is distributed to the current LCDS membership each month.

LCDS **will NOT** post any photos of the registered children to the internet without obtaining permission from the child's parents first. **LCDS Staff and Parents MAY NOT post group photos** of LCDS child's on any Social Media website, such as Facebook, Twitter, Instagram, You tube, etc.; permission from the **each** of the parents of **each** child portrayed in the photo must be obtained before posting the photo.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## LCDS WEBSITE AND FACEBOOK

In order to make our website and Facebook page exciting and visually expressive, we would like to incorporate pictures of the children at work in the classroom, on fieldtrips, at parties, etc. There will be pictures integrated throughout the website and Facebook page. We would generally only include photos of a child from the back unless we have the parent's permission to show their face.

A more extensive photo gallery may be available on the secure side of the website. Current members only, would have a password to the secure side of the website.

Please indicate below whether or not you would allow LCDS to use pictures of your child on the website/Facebook page or in the photo gallery.

**\*\*Please note that names will not be used in conjunction with the photos.**

I  do  do not give my permission for my child's photo to be used in the unsecured public side of the website (integrated throughout the website).

I  do  do not give my permission for my child's photo to be used in the secure access part of the website.

I  do  do not give my permission for my child's photo to be used on the school Facebook page with their face showing.

I  do  do not give my permission for my child's photo to be used on the school Facebook page with their face not visible (ie. Blurred or back of head showing).

Parent's Signature: \_\_\_\_\_

Date \_\_\_\_\_



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### Personal Information and Privacy Act (PIPA) / Personal Information Protection and Electronic Documents Act (PIPEDA)

L.C.D.S. gathers and maintains information used for the purpose of registration and programming for children and other fundamental activities related to being a child in school. This information is collected and used under the authority of the School Act, PIPA, and PIPEDA. In signing a registration form, all applicants are advised that both the information they provide and any other information placed in the child's record will be protected and used in compliance with the Education Act, PIPA, and PIPEDA. All information collected from or pertaining to a child will continue to be kept private and confidential, unless otherwise authorized in writing by the parent/guardian. All personal information collected from the parent/guardian in respect to their personal or financial information will be kept private and confidential, unless otherwise authorized in writing by the parent/guardian. The parent/guardian must obtain verbal consent from any second or third party named as emergency contacts, and will also be kept confidential and only used for the purpose intended. Access to the membership's personal private information will be limited to the LCDS staff, and the Board of Executives for the operations of the LCDS, in which two of the authorized persons will be present when obtaining such information. The above members will abide by the mandates of the Privacy Policy to ensure that membership personal information is kept private and confidential within the operations of the LCDS. All collected information will be retained for the length of time indicated by the LCDS Privacy Policy as dictated by provincial and federal legislation, and licensing agents. At the end of this time period the records will be destroyed, except for that information which will be retained for Alumni and Archive purposes.

In other instances, personal child information is collected and used for authorized programs and activities that are a normal part of school life. These uses, which are listed below, are healthy and vital components of school life and of a well functioning school in which participation of all children and parents/guardians is important.

The following are the uses of personal child and parent information by the staff and board of executives and committees of LCDS that require informed and positive consent prior to collection:

1. The use of child's names, photo's and comments in the school calendar, newsletter or other school sponsored publications.
2. The taking of individual and class photos and the use of child photos for purposes of identification.  
*Individual photos are taken and used for various purposes such as identification cards, and emergency health information sheets.*
3. The use of child names on artwork or other material displayed at school or at school sponsored displays in the community.
4. The use of child names and other important information for the Portable Emergency List and the Membership list.
5. The taking of photos and/or videos of classroom or other school activities and their use, by the media or other organizations where children are not interviewed or identified by name.
6. The taking of photos and /or videos of classroom or other school activities (i.e. field trips), where the material will be used within the school.
7. The use of child names in listings of awards or birthday recognition purposes.
8. The sharing of child names and home phone numbers with parent volunteers for the purpose of contacting parents with reminders for materials, activities or special events, teacher requests for assistance, sharing of information and unusual classroom circumstances.
9. The sharing of child names and home phone numbers with the membership to promote social interaction between parents and children.
10. To allow volunteers of the LCDS Board of Executives and Committee heads to access parent home phone numbers for the purpose of contacting parents with reminders, changes to information, notice of meetings recruiting assistance, and sharing of pertinent information.
11. To allow volunteers of the Board of Executives to contact parents in regards to policy infractions or policy concerns.
12. To use the yearly membership list for Alumni and Archive purposes.

*Please note that photos/videos of school activities that are open to the General Public may be taken and used for purposes within and outside the school community. The school may not restrict such activity at public events. Photographs or videos taken by the media or any other organization, where individual children are identified or interviewed, require a separate specific consent from the parent/guardian. You will be contacted for permission for this to occur.*

I hereby consent to the collection and use of information by the LCDS for its operational and administrative purposes, including, but not limited to the uses as indicated by the above document. I understand that LCDS is subject to provincial and federal privacy legislation and has in place a policy on Privacy to ensure compliance with privacy legislation and standards. I understand that I may withdraw my consent for any one or more of the above items at anytime, by providing a signed, written statement of withdrawal to the executive board of LCDS and I understand that the withdrawal of my consent may limit or prevent my child's participation in the LCDS program.

*\*\*A complete copy of the LCDS Privacy Policy is available for review upon request.*

Any Privacy issues or concerns may be directed to the Privacy Officer of LCDS, and will be governed according to policy standards.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_





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## LCDS SOCIETY MEMBERSHIP CONTRACT

This AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, BETWEEN: LONDONDERRY CHILD DEVELOPMENT SOCIETY ("L.C.D.S."),  
Month Year  
AND: (Parent/Guardian Name (PLEASE PRINT)) \_\_\_\_\_

WHEREAS, the Parent, wishes to register the child/children named in the attached Application Form with L.C.D.S also known as (LCDS Preschool & Kindergarten) AND WHEREAS L.C.D.S. has certain membership duties and responsibilities, which must be fulfilled by the Parent as a condition of L.C.D.S. accepting such registration; therefore this agreement witnesses that in consideration of L.C.D.S. accepting registration of the child/children named in the attached Application form, the Parent does hereby agree to and be bound by all of the terms set forth in this agreement.

### 1. PARENT HELPER

- Parent involvement is part of the LCDS philosophy and we strongly encourage families to participate in their monthly parent helper day.
- Once per month (approximately), one family member is responsible to perform the Parent Helper duties in the classroom. The parent is required to stay for the entire duration of class time, AM class 9:00 am – 11:45 am, PM class 1:00 pm – 3:45 pm. **We do not take a participation deposit cheque for this commitment as we trust our parents to be responsible for fulfilling this commitment with options provided. New regulations in the Early Learning and Child Care Act may require volunteers to submit a criminal record check before volunteering.**
- At least one member from your family must attend the scheduled **Orientation Day** in September for you and your child.
- The Parent Helper is responsible to supply the designated snack and beverage for all children on this day (~once per month) and is responsible for ensuring it is compatible with the current child allergies, food restrictions and licensing requirements.
- If the Parent is unable to attend their scheduled parent helper day, it is the parent's responsibility to find a replacement worker or to switch days with another LCDS member who attends on the same day as their child (replacement workers may be a 2<sup>nd</sup> parent, aunt, uncle, grandma, family friend, other LCDS Member, etc.). The Parent must notify the office of this change. Where a family is not able to find a replacement or switch days with another family, a list of emergency parent helpers may be provided and the scheduled parent will be responsible for arranging the emergency parent helper and notifying the school office. The scheduled parent is asked to send the scheduled snack along with a beverage and a \$30.00 fee to pay the emergency worker.
- LCDS understands that for some families taking a part day off from work or having to find care for other siblings may present a hardship for them. The Board of Directors will receive written requests from families expressing their individual circumstances for adjustments to this commitment. The Board of Directors will review the requests and will provide the member with alternate options.

### 2. CLASSROOM CLEANING AND BINGO

- Classroom cleanings are scheduled once each school month. The classroom cleaning is usually scheduled on the first Monday evening of each month. The duration of the cleaning is approximately two hours or until all of the tasks have been completed. Classroom cleaning is a requirement of Alberta Health legislation and Alberta Government licensing.  
**All L.C.D.S. families are responsible to work one (1) classroom cleaning per registered child per year. Families will choose their date(s) at registration.**
- Bingo events are booked throughout the school year and are usually scheduled for a Saturday or Sunday afternoon (10:30 am – 4:00 pm). **All L.C.D.S. Members are required to work two (2) bingo dates, per school year, per child.** The required number of bingo dates will be determined each year based on (a) the number of children registered and (b) the number of bingo dates available. Families may be required to work a third (3<sup>rd</sup>) bingo date if enrollment numbers are not enough to fulfill the number of bingo spots required for the year.
- Upon registration, the Parent shall submit to L.C.D.S. **one (1)** un-dated participation deposit cheque for Classroom Cleaning for the sum of \$50.00 and for Bingo the parent shall submit a payment of \$200.00 (cash or emt ) to be held by L.C.D.S. until they have fulfilled their Classroom Cleaning and Bingo commitments. The cheque will either be returned to them or shredded as per their request. The cash will be returned after completion of their second Bingo event. We do not cash deposit cheques unless the member does not fulfill their commitment. A cash receipt will be given for the cash deposit.
- A member may choose to opt out of one or all of the above commitments; they may do so by informing L.C.D.S. (in writing) of their choice. If this arrangement is made in advance, paid workers may be arranged at \$50.00 per worker required. If the member does not make prior arrangements with the Board to opt out of one or all of the commitments and fails to show up for any one of the commitments, the Board will cash their cleaning deposit cheque and or keep the cash deposit for the Bingo events.



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### 3. GENERAL MEETINGS AND ANNUAL GENERAL MEETING

LCDS Preschool & Kindergarten is required by the **Societies Act** regulation to hold regular meetings to ensure members are informed of the current status of the society. Members are strongly encouraged to attend these meetings. **We do not take a participation deposit cheque for this commitment as we trust our parents to be responsible for fulfilling this commitment.**

- **3 General Meetings** are held each year (**September, January and May**). **One member per family is required** to attend each scheduled meeting to stay informed and to give input towards the operations of the Society. This also ensures quorum is met if there is need for a membership vote and ensures society operations are being carried out accordingly. The yearly Family Fundraising Fee and fundraising events will be determined each year at the Annual General Meeting in May.

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### 4. FUNDRAISING

- **LCDS Members have chosen to pay a one (1) time Family Fundraising Fee (per family) per school year instead of running numerous fundraising events each year.** The fee may be paid in 2 payments, one payment Sept 1<sup>st</sup> and the second payment January 1<sup>st</sup>. The Family Fundraising Fee will be set each year at the Annual General Meeting in May. Members present at the AGM will discuss the fundraising requirements for the coming school year and will decide on the amount of the fee and the fundraising events that will be run. For families who choose to pay the Family Fundraising Fee instead of participating in fundraising events, a tax donation receipt will be issued in the amount of the set fee.
- **Members may choose to fundraise instead of paying the Family Fundraising Fee;** this choice must be expressed in writing to the Board of Directors at the beginning of the school year and is subject to approval and the number of families deciding to participate in this option. Parents may choose to fundraise all of their Family Fundraising Fee or pay ½ of the fee and fundraise the remaining ½ of the fee. For the fundraising option, a deposit cheque will be submitted for the set amount in September to be held until the commitment has been fulfilled.
- The Membership (at the AGM) will decide on the number of fundraisers they will need in order for members to fulfill their fundraising commitment. The fundraising events may include a 50/50 draw, walk-a-thon, poinsettia or spring flower orders, chocolate sales or specialty food (kielbasa, pizza kits, pierogis, etc.) sales. Employer Donations (i.e. by directing United Way funds to LCDS, or via an employer's charitable giving program) Corporate Donations or Sponsorship would also be considered for fulfilling your Family Fundraising commitment to the Society.

**\*\*Confirmation of the Family Fundraising Fee and the fundraising activities for each school year (September – May), will be set at the AGM meeting in May of the previous school year. All members accept the decisions of the membership at the AGM by signing the registration contract.**

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### 6. SCHEDULED CASINO EVENT

- Each L.C.D.S. Family is responsible for working one shift at the scheduled Casino event (**\*only, in a casino year**). Upon registration, the Parent shall submit to L.C.D.S. **one (1) un-dated deposit cheque in the sum of \$200.00** to be held by L.C.D.S. When the Member has fulfilled their Casino obligation, their cheque will either be returned to them or shredded as per their request.
- **A member may choose NOT to participate in the scheduled Casino event. They may do so by informing L.C.D.S. (in writing), to cash their Casino deposit cheque in the amount of \$200 in lieu of working their Casino shift. Notice must be provided by September 31<sup>st</sup> of the current school year.**
- **The LCDS office retains a small list of paid workers that LCDS Members can hire to work their Casino shift (\$100/worker) in lieu of cashing the member's \$200 deposit cheque. The member must make arrangements with the school office at least two (2) months prior to the scheduled Casino event. Paid workers are subject to availability, if LCDS cannot provide a paid worker, the member is still responsible for finding a replacement worker for their shift.**

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### 7. REFUNDS

- **For extended absences, whether due to illness, school holiday or personal/religious holiday/trip, full material fees shall remain due and payable and shall not be refunded.**
- Should notice of withdrawal be given **prior to August 1<sup>st</sup>**, all material fee cheques and deposit cheques for commitments which have not occurred shall be returned to the Parent. Any registration commitments which were completed prior to withdrawal, either before August 1<sup>st</sup> or after, are not transferrable to another family.
- Any fundraising dollars collected and submitted by the member prior to withdrawal, after August 1<sup>st</sup> will not be refunded and are not transferrable to another family.
- **The \$100.00 membership fee submitted with the registration form is non-refundable in the event of withdrawal from LCDS.**
- **Fees paid in full or in two payments are subject to a 10% administration fee upon withdrawal after August 1<sup>st</sup>.**



# LONDONDERRY CHILD DEVELOPMENT SOCIETY

## Child Registration Document

### 8. WITHDRAWAL FROM THE SOCIETY

The LCDS Preschool & Kindergarten program is not always suited to meet the expectations or needs of every family, or every child's educational, behavioral, or developmental needs.

- Each registered family in L.C.D.S. shall be on a **one (1) calendar month trial basis**. During this trial period, the Teacher may recommend that a registration be reviewed as another early education program may be better suited for the educational/behavioral or developmental needs of the registered child. The Executive Director and the Board of Directors would be advised of such a recommendation. LCDS would inform the parents or guardians of the child with their concerns. The parents or guardians may approach the Board of Directors and the Executive Director for a review of membership. The Board of Directors and the Executive Director in conjunction with the Teacher and Learning Team shall be responsible for the final decision. Should it be necessary to have the child withdrawn from the program during the one (1) calendar month trial period, no monthly material fees shall be forfeited.
- Where a member chooses to withdraw from LCDS of their own choosing, withdrawal after the one (1) calendar month trial period shall require one (1) calendar month's written notice. In the absence of such written notice, the material fee for the following month shall remain due and payable to the Society.

### 9. LATE PICK UP POLICY

LCDS Staff Members have a very short period of time for lunch and preparations for the afternoon class. At the end of the day they may have meetings or other arranged commitments and priorities. With this said, we request **ALL** members to pick up their child(ren) on time at the end of class. Parents should arrive just before dismissal time and be waiting in the hall for their child to be dismissed.

**Classes end at the following times: Morning class ends at 11:45 am and Afternoon class ends at 3:45 pm.**

There is a 5 minute grace period for being late. **Any member arriving after the 5 minute grace period will be assessed a fine of \$5.00 for every minute late** thereafter in which staff members are waiting for the member to arrive. The fee will be due when the member arrives to pick up their child(ren). If they are not able to pay at the time of pick up, the fine will be added to the next month's material fees. If the child is attending Kindergarten and the family does not pay a monthly fee, the member will be invoiced for the amount of the fee and will be expected to pay it by the 1<sup>st</sup> day of the next month. If the fee is not paid on time, the member may be asked to withdraw from the LCDS program.

### 10. GROUNDS FOR REMOVAL FROM THE PROGRAM

Any member may be dismissed from the society in accordance with current society policy and bylaws.

### DECLARATION BY PARENT OR GUARDIAN

I (Please Print Name) \_\_\_\_\_, certify that the information in this application and any attachments are true, correct and complete to the best of my knowledge and belief. Any information regarding my child's development, health and behavior that has intentionally been omitted will be subject to Board review and possible termination of registration.

I agree to pay the required fees, submit the required deposit cheques, complete each of the Parent membership duties and responsibilities laid out in the bylaws, policies, parent handbook and this contract and are bound by all of the terms set forth in this contract for the duration of the school term.

- LCDS reserves the right to request developmental assessments for all prospective registrations before accepting the child's registration in the program. The cost of the developmental assessments will be the responsibility of the prospective registrant's parents. Where the child qualifies for support, and is accepted to the LCDS program, the family will be reimbursed by LCDS from funds received from Alberta Education funding. Acceptance will be dependent upon available registration spots and availability of qualified staff resources.
- L.C.D.S. hereby reserves the right to cancel this agreement at any time if it is in the best interests of the child or the Society.
- L.C.D.S. Preschool & Kindergarten will abide by all regulations and requirements set upon their operations by the Alberta Government and its governing bodies to prevent the spread and risk of contracting the COVID-19 virus. Upon registration in the LCDS program, all Members knowingly assume the possible risk of contracting the COVID-19 virus as they are entering into a public space of their own accord where the virus could be unknowingly present.

*\*\*The policies, regulations, procedures, and fees of the society are subject to change without prior notice, if necessary, to keep Society policies in compliance with Provincial and Federal laws. The Society reserves the right to change curricula, rules, fees, and other requirements, of whatever kind, that may affect members.*

I have read the contract requirements listed in the LCDS Membership Contract and **hereby agree to and be bound by all of the terms set forth in this agreement.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LCDS Signing Officer: \_\_\_\_\_

Date: \_\_\_\_\_



# LONDONDERRY CHILD DEVELOPMENT SOCIETY

Child Registration Document

## PAYMENT OF REGISTRATION AND MATERIALS FEES

The following fee schedule will be applied to all registrations at the time the child's registration is submitted to the LCDS Office.

- Please submit **1 (one) \$100.00** non-refundable **Membership and Administration Fee** (per family) with registration form.
- LCDS Members have chosen to pay a **1 (one) time Family Fundraising fee of \$300.00** per school year as opposed to running numerous fundraising events each year. The fee will be set each year at the Annual General Meeting in May. The fee may be paid in full or in 2 payments, one payment before Sept 31<sup>st</sup> and the second payment on January 1<sup>st</sup>.

*\*\*Parents may choose to fundraise instead of paying the Family Fundraising Fee; A deposit cheque written in the amount of the set Family Fundraising Fee will be submitted with this option. This choice must be expressed in writing and is subject to approval and the number of families deciding to participate in this option. Families may choose to fundraise all of their Family Fundraising Fee or pay ½ of the fee and fundraise the remaining ½ of the fee.*

- **Preschool Monthly Material fees:** Please submit in one of the following formats:
  - **Option 1** - 9 individual cheques post-dated for September 1<sup>st</sup> to May 1<sup>st</sup>
  - **OR Option 2** - 2 cheques post dated for September 1<sup>st</sup> and January 1<sup>st</sup>
  - **OR Option 3** - 1 cheque for the total amount dated for September 1<sup>st</sup>
  - Exact Cash or E-Transfer is also acceptable methods of payment (E-Transfer to [lcds.direct@gmail.com](mailto:lcds.direct@gmail.com) )

<b>Two (2)</b> half days/week/month	<b>\$170.00/month</b>
<b>Three (3)</b> half days/week/month	<b>\$255.00/month</b>
<b>Four (4)</b> half days/week/month	<b>\$340.00/month</b>
<b>Five (5)</b> half days/week/month	<b>\$425.00/month</b>

*\*Additional days may be added at \$85.00 per each additional day added. (Subject to availability and teacher approval).*

*\*Fees paid in full or in two payments are subject to a 10% administration fee upon withdrawal after August 1<sup>st</sup>.*

- **Jr. Kindergarten Registrations** (Are not Government funded): Child must attend 4 or 5 days per/week/month and will participate with the Kindergarten children. **The child must turn 5 between Sept 1<sup>st</sup> and March 1st.** The material fee for Four or Five days (listed above) will apply. Where a child turns 5 before Dec 31<sup>st</sup> and the parent does not want them to attend Kindergarten due to developmental immaturity, the child may attend Jr. Kindergarten and attend Kindergarten the following year.
- **Kindergarten Registrations: No monthly fees** (Government funded). \$100.00 Membership and Administration fee is due at the time of registration. LCDS charges a **one time non-refundable** Material Fee of **\$400.00. The \$400 material fee will be due the first week of school in September.** Kindergarten families are still subject to the registration commitments.
- **Participation Deposits:** All families submit the required deposits listed below with their registration forms:
  - **1 Deposit made by cash or EMT for 2 Bingo Shifts, \$200.00**
  - **1 Classroom Cleaning Deposit Cheque for \$50.00 (per child) (undated)**
  - **1 Casino Deposit Cheque, \$200.00 (per family, undated, only in a Casino year)**
  - **1 Family Fundraising Fee of \$300.00 (Amount to be determined at the May AGM and due by Sept 31<sup>st</sup>)**

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- Please make all cheques payable to L.C.D.S.
  - There will be a \$40.00 charge for all NSF cheques.
  - Submit all the aforementioned fees (Membership/Administration fee, material fees, bingo/cleaning deposits, casino deposit, fundraising fee) with the registration form upon registering the child.
  - All Monthly material Fees are due by the 1<sup>st</sup> day of each month and must be received **no later than the 3<sup>rd</sup> day of each month.** If the monthly material fees are not received by the end of business on the 3<sup>rd</sup> day of the month, the member will be assessed a late fee of \$10.00. For each day late thereafter, a fee of \$2.00 per day late will be applied. The registered child will not be able to attend class until the fees have been paid.
  - **There will be no reduction to the amount of material fees paid due to classes missed from illness, normal school holidays or operations or personal/religious holidays.**

*\*LCDS does not cash the deposit cheques unless a member is negligent in fulfilling their scheduled membership commitments.*

*\*\*The Bingo cash deposit or the Classroom Cleaning deposit cheque will be cashed if the commitments are not fulfilled.*

*\*\*\*Cancellation or stop payment of cheques will result in the expulsion from the society.*