



# 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: 2023/2024**

**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: \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	
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: <input type="checkbox"/> Received & Copy Made <input type="checkbox"/> Returned	
Passport: <input type="checkbox"/> Received & Copy Made <input type="checkbox"/> Returned	
Canadian Citizenship document: <input type="checkbox"/> Received & Copy Made <input type="checkbox"/> Returned	
Residency document: <input type="checkbox"/> Received & Copy Made <input type="checkbox"/> Returned	
Child Visa: <input type="checkbox"/> Received & Copy Made <input type="checkbox"/> Returned	
Temporary Declaration of Legal Name and Age form: <input type="checkbox"/> Received & Copy Made <input type="checkbox"/> Returned	
Date: _____	LCDS Representative: _____
Child Registration Withdrawn:	
Date: _____	
Reason for Withdrawal: _____	
<b>Fees received at the time of registration:</b> <input type="checkbox"/> \$100.00 registration fee <input type="checkbox"/> 3 x \$200.00 Deposit cks for Bingo <input type="checkbox"/> \$100.00 Cleaning Deposit ck <input type="checkbox"/> \$100.00 Parent Helper Deposit ck <input type="checkbox"/> \$200.00 Casino Deposit ck <input type="checkbox"/> \$350.00 Family Fundraising Fee (cash, ck, EMT due by Sept 31 <sup>st</sup> ) <input type="checkbox"/> Monthly fees will be paid by: EMT, post-dated cheques, or cash	



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

(Please check all which apply)

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Previous member | <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> School Website | <input type="checkbox"/> Edmonton Preschool Association Website |
| <input type="checkbox"/> AISCA Website   | <input type="checkbox"/> Road Sign       | <input type="checkbox"/> Newspaper Ad   | <input type="checkbox"/> Independent Kindergarten Website       |
| <input type="checkbox"/> Radio Ad        | <input type="checkbox"/> Social Media Ad | <input type="checkbox"/> Flyer          | <input type="checkbox"/> 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 both parents or guardians are living together or not. Please fill in all of the required information.

#### 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?

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**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 who has your permission to pick up your child in the event of an emergency. (This should be someone other than the child's parents or legal guardian)

**\*\*If you do not list an Emergency Contact, Child Protective 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)
- Lawfully 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)  
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- 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.)



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Siblings	Age	School They Attend
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]

**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.**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aids              | <input type="checkbox"/> Frequent Headaches    | <input type="checkbox"/> Stomach/Intestinal Disorder |
| <input type="checkbox"/> Anaphylactic      | <input type="checkbox"/> Hemophilia            | <input type="checkbox"/> German measles              |
| <input type="checkbox"/> Asthma            | <input type="checkbox"/> Kidney Disease        | <input type="checkbox"/> Red Measles                 |
| <input type="checkbox"/> Cancer            | <input type="checkbox"/> Lung/Chest Conditions | <input type="checkbox"/> Scarlet Fever               |
| <input type="checkbox"/> Diabetes          | <input type="checkbox"/> Muscular Dystrophy    | <input type="checkbox"/> Chicken Pox                 |
| <input type="checkbox"/> Epilepsy/Seizures | <input type="checkbox"/> Rheumatism/Arthritis  | <input type="checkbox"/> Mumps                       |

**Hearing Impairment**

- Deaf
- Severe
- Moderate/Mild

**Vision Impairment**

- Blind
- Severe
- Moderate/Slight

**Speech Impairment**

- Speech Delay
- Expressive Delay
- Language Delay

Hearing Aide: Yes  No

Glasses/Contact Lenses: Yes  No

**Other Health Concerns or Chronic Conditions (Please explain):**

[ ]  
 [ ]  
 [ ]  
 [ ]

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

[ ]  
 [ ]  
 [ ]

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

[ ]  
 [ ]  
 [ ]

**Food Restrictions (as per Religious or Personal choice)**

[ ]  
 [ ]  
 [ ]



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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.).

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Is your child completely "Toilet Trained"? Yes \_\_\_\_ No \_\_\_\_ As per LCDS policies, all children must be fully 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 If 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 support 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#: \_\_\_\_\_

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**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: \_\_\_\_\_

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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 interact 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 daily 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 for the child to participate. A Field Trip Information Sheet will be posted for parents in the school newsletter and 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 regarding transportation and activity details. Transportation for out-of-class field trips 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 regarding field trip supervision.

### **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 an ambulance to a medical facility. Child health insurance and the cost of the ambulance is the responsibility of the parent. An ill or injured child will be accompanied by an LCDS 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:** \_\_\_\_\_

### **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 redirected 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, swearing, abusive language, 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 on private Class Dojo posts or 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 children on any Social Media website, such as Facebook, Twitter, Instagram, YouTube, etc.; permission from **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**

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 field trips, 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 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 period of time 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, photos 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 regarding 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 any time, 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 (Liaison) 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. VOLUNTEER COMMITMENT

Parent involvement is part of the L.C.D.S. philosophy and is a mandatory part of your child's registration in L.C.D.S. as per this agreement. All families are expected to volunteer for a position either on the Board of Directors or on a committee. All families will select 3 choices for their volunteer position at the time of registration and the positions will be confirmed at the May AGM. We will contact families prior to the AGM to confirm the positions.

### 2. PARENT HELPER

Parent involvement is part of the L.C.D.S. philosophy and is a mandatory part of your child's registration in L.C.D.S. as per this agreement.

Each family will submit one (1) participation deposit cheque in the amount of \$100.00 (PER FAMILY) (undated).

If a family misses 2 parent helper days without arranging for someone to attend in their place their deposit cheque will be cashed, and they will be expected to replace the deposit cheque if they wish to remain in the program.

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.

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 and prepare (in class) 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 L.C.D.S. 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 L.C.D.S. 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, the school office may assist with an email to members. LCDS will try to create a list of emergency paid parent helpers from the membership for parents to use if they cannot attend their scheduled day. The parent will be responsible for arranging the emergency paid parent helper and notifying the school office. The scheduled parent is asked to send the scheduled snack along with a beverage and the fee of \$50.00 is to be paid to the emergency worker.**

### 3. 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 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. For families who cannot work an evening cleaning, LCDS will hold one (1) daytime cleaning at the end of the school year. LCDS will try to create a list of emergency paid classroom cleaners from the membership for parents to use if they cannot attend their scheduled shift. The parent will be responsible for arranging the emergency paid classroom cleaner and notifying the school office. The scheduled parent is asked to pay the emergency paid classroom cleaner the fee of \$50.00 for working.

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 three (3) bingo dates, per school year, per child. The required number of bingo dates will be



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determined each year based on (a) the number of children registered and (b) the number of workers required for the scheduled bingo dates. If the enrollment numbers are such that all scheduled bingo events can be filled with each family working 2 bingo shifts, the Board will reduce the shift requirement.

Upon registration, the Parent shall submit to L.C.D.S. **one (1)** undated participation deposit cheque for Classroom Cleaning for the sum of \$100.00 and for Bingo the parent shall submit **three (3)** undated participation deposit cheques for Bingo in the sum of \$200.00 each 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. We do not cash deposit cheques unless the member does not fulfill their commitment. It is the parents responsibility to find a replacement for their shift if they are unable to attend.

**LCDS will maintain a list of emergency paid workers for parents to use if they cannot attend their scheduled shift. The parent will be responsible for arranging the emergency paid worker and notifying the school office. The emergency paid workers on the LCDS Paid Worker list will be paid \$100 per Bingo shift. Members are welcome to find their own workers and negotiate their own fee. Failure to find a replacement worker will result in the members participation deposit cheque(s) being forfeited to LCDS and cashed per scheduled shift missed.** A member may choose to opt-out of the classroom cleaning or the Bingo commitments by forfeiting their participation cheques for the commitments they choose; they will inform LCDS in writing of their decision.

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#### 4. **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 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 May Annual General Meeting.

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#### 5. **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 their Family Fundraising 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 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, pierogies, 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 May AGM 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.**



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LCDS will maintain a list of emergency paid workers for parents to use if they cannot attend their scheduled shift. The parent will be responsible for arranging the emergency paid worker and notifying the school office. The emergency paid workers on the LCDS Paid Worker list will be paid \$150 per casino shift. Members are welcome to find their own workers and negotiate their own fee. Failure to find a replacement worker will result in the members participation deposit cheque(s) being forfeited to LCDS and cashed per scheduled shift missed.

### 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 transferable 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 transferable to another family.

The \$100.00 registration 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>.

In the event of a major health event (pandemic) and the school must close, the Board will make a fair decision for any refunds to members.

The \$100 registration fee will remain non-refundable.

### 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 monthly fee for the following month shall remain due and payable to the Society.

### 9. **LATE PICK-UP POLICY**

- ALL members must pick up their child(ren) at 11:45 am and at 3:45 pm. Parents should arrive just before dismissal time and be waiting in the hall for their child to be dismissed. The LCDS school clock will be used as the correct time. Any parent who has not arrived to pick up their child after the teacher has dismissed all the other children, they will be considered late and will be fined for every minute late following the class dismissal time.
- On the parent's first late arrival, a verbal late warning will be given to the parent and documented in their child's file.
- On the parent's second late arrival the parent will be fined for every minute they are late after the class dismissal time. They will be assessed a fine of \$5.00 for every minute they are late. The late fee must be paid before their child can attend their next scheduled class.
- Members are expected to call the school to let them know they will be late; the late fee will still apply.
- All late pickups will be documented and will be reviewed at the monthly Board of Directors meeting. Staff members will monitor the occurrences and will notify the Board of Directors. If lateness is a regular occurrence for some members, membership may be reviewed, and the member may be asked to withdraw from the program.
- In the event we have not heard from the parent or guardian regarding their lateness or absence, and they have not arrived to pick up their child and there are no obvious extenuating circumstances, such as severe weather, the LCDS staff member will begin calling the child's parents/guardians and emergency contacts. If after calling all of the contact numbers and there has been no contact made with the school within 30 minutes of class dismissal, Early Learning and Child Care instructs LCDS to begin contacting Child Protective Services and EPS to report an abandoned child.
- In the event of a field trip where parents are expected to pick up the child from another location or the school at a designated pick-up time other than the regular class dismissal times, the same procedures will be followed as set for regular late pick-up.

### 10. **GROUND FOR REMOVAL FROM THE PROGRAM**

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



# Volunteer Positions (Each family must sign up for one position)

Please select three choices for your family volunteer commitment. We will confirm choices at the May AGM.

## **BOARD POSITIONS** - No experience required!

Some computer skills needed, the ability to read, listen and make decisions. Meet once per month either by Zoom or in person.

- President (1 volunteer)
- Vice President (1 volunteer)
- Treasurer (1 volunteer)
- Secretary (1 volunteer)
- Fundraising Chairperson (1 volunteer)
- Board Liaison (1 volunteer)

## **COMMITTEE POSITIONS** - No experience required!

- Legacy Fund Committee (4-6 volunteers) - The ability to research and send emails or letters.
- Bingo Coordinators (2 volunteers) - 1 hour each month to set up the scheduled bingo event and then depart.
- Classroom Cleaning Coordinators (2 volunteers) - Once/month to open classroom, set-up scheduled workers, return when they are finished to close up.
- Fundraising Committee (2 volunteers) - Assist the fundraising chair with fundraising events
- Newsletter Coordinator (1 volunteer) - computer skills needed, produces the monthly newsletter
- Website Coordinator (1 volunteer) - coordinates with a 3rd party website manager to make changes as needed.
- Library Coordinator (1-2 volunteers) - enters library acquisitions to the school database, shelves books as needed.
- Parent Helper Scheduling Morning (1 volunteer) - computer skills, creates the monthly parent helper schedule
- Parent Helper Scheduling Afternoon (1 volunteer) - computer skills, creates the monthly parent helper schedule
- Yearbook Coordinators Morning (2 volunteers) - computer skills, creates the school yearbook
- Yearbook Coordinators Afternoon (2 volunteers) - computer skills, creates the school yearbook
- Laundry Volunteers Morning (2-3 volunteers) - can pick up school laundry, wash, dry, fold, return and put away.
- Laundry Volunteers Afternoon (2-3 volunteers) - can pick up school laundry, wash, dry, fold, return and put away.
- Social Coordinator Morning (2-3 volunteers) - assists with school parties and events.
- Social Coordinator Afternoon (2-3 volunteers) - assists with school parties and events.
- Bottle Recycling (2 volunteers) - takes school bottles to the bottle depot and returns cash & receipt to the school
- Sanitation Committee (2 volunteers from PM Class) - end of day takes garbage out to the bin
- Maintenance Volunteer (2 volunteers) - assists with repairs and storage logistics as needed
- Classroom Monday Morning Set Up (2 volunteers) - arrives early Monday morning, assists with classroom set up
- Classroom Friday Afternoon Set Up (2 volunteers) - end of day Friday, assists with classroom shut down

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**The following positions are paid positions and are not part of the required family volunteer commitment.  
If you are interested in joining our paid emergency lists, please check all that apply to you.**

- Paid Bingo Worker - \$100 per shift
- Paid Casino Worker - \$150 per shift
- Classroom Cleaning Worker - \$50 per shift
- Emergency Parent Helper - \$50 per shift



# PARENT REGISTRATION AGREEMENT

Child's Name: \_\_\_\_\_

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

Please read and initial each agreement item. (Please see full policies above or the LCDS Policy Summary)

1. I have completed my child's registration form in full, I have included necessary medical information, any allergies/food restrictions, work information for myself and spouse, at least one emergency contact with phone number and address. If any information changes for my child or for my personal contact information, I will update the school. \_\_\_\_\_
2. I will select my family volunteer position and participate in the responsibilities for the role. \_\_\_\_\_
3. I will submit my \$100.00 non-refundable registration fee and my participation cheques for the parent helper, bingo, classroom cleaning and casino commitments with my child's registration form. \_\_\_\_\_
4. I will pay my \$350.00 Family Fundraising Fee \_\_\_\_\_ or I will participate in fundraising and will submit my \$350.00 participation deposit cheque. \_\_\_\_\_ (Choose one option)
5. I will give my monthly availability for parent helper scheduling and will participate in my monthly scheduled parent helper day. If I am unable to attend my day, I will make arrangements to have a replacement worker attend my shift. \_\_\_\_\_
6. I will schedule three bingo shifts and participate in my three scheduled bingo events. If I am unable to attend my shift(s), I will make arrangements to have a replacement worker(s) cover my scheduled shift(s). \_\_\_\_\_
7. I will schedule one classroom cleaning event and participate in my scheduled shift. If I am unable to attend my shift, I will make arrangements to have a replacement worker attend the event. \_\_\_\_\_
8. I will schedule one shift for the casino event (in a casino year). If I am unable to attend my shift, I will make arrangements to have a replacement worker for my scheduled shift for the event. \_\_\_\_\_
9. When I arrive with my child for class, I will sign them in on the daily attendance sheet. If we are late, I will inform a staff member that my child has arrived and I will sign the attendance sheet. \_\_\_\_\_
10. I agree that LCDS is not responsible for my child in the hallway or parking lot. I will not leave my child until I have signed the attendance sheet and they have entered the classroom, the play park, or the care of another adult or staff member supervising on a fieldtrip. \_\_\_\_\_
11. I will provide my written consent and a list of family members or friends who have my permission to pick up my child, they will be required to show their ID when picking up my child. \_\_\_\_\_
12. I am aware that my child cannot attend class until they are three years of age and they are self-functioning in their toileting. If my child is having regular toileting accidents in class, LCDS will notify me and it may be necessary to hold off on my child's registration until they are capable in their toileting. \_\_\_\_\_



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13. In the registration form I have given my permission for LCDS to take my child outside during class time within the property. \_\_\_\_\_
14. If there is a field trip planned I will receive notification through the monthly newsletter and the parent bulletin boards, I must give my permission in advance for my child to attend. \_\_\_\_\_
15. I will keep informed of all LCDS information by attending the three membership meetings September, January and May, the monthly newsletter, the parent bulletin boards, email, ClassDojo app, the school policies/bylaws. \_\_\_\_\_
16. I will not send my child to school if they are showing any signs of illness/ communicable disease or until symptoms have subsided. I acknowledge that the teaching staff may refuse my child's attendance if my child cannot manage their residual symptoms on their own (extremely runny or thick mucus from their nose, continuous coughing). If while at school, my child develops signs of illness or communicable disease, I will collect my child immediately upon being notified. My emergency contact will be called to pick up my child if I cannot be reached. \_\_\_\_\_
17. If my child requires immediate medical attention, I give permission to LCDS to administer first aid or obtain emergency medical care for my child. I will be notified as soon as possible. LCDS will not be held accountable for taking such action. I will be responsible for the cost of the emergency transportation. The teacher will stay with my child in the event that the emergency transportation arrives before myself and they will stay with my child until I arrive to relieve them. \_\_\_\_\_
18. I will arrive on time to collect my child at the end of class. I will notify the school if I will be late. On my first occurrence of arriving late I will receive a warning. On the second occurrence, a late fee will be charged; my child will not attend class until I have paid the fee. Continuous late occurrences may result in being asked to withdraw from the program. If my child is not picked up within 30 minutes of the dismissal time and the parent or emergency contact cannot be reached, Child Protective Services will be notified. \_\_\_\_\_
19. If I must withdraw my child after August 1st, LCDS will require one month's written notice. If I do not provide one month's written notice, I will be charged the next month's monthly fee. \_\_\_\_\_
20. I will pay my child's monthly fees on time from September to May by the first day of each month. There are no refunds for missed days for illness or vacation or for days the school is closed for public holidays, professional development days or for unforeseen closure such as weather, power outage, water disruption, flooding, etc. Penalty fees will be assessed for late payment or NSF. \_\_\_\_\_
21. I understand there are policies for removal from the program either through my child's behavior/actions or my own. If there is such an occurrence, LCDS will notify me and I may approach the Board of Directors for a review. The Board's decision will be final. \_\_\_\_\_



# LONDONDERRY CHILD DEVELOPMENT SOCIETY

Child Registration Document

## 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 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 and its registered members will abide by all regulations and requirements set upon their operations by the Alberta Government and all other governing entities.

Upon registration in the LCDS program, all members knowingly assume the possible risk of contracting the COVID-19 virus or other contagious illnesses 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 contracted agencies, 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 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

- Please select your volunteer commitment to LCDS. A Board or committee position will be chosen by each family from the available positions.
- Please submit **1 (one) \$100.00** (non-refundable) **Registration Fee** (per family) with registration form.
- LCDS Members have chosen to pay a **1 (one) time Family Fundraising fee of \$350.00** 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 will be paid in full before Sept 31<sup>st</sup>. A tax donation receipt will be issued in February.  
*\*\*Parents may choose to fundraise instead of paying the Family Fundraising Fee; An undated participation deposit cheque for \$350.00 will be submitted to LCDS. The family will agree to participate in the fundraising events of their choice through the year. If at the end of April, the family has not met their fundraising commitment of \$350.00, they will receive an invoice for the remaining balance to be paid to the school. If a family fails to participate in any fundraising, the member's \$350.00 participation deposit will be forfeited to LCDS. A tax receipt will not be issued for unfulfilled fundraising (balance owing on April 30).*
- **Monthly Material fees:** can be paid by cash, cheque, or e-transfer (e-transfer to [lcds.direct@gmail.com](mailto:lcds.direct@gmail.com))  
*\*\*Fees can be used towards your taxes for childcare, tax receipts will be issued in February.*

*The Government Affordability Grant of \$75 has automatically been deducted from the fee structure below in the last column. In the event the Alberta Government repeals the Affordability Grant, fees will increase by \$75 to the regular monthly fee.*

Number of days/week/month	Regular Monthly Fee	Less the Affordability Grant	Reduced Monthly Rate
2 days/week/month	\$200.00/month	\$75.00	<b>\$125.00/month</b>
3 days/week/month	\$300.00/month	\$75.00	<b>\$225.00/month</b>
4 days/week/month	\$400.00/month	\$75.00	<b>\$325.00/month</b>
5 days/week/month	\$500.00/month	\$75.00	<b>\$425.00/month</b>

*\*Additional days may be added at \$100.00 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** (Monthly fees apply): Child must attend 4 or 5 days per/week/month (see fees above). **The child must turn 5 between Sept 1<sup>st</sup> and March 1<sup>st</sup>.**
- **Kindergarten Registrations: No monthly fees** (Government funded). \$100.00 Registration 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**. All LCDS registration commitments 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.
- **Participation Deposits:** All families submit the required deposits listed below with their registration forms:  
*\*LCDS does not cash the deposit cheques unless a member is negligent in fulfilling their scheduled membership commitments.*
  - 1 Parent Helper Participation cheque for \$100 (per family) (undated)
  - 3 Bingo Participation cheques for \$200 each (per child) (undated)
  - 1 Classroom Cleaning Deposit Cheque for \$100.00 (per child) (undated)
  - 1 Casino Deposit Cheque, \$200.00 (per family) (undated) (only in a Casino year)
  - 1 Family Fundraising Fee of \$350.00 (due by Sept 31<sup>st</sup>)*\*\*Cancellation or stop payment of cheques will result in the expulsion from the society.*

- Please make all cheques payable to L.C.D.S.
- There will be a \$50.00 charge for all NSF cheques.
- Submit all the required fees above 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 late fees will apply.
- **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.**