



# 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:** [ ] [ ] [ ] **SCHOOL YEAR: 2026/2027**  
Month Day Year

**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 Registration Fee  
 \$100.00 Cleaning Deposit ck  
 \$100.00 Parent Helper Deposit ck  
 \$200.00 Casino Deposit ck  
 Fundraising Fee TBD May AGM (cash, ck, EMT due by Sept 30<sup>th</sup>)  
 Monthly fees will be paid by: EMT, post-dated cheques, or 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       Facebook or Instagram
- 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 both parents or guardians are living together or not. Please fill in all 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?

Four horizontal lines for text entry.

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)
[ ] 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)
Month Day Year



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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. Contains 5 rows of empty input boxes.

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

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.

- Checkboxes for: 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 of an allergic reaction). [ ] [ ] [ ]

Food Restrictions (as per Religious or Personal choice such as No Pork, Lard or Gelatin or Vegetarian, etc.) [ ] [ ] [ ]



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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 an Additional 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: \_\_\_\_\_

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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 AND POLICY SECTION**

### **ON SITE OUTDOOR ACTIVITY**

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 allow your child to participate.

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

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

### **OUT OF CLASS FIELD TRIPS OFF SITE**

Out-of-class field trips require parental or guardian permission for each trip. A Field Trip Information Sheet will be shared in the school newsletter and posted on the parent information boards at least two weeks before each trip. Please review this information, which will include details on transportation and activities.

Transportation will be by Yellow School Bus or parent transport, as specified on the Field Trip Information Sheet.

If you have any concerns about supervision or activities, please do not sign the consent form. Instead, contact the Teacher or Executive Director for more information before deciding.

### **GENERAL MEDICAL CONSENT FORM**

By signing this consent form, you authorize the teacher to seek medical attention for your child if needed while in the care of the Londonderry Child Development Society (LCDS) and to arrange for an ambulance to a medical facility if necessary.

The Parent/Guardian is responsible for securing their own child health insurance and for any ambulance costs.

An ill or injured child will be accompanied by an LCDS staff member until the parent/guardian arrives, and we will make every effort to contact you as soon as possible. All classroom staff members are certified in first aid.

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

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

### **CHILD GUIDANCE POLICY**

At Londonderry Child Development Society, we focus on behavior prevention by modeling positive behavior and setting clear expectations. We encourage good behavior through age-appropriate activities and transitions, giving children plenty of warning before changing activities.

Classroom behavior expectations are explained and modeled by staff, and positive reinforcement is used to encourage the desired behavior. We aim to help children make good choices and resolve conflicts on their own.

When inappropriate behavior occurs, we first remind the child of the expected behavior. If the behavior continues, we will offer a second reminder, and a third reminder may result in redirecting the child to another activity. If needed, the child will take a short break in the quiet area with staff supervision, where we will review expectations and help them understand their emotions. The child will be encouraged to return to the activity when ready.

In serious cases of physical aggression or harmful behavior (such as hitting, kicking, biting, spitting, or swearing), the child will be moved to the quiet area, and parents will be contacted. In these cases, the child may be sent home, and repeated incidents may result in the family being asked to withdraw from the program.

LCDS staff will never use physical punishment, abuse, or emotional deprivation. We will not use physical restraint, confinement, or isolation. All guidance will be reasonable and appropriate for the situation.

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

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

### **CONSENT FOR SHARING PERSONAL INFORMATION**

LCDS Preschool & Kindergarten is required to share personal information of the parent and child with Government of Alberta and Canada departments. To receive benefits such as the Affordability Grant and other Alberta Education Grants your consent is required for us to share your information.

I give my consent for LCDS to share my information with the required Government departments.

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 ClassDojo App 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 SOCIAL MEDIA POSTS**

To make our website, Instagram, Google Business Page and Facebook pages exciting and visually expressive, we 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 parents' permission to show their face.

We use an App called ClassDojo to share photos, videos and teacher messaging throughout the year. A login code will be given to you at the start of the school year.

Please indicate below whether you would allow LCDS to use pictures of your child on the website/Instagram or Facebook page.

**\*\*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 on the school website.

I  do  do not give my permission for my child's photo to be used on the school Google Business Page.

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

I  do  do not give my permission for my child's photo to be used on the school Facebook or Instagram 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 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 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 (Liaison) and will be governed according to policy standards.

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

Date \_\_\_\_\_



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## PARENT REGISTRATION COMMITMENTS

### 1. VOLUNTEER COMMITMENT

As a parent cooperative program our parents are responsible for the operations of LCDS. **Please note it is the parents' responsibility to fill the Board positions, we require a full Board of Directors to operate the program in September.** Please indicate which volunteer commitments you would be interested in fulfilling; please pick 3 options from page 13. We will assign committee volunteers in the order the registration forms were submitted. **The membership will ratify those who choose to volunteer for the Board positions at the May AGM.**

### 2. PARENT HELPER AND ORIENTATION DAY

Once per month (approximately), one family member is responsible for performing 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. Each family will submit one (1) participation deposit cheque in the amount of \$100.00 (PER FAMILY) (undated). The member(s) from your family who will be attending for the Parent Helper day must attend the scheduled **Orientation Day** in September for your child. Parent Helper Duties will be reviewed.

### 3. CLASSROOM CLEANING

Classroom cleanings are scheduled throughout the school year. The duration of the cleaning is approximately two hours or until all tasks have been completed. Each family will sign up for **one classroom cleaning for the school year.**

### 4. GENERAL MEETINGS AND ANNUAL GENERAL MEETING

**All LCDS Members are responsible for the operational decisions of the Society.** LCDS is required by the **Societies Act, Alberta Education and AGLC regulation** to hold regular meetings to ensure members are informed of the status of the society and to provide documentation of financial decisions for audit purposes.

**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. This also ensures the quorum is met if there is need for a membership vote and ensures society operations are being carried out accordingly. Financial decisions can be made at all three meetings depending on the matters to be discussed.

### 5. FUNDRAISING

LCDS plans for 1 or 2 large fundraising events such as a Silent Auction & 50/50 Pub night or Ladies Night or other event, plus smaller fundraisers such as chocolates, walkathon, specialty foods, etc. each year to meet the fundraising goals of LCDS.

The Family Fundraising Commitment Fee will be set each year at the May Annual General Meeting. 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 offered. The fundraising commitment amount will also be dependent upon the family enrollment numbers for the coming school year.

**All members can either participate in fundraising by agreeing to raise funds equivalent to the Family Fundraising Commitment Fee set at the May AGM or they can opt out by agreeing to pay the opt out fee of \$500.00 (the fee remains the same regardless of a lower Family Fundraising Commitment Fee set at the May AGM).**

- For the fundraising participation option, an undated deposit cheque in the amount of the Family Fundraising Commitment Fee will be submitted to the school in September and will be held until the commitment has been fulfilled.
- Families who choose to opt out of fundraising will be issued a charitable tax donation receipt for their \$500.00 opt-out fee. Receipts will be issued in February for the tax year the funds were received.
- Parents can receive credit toward their fundraising commitment by volunteering to work shifts at the larger fundraising events, i.e. \$50 would be credited for working a 2-hour shift at the Silent Auction.
- Employer matching donations (i.e., by directing United Way funds to LCDS, or an employer's charitable giving program) Corporate Donations or Sponsorship would also be considered for fulfilling your fundraising commitment to the Society.

**\*\*This policy is subject to change based on decisions made at the May AGM. Members will be notified of any changes to the contract.**



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### 6. SCHEDULED CASINO EVENT – EVERY TWO YEARS

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 30<sup>th</sup>** of the current school year.

**\*\*LCDS will try to 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 or fundraising completed prior to withdrawal, either before August 1<sup>st</sup> or after, are not transferrable 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 material 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. Please see the full policy in the LCDS Policy Summary.

### 10. GROUNDS FOR REMOVAL FROM THE PROGRAM

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



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## LCDS SOCIETY MEMBERSHIP CONTRACT

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between:

**LONDONDERRY CHILD DEVELOPMENT SOCIETY ("L.C.D.S.")**

and

**(Parent/Guardian Name):** \_\_\_\_\_

**WHEREAS:** The Parent wishes to register the child/children listed 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 that must be fulfilled by the Parent as a condition of registration.

Therefore, in consideration of L.C.D.S. accepting the child/children’s registration, the Parent agrees to be bound by all the terms outlined in this agreement.

### 1. Certification

The Parent certifies that all information provided in the application and any attachments is true, correct, and complete to the best of their knowledge. Any omissions regarding the child’s development, health, or behavior may be subject to review and could result in the termination of registration.

### 2. Responsibilities and Payment

The Parent agrees to:

- Pay all required fees and submit any necessary deposit cheques.
- Complete all Parent membership duties as outlined in the bylaws, policies, Parent handbook, and this contract for the duration of the school term.

### 3. Developmental Assessments

L.C.D.S. reserves the right to request developmental assessments for any child before accepting registration. The cost of the assessment is the responsibility of the Parent. If the child qualifies for support and is accepted into the program, the family will be reimbursed from Alberta Education funding, subject to available spots and qualified staff.

### 4. Right to Cancel

L.C.D.S. may cancel this agreement at any time if it is in the best interest of the child, family, or the Society.

### 5. Compliance with Regulations

L.C.D.S. and its members will comply with all relevant regulations and requirements set by the Alberta Government and other governing bodies.

### 6. Health and Safety

By registering with L.C.D.S., the Parent acknowledges the potential risk of contracting COVID-19 or other contagious illnesses in a public space and voluntarily assumes this risk and will abide by rules and regulation set forth by the Government of Alberta and Alberta Health regarding the protocol for the specific illness or disease.

### 7. Policy Changes

The policies, regulations, procedures, and fees of L.C.D.S. may change without prior notice to comply with contractual agencies, legal requirements at the Provincial or Federal level or budget constraints.

### 8. Closure

L.C.D.S. reserves the right to close in the event enrolment levels are not sufficient to operate a full program. Members will be informed well in advance of any decisions of this nature.

I have read and understood the terms of this agreement and agree to be bound by them.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LCDS Signing Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Volunteer Positions

Parents are responsible for the operations of LCDS and must fill the positions below.  
Please select three choices from the list below for your family volunteer commitment.

### Board Positions - No experience required but is appreciated!

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

- President
- Vice President
- Treasurer
- Secretary
- Fundraising Chairperson
- Board Liaison

### Committee Positions - No experience required!

- Legacy Fund Committee - The ability to research online and send emails or letters.
- Event Committee - Organizational skills and ability to volunteer and help
- Fundraising Committee - Assist the fundraising chair with sorting orders from fundraising campaigns
- Newsletter Coordinator - computer skills needed, produces the monthly newsletter
- Website Coordinator – computer skills needed, coordinates with the executive director to make updates as needed.
- Library Coordinator - enters library acquisitions to the database, shelves books, assists with Scholastic orders and book fair.
- Parent Helper Scheduling Morning - computer skills, creates the monthly parent helper schedule
- Parent Helper Scheduling Afternoon - computer skills, creates the monthly parent helper schedule
- Yearbook Coordinators Morning - computer skills, creates the school yearbook
- Yearbook Coordinators Afternoon - computer skills, creates the school yearbook
- Laundry Volunteers Morning - can pick up school laundry, wash, dry, fold, return and put away.
- Laundry Volunteers Afternoon - can pick up school laundry, wash, dry, fold, return and put away.
- Social Coordinator Morning - assists with school parties and events.
- Social Coordinator Afternoon - assists with school parties and events.
- Bottle Recycling - takes school bottles to the bottle depot and returns cash & receipt to the school
- Maintenance Volunteer - assists with repairs and storage logistics as needed
- Classroom Monday Morning Set Up - arrives early Monday morning, assists with classroom set up
- Classroom Friday Afternoon Shut Down - end of day Friday, assists with classroom shut down

If you are interested in joining our paid emergency lists, please check all that apply to you.

If parents require a replacement for their commitment we will share the list of families who can assist for pay.

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



# LONDONDERRY CHILD DEVELOPMENT SOCIETY

Child Registration Document

## PAYMENT OF REGISTRATION AND MATERIALS FEES

- Submit **1 (one) \$100.00** (non-refundable) **Registration Fee** (per family) with registration form.
- As a parent cooperative program our parents are responsible for the operations of LCDS. **Please note it is the parents' responsibility to fill the Board positions, we require a full Board of Directors to operate the program in September.** Please indicate which volunteer commitments you would be interested in fulfilling; please pick 3 options from page 13. We will assign committee volunteers in the order the registration forms were submitted. **The membership will ratify those who choose to volunteer for the Board positions at the May AGM.**
- **All members choose to participate in fundraising or opt out. If opt out is chosen you will submit the opt out fee of \$500.00 before Dec 31<sup>st</sup>.** The Family Fundraising Fee will be decided at the May AGM.
- **Preschool & Jr. Kindergarten 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.*

Number of days/week/month	Regular Monthly Fee	Less the Affordability Grant	Reduced Monthly Rate
2 days/week/month	\$198.00/month	\$100.00	<b>\$98.00/month</b>
3 days/week/month	\$297.00/month	\$100.00	<b>\$197.00/month</b>
4 days/week/month	\$396.00/month	\$100.00	<b>\$296.00/month</b>
5 days/week/month	\$495.00/month	\$100.00	<b>\$395.00/month</b>

*\*Additional days may be added at any time in the school year – (subject to availability and teacher approval).*

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

*\*Fees are subject to changes made to the Affordability Grant by the Provincial and Federal Governments. Parents will be notified in advance of any fee changes.*

- **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 \$450.00. The \$450.00 material fee will be due the first week of school in September.** All LCDS registration commitments apply. *To be eligible for kindergarten, the child's 5<sup>th</sup> birth date must fall before Dec 31<sup>st</sup>.*
- **Jr. Kindergarten Registrations (Monthly fees apply):** Child must register for 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> to be eligible for Jr. kindergarten placement.** Kindergarten registrations have priority to register over Jr. Kindergarten registrations. If all spots are taken by kindergarten registrations LCDS may not offer any Jr. kindergarten spots. We will confirm Jr. kindergarten requests at the end of April, registrations will be taken in order of date received.
- **Commitment Deposit Cheques:** All families submit the required deposit cheques below, payable to LCDS, with their registration forms to ensure their participation in the program commitments:
  - **1 Parent Helper Participation cheque for \$100 (per family) (undated)**
  - **1 Fundraising Participation deposit cheque for (amount will be set at the May AGM) (per family) (undated) or Or agree to pay the monthly Fundraising opt-out fee of \$500.00 (paid by Dec 31<sup>st</sup>)**
  - **1 Classroom Cleaning Deposit Cheque for \$100.00 (per family) (undated)**
  - **1 Casino Deposit Cheque \$200.00 (per family) (undated) this will be a casino year (2025/26)**

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

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

- There will be a \$40.00 charge for all NSF cheques.
- 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.** Late fees will apply after the 3<sup>rd</sup> day of the month.
- There will be no reduction in monthly material fees due to classes missed from illness, school holidays, PD days, operations, or personal/religious holidays.