

## Registration Package for 2018-2019

Thank you for your interest in Westboro Village Co-operative Preschool. We are thrilled by the prospects of having your family join us. Below you will find program and costing information together with everything you'll need to register your child for the 2018-2019 school year. For more information about the preschool, its programs and parent duties and obligations, please see our Parent Handbook (found [HERE](#) or on our website [wvcp.ca/programs.html](http://wvcp.ca/programs.html)).

### **Program Information & Cost**

WVCP is a licensed preschool for children 2-4 years old. Programming is offered on Tuesdays and Thursdays for 2 year olds (children who will be 2 years old by December 31, 2018) and on Mondays, Wednesdays, and Fridays for 3 and 4 year olds (children who will be 3 years old by December 31, 2018). All programs run from September to June.

The programs and fees for 2017-2018 are as follows:

<b>PROGRAM</b>	<b>DROP OFF TIME</b>	<b>PICK UP TIME</b>	<b>COST (per month)</b>
<b>2's Program</b> (Tuesday and Thursday)	9:15	11:30	\$190
<b>2's Early Drop Off</b> (Tuesday and Thursday)	8:15	ADD ON TO A.M. PROGRAM	\$65
<b>2's Lunch &amp; Learn</b> (Tuesday and Thursday)	ADD ON TO A.M. PROGRAM	12:30	\$90
<b>3's Full Day</b> (Monday, Wednesday & Friday)	9:15	3:00	\$590
<b>3's Extended Day</b> (Monday, Wednesday & Friday)	9:15	2:00	\$480
<b>3's A.M.</b> (Monday, Wednesday & Friday)	9:15	11:30	\$245
<b>3's P.M.</b> (Monday, Wednesday & Friday)	12:30	3:00	\$260
<b>3's Lunch &amp; Learn</b> (Monday, Wednesday & Friday)	11:30	12:30	\$115
<b>3's Early Drop Off *</b> (Monday, Wednesday & Friday)	8:15	ADD ON TO A.M. / EXTENDED PROGRAM	\$90
<b>Registration Fee</b> (Non-Refundable)**			\$60

\* Full day programs are not eligible for Early Drop Off due to limit of hours in preschool per day.

\*\* Registration Fee is not applicable to returning children; it is payable once per child only.

### **Registration Information**

Registration for alumni families opens on February 13, 2018, and for new families on February 20, 2018.

There are 15 spots in the 2's program and 20 spots in the 3's program. Preference is given to full day registrants (6 spaces are reserved for full days).

Registration is on a first come first served basis. A complete registration package is required before a spot is offered to a family. Once a complete registration package is received, children are offered admission to the program based on the following priorities: 1) current members – returning children; 2) current members – siblings; 3) past members – alumni families 4) children still on waiting lists from current year; 5) others. Those who are not offered a spot will be placed on the waitlist in the order in which completed applications were received by the registrar.

## Registering Your Child

Registering your child is a two-step process; Step 1: Complete the online registration form (emailed to returning families, or accessible through our website ([www.wvcp.ca](http://www.wvcp.ca))); Step 2: submit the following completed documents:

- 1) a police records check for work with the vulnerable sector for at least one parent (or family representative)\* who will complete duty days, or for returning parents with a valid police records check\*\*, an offence declaration (found [HERE](#) or at [www.wvcp.ca](http://www.wvcp.ca));
- 2) Immunization Information Form (found [HERE](#) or at [www.wvcp.ca](http://www.wvcp.ca));
- 3) A copy of your child's Immunization Record;
- 4) Pre-Authorized Payment Contract (found [HERE](#) or at [www.wvcp.ca](http://www.wvcp.ca));
- 5) A void cheque;
- 6) A \$60 cheque for the registration fee (new children only), dated for current date;
- 7) A cheque in the amount of one month's tuition, dated June 1, 2018.

\*Please note each parent and/or caregiver who will assist as a duty parent must complete a separate police records check for work with the vulnerable sector.

\*\* Police records check can now be requested online <https://www.ottawapolice.ca/en/contact-us/Police-Record-Checks.asp>. There is no cost to obtaining a police records check for work with the vulnerable sector due to the voluntary nature of the position it is required for. A letter, addressed to the Ottawa Police, is available on our website to assist (found [HERE](#)).

These documents must be deposited in the Registrar's physical mailbox located outside the Church's main entrance (470 Roosevelt Avenue) within seven days of completing the online application for a registration package to be considered complete.

For more information regarding these documents, or any questions pertaining to them, please consult the Parent Handbook (found [HERE](#), or at [www.wvcp.ca](http://www.wvcp.ca)). You can also direct any questions you may have to the Registrar [wvcp.registrar@gmail.com](mailto:wvcp.registrar@gmail.com).

Please note that once you have started the online registration, you cannot save and return to it later. In order to complete the online registration, in addition to yours and your child's information, you will need: health card information, to be registered on the City of Ottawa waitlist, information for two emergency contacts (name, relationship to child, address, phone number) and information for individuals authorized to pick up your child from the program (other than parents), if any.

## Registration Checklist

- Online Registration Form

### **TO BE DEPOSITED IN PRESCHOOL MAILBOX WITHIN 7 DAYS OF CONFIRMATION OF REGISTRATION:**

- Ottawa Public Health Immunization Information Form (TWO copies required)
- Copy of Immunization Record (TWO copies required)
- Pre-Authorized Payment Form
- Void Cheque
- Cheque for Membership Fee (\$60; new students only), dated for date it is submitted
- Cheque for Last Month's Tuition, dated June 1, 2018
- Completed Police Records Check for all adults who participate in duty days at the school.

## **Pre-Authorized Payment Form**

In order to be admitted to the preschool a completed registration package must be received, including a pre-authorized deposit form for payment for the full school year.

There are two payment options to fill out on the form under "Frequency":

- 9 monthly deposits (i.e. Sept 1 2018, Oct 1 2018.....May 1 2019), OR
- 2 semi-annual deposits (i.e. Sept 1 2018 (for Sept-Dec) and Jan 1 2019 (for Jan-May))

To complete the forms:

1. Select either the Business Account (Plan) or Personal Account (Plan) Forms found on our website on the [Programs page](#)
2. Page 1: complete with all relevant information for Payor Information (section 1) and Payor Financial Institution (section 2). Payee Information is to be filled out with WVCP information
3. Page 2: Payment Information by checking off "Fixed Amount" and inputting the monthly tuition amount. Select Set Intervals and input "monthly". Select "No" for top-ups.
4. Page 3 sign at bottom
5. Page 4 sign at bottom. If you have a joint account, both account holder signatures will be required
6. Attach a VOID cheque

For help on completing these forms, please contact the WVCP Co-treasurer at [wvcp.cotreasurer1@gmail.com](mailto:wvcp.cotreasurer1@gmail.com).