



Registration Package – 2019/2020 School Year

Thank you for your interest in the Westboro Village Cooperative Preschool (WVCP). We look forward to having you and your family join us!

Important Dates:

- April 2, 2019 – Fall 2019 Registration Opens & Open House (7:30 – 8:30pm)
- April 26, 2019 – Initial Registration Decisions Communicated
- August 28, 2019 – New and Returning Family Orientation

Registration:

Registration packages are now handled online in a secure portal. Our online registration form can be found [HERE](#), or is also accessible from our main website (wvcp.ca).

Our online registration process is a three step process:

1. Fill out the brief online form.
2. You will receive an invitation to join the Sandbox Parents Portal.
3. You will need to upload your child's immunization records, and review the invoice for the last month tuition and the cooperative membership fee (if applicable). **Payment is not necessary until June 1, 2019. If you have a credit card on file in Sandbox, the invoice amount will be charged to this card unless you indicate to us via email otherwise (info@wvcp.ca).**

PLEASE NOTE: If the three steps are not completed, we cannot hold a spot for your child. If you encounter any challenges with any of the above steps, we encourage you to call the school (613-728-9473) or email us immediately (info@wvcp.ca). We are happy to help out!

Registration Priority:

There is no longer an early registration window however we strongly encourage returning and alumni families complete your registration no later than **April 10, 2019**.

Our registration priority is as follows:

1. Returning Child (eg. Moving from the toddler to preschool program)
2. Alumni Family (eg. Previously had a child registered in our programs)
3. New Families (on a first come, first serve basis)

NOTE: When you receive the invitation to join the Sandbox Parents Portal, we ask that you sign in and upload your child's immunization records within **seven (7)** days of receiving the invitation. If there has been no activity within this time, we will move onto the next application in the queue (when we are faced with more applications than spaces available).

For more information about the Preschool, or for our Policies, Procedures and bylaws, please visit our Parents Handbook (https://wvcp.ca/docs/2018-2019/WVCP_Parent_Handbook.pdf)



Program Fees and General Schedule

Program	Days of the Week	Fee	Program Hours
Toddler AM	Tuesday/Thursday	\$190	9:15 – 11:30
	Mon/Wed/Fri	\$270	9:15 – 11:30
	Full Week	\$420	9:15 – 11:30
Preschool AM	Tuesday/Thursday	\$170	9:15 – 11:30
	Mon/Wed/Fri	\$245	9:15 – 11:30
	Full Week	\$390	9:15 – 11:30
Preschool Extended	Tuesday/Thursday	\$340	9:15 – 2:00
	Mon/Wed/Fri	\$480	9:15 – 2:00
	Full Week	\$775	9:15 – 2:00
Preschool Full Day	Tuesday/Thursday	\$405	9:15 – 3:00
	Mon/Wed/Fri	\$590	9:15 – 3:00
	Full Week	\$950	9:15 – 3:00
Preschool PM	Tuesday/Thursday	\$180	12:30 – 3:00
	Mon/Wed/Fri	\$260	12:30 – 3:00
	Full Week	\$420	12:30 – 3:00

Program Add-Ons	Days of the Week	Fee	Add-On Hours
Early Drop Off ¹	Tuesday/Thursday	\$65	8:15 – 9:15
	Mon/Wed/Fri	\$90	8:15 – 9:15
	Full Week	\$145	8:15 – 9:15
Lunch and Learn	Tuesday/Thursday	\$90	11:30 – 12:30
	Mon/Wed/Fri	\$115	11:30 – 12:30
	Full Week	\$180	11:30 – 12:30

** New children to the program are also subject to a one-time \$60 Cooperative Membership Fee.

1 – Early Drop Off is not available for the Preschool Full Day Program.



Questions and Answers:

1. Q: I am a returning family and notice the program names have changed – How do I determine which program is the most appropriate program for my child?

A: Our Programs have largely remained the same, however we have added flexibility in the schedules. These changes are as follows:

- Former 2's Program is now called the Toddler Program (18 – 30 Months)
- The Toddler Program is now offered in 3 configurations:
 - Tuesday/Thursday Mornings
 - Monday/Wednesday/Friday Mornings
 - Monday through Friday Mornings
- Former 3's Program is now called the Preschool Program (30 Months – 6 Years)
- The Preschool Program is now offered in the following configurations:
 - Tuesday/Thursday
 - Monday/Wednesday/Friday
 - Monday through Friday
- The Preschool Program continues to be offered in Morning, Extended, Full Day and Afternoon schedules

2. Q: What are the class sizes for the Toddler and Preschool Programs?

A: As of today, the Toddler Program is capped at 10 students and the Preschool Program is capped at 16 students.

3. Q: If I would rather not pay the invoice from online registration via credit card online, are there other payment options?

A: Yes – Of course! We also accept Email Money Transfer, Cheque or Cash. If you'd rather pay another way, please email us (info@wvcp.ca) and just let us know.

4. Q: How will registration decisions be communicated?

A: We will email the parents/guardians at the email address provided. If you do not hear from us by April 26, 2019, please email us and request an update.

5. Q: I'm trying to register online, and want to include Early Drop Off and/or Lunch and Learn in my child's application. How do I do this?

A: You will need to add the core program (Toddler or Preschool Program) and desired schedule, and then select the Program Add-On options at the bottom of the first page of the online registration form.

6. Q: Can I register for the Preschool Full Day Program and add Early Drop off?

A: Unfortunately our license limits the duration a child can stay at the school to a maximum of 6 hours per day.

7. Q: If I sign up for one program, can I make changes during the year?

A: Yes – We strive to offer flexible programming. Additions to programs and program changes are always accommodated when space is available.