

## **Registration Procedure at Yellowbird Preschool for 2010/11.**

### **Registration Order:**

We will be allowing ONLY our current families and alumni from previous years to register first. This registration will take place in between February 1st- February 12th. If you do not have your online registration and all registration requirements (see below) fulfilled by this time you will be placed in our General Public registration.

General Public will be allowed to register on/ after February 16th. Again your registration will only be finalized when your online registration form as well as your registration requirements are received and processed.

### **Open House Dates:**

Open House and Meet the Teacher is on Thursday February 18th from 6:30 pm – 8:00 pm and on Saturday March 20th between 10:00 am- 12:30 pm.

This is a good time to bring your child in to check out the classroom and familiarize them with the surroundings.

### **Registration Procedure:**

The registration is a three step process:

1. Fill out the online registration form on the preschool website. [www.yellowbirdpreschool.ca](http://www.yellowbirdpreschool.ca)  
You will find the link to the registration form under the page labelled Online Registration/Tuition. This will also give you all the information regarding the program. On the right hand side you will see a link for Registration Form. Click on that and you will find the registration form. Fill out and submit. You will receive an email for confirmation of your online registration being received. Please note a paper copy of the registration form will have an additional \$20.00 administrative fee added on.
2. You will need to download and print or pick up from the preschool the parent volunteer form and release forms, fill them out, drop them off at the preschool during the hours of operation.

**Mon/Wed/ Fri am between 9:00 am- 11:30am or Tues/ Thurs. am between 9:00 am-11:30 am.**

3. With your parent volunteer form and release form you will need to attach a **registration cheque (\$50.00 made out to YECP)** dated for the day you have completed registration, this cheque is **non refundable**. You will also need to add the **AGM cheque (\$100.00 made out to YECP)**, this cheque is **non dated** and will be returned to you when you attend the AGM meeting in late May. This cheque will only be cashed if you fail to attend the AGM meeting. This meeting will prepare you for your classes in fall. We expect returning as well as new families to attend. **You will have three business days after your online registration is submitted to get all your final paper work**

and cheques to the school. You will be placed on the class list in a first come, first serve basis when all your required paperwork is received. Please note the school operating hours; we do not have a mailbox to collect this information on the outside of the building.

4. You will receive an email to confirm that your child's registration is finalized.

**Class Times, Tuition and Teachers:**

AGE	Days of Week	Hours	Cost/Month Sharing	Cost/Month Non-Sharing	Class Size
3 yrs	Tues/Thurs AM	9:15-11:30	\$110.00	\$160.00	12
4 yrs	Mon/Wed/Fri AM	9:15-11:30	\$125.00	\$175.00	16
4 yrs	Mon/Wed/Fri PM	12:45-3:00	\$125.00	\$175.00	16

At this time we do not offer a class on Tuesday/ Thursday afternoon. If we have enough confirmed interest we will consider opening a class at that time.

We have not confirmed at this time which teacher will be assigned to which classes. You will meet your child's teacher in August at the registration night.

**Finalization of Registration- What is required, how do you know if your child is registered:**

To finalize your registration you will need to fill out an **online registration form, have your parent volunteer form as well as the release forms filled out and signed. You will need to get these forms to the preschool attached with the registration cheque and the AGM cheque.** You will have three business days after your online registration is submitted to get all your final paper work and cheques to the school. You will be placed on the class list in a first come, first serve basis when all you required paperwork is received. Please note the school operating hours, we do not have a mailbox to collect this information on the outside of the building.

**You will receive an email to confirm that your child's registration is finalized.**

*In April you will receive a letter stating when the AGM will be taking place. This will be your final confirmation that your child is registered in the Yellowbird Preschool program.*

**Waiting List:**

When all classes are full your child will be placed on the waiting list. You will still need to fulfill all the registration requirements. Your registration cheque will need to be non dated and will only be cashed if you are accepted into the program.