

Manor Park Playschool
Application Form 2017 – 2018



Child's name _____ Sex _____ Date of Birth _____
 Person(s) to whom child can be released (other than parents) _____

Emergency and Medical Information

Emergency contact (other than parents) _____ Phone (c) _____ (h) _____
 Details of medical conditions or allergies _____ Please initial

Program	Ages	Time	Day(s) of Week	Cost
Toddler Time	18 – 30 months	8:30 – 11:00 am	<input type="checkbox"/> Monday	<input type="checkbox"/> \$105 per month
Playschool	30 months – Senior Kindergarten	8:30 – 11:30 am	Please choose your days: <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> 3 days per week \$330 per month <input type="checkbox"/> 2 days per week \$250 per month

Parental Information

	Parent	Parent
Name		
Address		
Postal Code		
Phone (h and c)		
e-mail		
Employer		
Phone (w)		

Custody arrangements, if any: _____

Consent to Photograph your Child: Photographs may be taken of children while attending the Manor Park Playschool. These photographs may be used in hardcopy (ie. room décor, newspaper, reports, promotion) or electronically (ie. newsletter, social media, promotion).
 I do allow I do not allow

Parental consent for registration: I have read the Manor Park Playschool policies, including fees, assumption of risk, withdrawals and refunds, and accept the conditions. By signing below, I authorize the Manor Park Community Council (MPCC) to collect and use the personal information on this form for the purpose of the management and administration of the program. I authorize the MPCC to disclose such personal information to third parties, as may be required for this purpose, including legal and insurance companies. The MPCC may also be required or permitted to disclose such personal information pursuant to relevant privacy or other laws.
 I agree to receive emails from the MPCC about other programs, events or news.

 Signature of Parent / Guardian Date

Manor Park Playschool is operated by the Manor Park Community Council
 100 Braemar Street, Ottawa, ON K1K 3C9 613.741.4776
 playschool@manorpark.ca manorpark.ca (Registration Package, 2017-2018)

For office use: PAD Sept Oct Nov Dec Jan Feb Mar Apr May June Start _____

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Manor Park Playschool

Overview

The Manor Park Playschool is a warm and caring environment where children laugh, learn and play. Guided by experienced instructors, children explore their budding artistic, athletic, musical and linguistic skills -- in age-appropriate activities. Toddlers and preschoolers learn through play! Our days are themed and geared towards children's interests.

Monday- Toddler Time

Tuesday- Messy Art

Wednesday- Sports & Games

Thursday- Musical Fun

Friday- Imagination Station

Manor Park Playschool is an initiative of the Manor Park Community Council (MPCC). The MPCC is a not-for profit organization that has provided recreational programming to the greater community for over 35 years. The Manor Park Playschool, for children 18 months - 5 years, opened its doors in September 2002. We offer programs for preschoolers aged 2 ½ to 5 years and toddlers aged 18-30 months.

The Manor Park Playschool is committed to providing the highest quality of programming. We welcome ongoing dialogue with parents throughout the programming year.

Location

The Manor Park Playschool is located in the Manor Park Community Centre, 100 Thornwood Road, Ottawa. The Community Centre is in a 10-acre park setting adjacent to Manor Park Public School. In addition to fenced grassy nooks and shade tree areas, the site has play structures, playing fields and a splash pad. The nearest major intersection is St. Laurent Blvd. and Hemlock Road. On-street parking along Thornwood Road is available for drop-off and pick-up of children. Parents are asked not to use the private laneway leading into the Manor Park Community Centre.

Program Times

Toddler-aged Children 8:30 a.m. – 11:00 a.m, Monday

Preschool-aged Children 8:30 a.m. – 11:30 a.m. Tuesday through Friday

Arrival and Departure

Program start time is 8:30 a.m. Doors open at 8:25a.m. each morning. Children must be accompanied by parent/guardian into the community centre and an instructor must be made aware of his/her presence. Departure time: Mondays (toddlers) 11:00 am; Tuesday through Fridays (preschoolers) 11:30 am.

Children are required to be picked up on time. Children will be supervised for a 5 minute grace period after following the published departure time. Beyond the grace period, parents will be levied an additional charge of \$1 per minute. The additional charge levied must be paid by the end of the following day in order that the child's enrollment in the program continues.

Toilet-training

Preschool-aged children must be toilet trained **or in the process of being toilet trained**. Our staff implement a toileting routine geared for your child to succeed, but children need to be ready. Pull-ups are allowed, and parents of children not yet toilet trained must supply extra pull-ups and wipes in their child's backpack.

Toddler-aged children must have diapers and wipes in their backpacks at all times. If children are being toilet trained, staff will work with parents to ensure they meet with success while they at the Manor Park Playschool.

Snacks

Children should bring a small snack and drink to the Manor Park Playschool. The snack should be nutritious and not messy. Children will not be permitted to exchange food. Please, NO products containing nuts or tree nuts.

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Illness

If your child is ill, you should not send them to the program. Manor Park Playschool requires parents to pick up their child from the program if the instructors feel that the child is unwell.

Discharge

The Manor Park Community Council (MPCC) reserves the right to discharge a child from the Manor Park Playschool if the behaviour of either the child or parent/guardian could be considered unacceptable. The MPCC reserves the right to discharge a child from a program if the parent(s)/guardian(s) fail to meet the financial obligations of the program.

Children's Clothing: Please send a complete change of clothing and a pair of indoor shoes with your child on their first day. These items will be kept in the Manor Park Community Centre in your child's cubby. All clothing, shoes and outdoor wear should be marked with the child's name.

Medication: The MPCC is available to administer only asthma puffers and epi-pens during the program.

Calendar: The Manor Park Playschool begins on Tuesday, September 5, 2017 and ends on Thursday, June 28, 2018. The Playschool will be closed for Christmas from December 25, 2017 to January 5, 2018 and for March Break from March 12-16, 2018. The Playschool is closed on all public holidays (Thanksgiving Monday, Family Day, Good Friday, Victoria Day) as well as Easter Monday. The Manor Park Playschool remains open on other school holidays or when buses are cancelled due to inclement weather.

Emergency Closure: In the event of a health and safety (or other) issue that requires the Manor Park Community Centre to be closed, the Manor Park Playschool will be cancelled and parents will be notified as soon as possible using phone numbers and email addresses provided on the registration form. Parents are required to notify staff when contact information has changed.

Photography: Photographs of the children at the Manor Park Playschool are taken regularly. Monthly these photos are compiled into an electronic scrapbook and emailed to parents. These photographs may also be used in printed format (ie: décor, newspaper, reports, promotion) or electronically (ie. newsletters, social media, promotion).

Registration: The completed registration form, along with fee payment, may be mailed to the Manor Park Playschool: c/o Manor Park Community Council, 100 Braemar St., Ottawa, ON, K1K 3C9.

Alternatively, registration may be made in person at the MPCC office located in the Manor Park Public School. Please call ahead (613-741-4776) to ensure that our office staff will be available at the time most convenient to you.

Manor Park Playschool Fee Schedule September 2017 – June 2018

Preschool-aged children (30 months to 5 years)

8:30-11:30 am 3 days per week - \$330/ mo.
 2 days per week - \$250/ mo.

Toddler-aged children (18 months to 30 months)

8:30-11:00 am 1 day per week – Mondays - \$105/ mo.

Fees and Refunds

1. Two payment options: **Pre-Authorized Debit (PAD)** or post-dated cheques payable to the MPCC.
2. Fees are paid **in advance** on a monthly basis. No child will be admitted to the program unless fees are paid.
3. Fees must be submitted with the completed with a completed registration form. Monthly fees shall be payable to the MPCC on the 15th of the previous month (ie. September fees would be dated August 15th, October fees would be dated September 15th, and so on). Cheques for the full year must be provided upon registration.
4. A \$25 charge will apply to cheques or PAD returned by the bank. Should fees be returned on more than one occasion, an alternate method of payment may be arranged.

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5. Criteria for a full fee refund, less \$50 administrative fee, is one (1) full calendar month's written withdrawal notice. Partial credit or refund is made where the withdrawal request originates from the Manor Park Playschool. No refunds will be provided for any requests received after April 1, 2018.

Consent and Assumption of Risks *(Please read carefully):*

1. I am aware there may be inherent risk to participating in the program. I have full knowledge of the nature and extent of the risks involved in participating in the program and I am voluntarily assuming the risks involved. I fully understand that I will be solely responsible for any injury, loss, or damage my child / my ward causes or sustains.
2. I am unaware of any health related problems that my child / my ward may have that could cause injury while engaging in the program.
3. I release the Manor Park Community Council, the City of Ottawa, and their respective employees, volunteers, or instructors from any claims, damages, actions or causes of actions arising out of or in consequence of any loss, injury, or damage to any person or property incurred while engaged in the program.

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