

**Manor Park Playschool and Toddler
Time Application Form 2016 – 2017**



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 (h) _____ (w) _____

Details of medical conditions or allergies _____ Please initial

Program	Ages	Time	Days of Week	Cost
Toddler Time	18 – 30 months	8:30 – 11:00 am	Monday	<input type="checkbox"/> \$105 per month
Playschool	30 months – Senior Kindergarten	<input type="checkbox"/> 8:30 – 11:00 am OR <input type="checkbox"/> *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"/> 5 days per week \$450 or *\$510/month <input type="checkbox"/> 4 days per week \$350 or *\$420/month <input type="checkbox"/> 3 days per week \$275 or *\$330/month <input type="checkbox"/> 2 days per week \$210 or *\$250/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 Toddler Time Program. These photographs may be used for classroom décor, in newsletters and / or for promotional purposes I do allow I do not allow

Parental consent for registration: I have read the Manor Park Playschool and Toddler Time Program policies, including photo policy, fees, assumption of risk, withdrawals and refunds, and accept the conditions. By signing below, I authorize the 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 about this or other programs, events or new from the MPCC.

Signature of Parent / Guardian

Date

Manor Park Playschool and Toddler Time programs are operated by the Manor Park Community Council

100 Braemar Street, Ottawa, ON K1K 3C9 613.741.4776

playschool@manorpark.ca manorpark.ca (Registration Package, 2016-2017)

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

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Manor Park Playschool

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 a Playschool for children aged 2 ½ to 5 years and a Toddler Time program for children aged 18-30 months.

The Manor Park Playschool is a child-centered environment where children are free to explore, develop and express themselves as individuals in a positive, enriching environment. Our small class sizes encourage learning through play and close friendship amongst the children. The Manor Park Playschool is committed to providing the highest quality of programming. We welcome ongoing dialogue with parents throughout the school year.

Our days are themed and geared towards children's interests. We offer programming designed and implemented to provide success for children both now and as they enter full day Kindergarten.

Monday- 'Toddler Time' (Playschoolers are welcome to attend where space permits)

Tuesday- 'I ♥ Learning'

Wednesday- 'I Can Read'

Thursday- 'I Can Count'

Friday- 'Je parle francais'

Children in the Manor Park Playschool must be toilet trained **or in the process of being toilet trained**. Our staff implements 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.

Children in Toddler Time should 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 are in Toddler Time.

Location

The Manor Park Playschool, including its Toddler Time program, 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 Time	8:30 a.m. – 11:00 a.m, Monday
Playschool Program	8:30 a.m. – 11:00 a.m, Tuesday through Friday OR 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 their classroom and an instructor must be made aware of his/her presence. Departure time for Toddlers is 11:00 a.m. Departure time for Playschoolers is 11:00 or 11:30 (as per your registration). Children are required to be picked up on time. Children will be supervised for a 5 minute grace period after their program has ended. 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. A child who is registered until 11:00 may add the additional half hour (11:00-11:30 a.m.) on a per-day basis provided the instructors know prior to or at drop-off. Parents whose children not registered to stay until 11:30 a.m. will be charged late fees after 11:00 a.m.

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Snacks

Children should bring a small snack and drink to school. The snack should be nutritious and not messy. Children will not be permitted to exchange food. NO products containing nuts or tree nuts, please.

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. In the event of an absence, please contact the Manor Park Playschool at 613-741-4753 or playschool@manorpark.ca.

Discharge

Manor Park Community Council (MPCC) reserves the right to discharge a child from a Playschool program – including Toddler Time -- 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.

Calendar: The Manor Park Playschool -- including Toddler Time program -- begins on Monday, September 12, 2016 and ends on Wednesday, June 28, 2017. The Playschool will be closed for Christmas from December 24, 2016 to January 8, 2017 and for March Break from March 13-17, 2017. The Playschool is closed on all public holidays (Thanksgiving Monday, Family Day, Good Friday, Victoria Day) as well as Easter Monday.

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 not run and parents will be notified as soon as possible using phone numbers and email addresses provided on your child(s) form. Parents are required to notify staff when contact information has changed.

Photography: Photographs of the children in the Playschool are taken regularly. Monthly these photos are compiled into an electronic scrapbook and emailed to parents. These photographs may also be used for room décor, crafts, in printed or electronic format and/or for promotional purposes. Should you not allow your child to be photographed, please advise the staff in writing.

Registration: Completed registration forms along with payments 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.

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

Manor Park Playschool Fee Schedule September 2016 – June 2017

Preschool Program (30 months to 5 years)

8:30-11:00 a.m.	5 days per week - \$425/mo.	8:30-11:30 a.m.	5 days per week - \$510/mo.
	4 days per week - \$350/mo.		4 days per week - \$420/mo.
	3 days per week - \$275/ mo.		3 days per week - \$330/mo.
	2 days per week - \$210/ mo.		2 days per week - \$250/mo.

Toddler Time Program (18 months to 30 months)

1 day per week – Mondays - \$105/ mo.

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Fees

1. Fees must be paid **in advance** on a monthly basis. No child will be admitted to the program unless fees are paid.
2. **Post-dated cheques** should be made payable to the MPCC and dated the 15th of the previous month (September's payment would be dated August 15th, October's payment Sept. 15th, and so on). Cheques for the full year must be provided upon registration.
3. A \$25 charge will apply to cheques returned by the bank (ie non-sufficient funds (NSF)). Should cheques be returned on more than one occasion, a different method of payment may be arranged.
4. Criteria for full credit or refund 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, 2017. A \$50 withdrawal fee will apply to all written withdrawals.
5. Cheques are payable to the Manor Park Community Council or MPCC.

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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