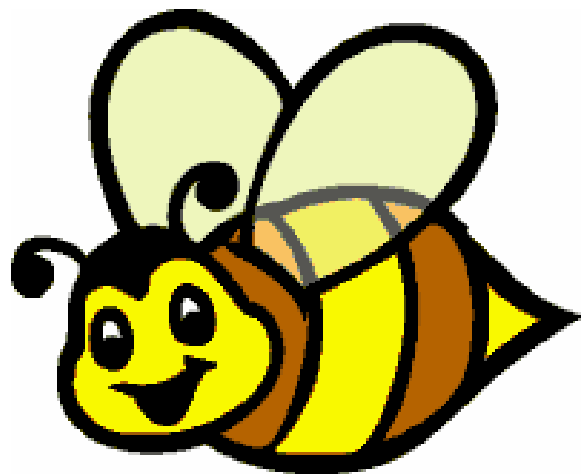


BUSY BEE
PRESCHOOL
CO-OPERATIVE
Registration
Booklet



Classes held at Wagner School
301 – 9th Avenue West
Box 2647
Nipawin SK S0E 1E0
306-862-5434

Mission

Busy Bee Preschool is a non-profit co-operative association of parents whose purpose is to operate a preschool facility of high standards for 3 and 4 year olds.

Objectives of our Co-operative Preschool

- *We promote learning through experience*
- *We encourage creativity*
- *We provide practice in school related skills*
- *We plan and direct activities to bring out the best in your child*

Busy Bee Preschool Information

Busy Bee Cooperative Board of Directors:

The board is primarily made up of parents with children attending the current Busy Bee Year. We have 8 positions to fill each year. President, Secretary, Treasurer, Fundraising, Registrar and 3 board members at large. Members meet once a month, typically in the evening. Please consider being a part of the board of directors and have an impact on the outcome of your child's Busy Bee experience.

If interested, please contact Lisa Vavra at (306)812-9556

Classes:

Classes run from the beginning of September until the end of May. Depending on the enrollment, students attend class Tuesdays and Thursdays or Mondays and Wednesdays from 9:00 – 12:00.

There will be a 16 child cap for each class and we will run with no less than 13 students per class. Depending on number of applicants, there may be two separate classes.

Age:

The child must be 3 by December 31 of the school year. If a child turns 3 years of age during the year she /he can enroll at that time.

- a child is not considered enrolled until all papers are completed, signed, and the **registration and membership fees have been submitted.**
- Waiting list: If a class is filled, a waiting list will be completed as registrations are received and you will be notified if a position becomes available.

Supervision:

There will be no required supervision this year. However, if you would like to help out at any time, feel free to join the class or sign up to be on the substitute list in the event that a teacher or teacher assistant cannot make it to class.

A Typical Day:

Your child will participate with other children in free play time, carpet time with stories, show and tell, themed crafts, letter, number, color, calendar identification activities, gym time, snack time, science projects, learning songs and poems, field trips and themed parties.

Fees:

Membership and Registration Fee: \$6.00

Tuition Fees: \$55.00 per month for either the morning or afternoon classes

Caution Fees (per family): \$40.00 cleaning (2 \$20.00 cheques)
\$ 120.00 fundraising (determined by current board)

Tuition fees must be paid upon registration.

- Cheques are made payable to Busy Bee Preschool
- Fees are to be paid in advance and will include 8 post-dated cheques starting September of the school year
- The September cheque will cover the first and last month of your child's attendance and will be in the amount of \$116.00
- The balance of the remaining post-dated cheques are to be dated from October to April and will be for \$55.00 each
- Caution Fee cheques are to be dated May 1st of the school year. They will be endorsed at the end of the school year ONLY if the parent fails to fill the obligations required
- Fees may also be paid all at once by cheque or cash
- Being on the executive counts as one fundraising obligation

Notice of Cancellation:

We will accept last minute application withdrawals with a full refund (including the month of September) no later than 2 weeks after the first day of classes. The only time we can fully refund you for the rest of the year after that 2 week grace period and without any notice is in the event of an extraordinary circumstance (sudden illness, moving, etc.)

However, if you or your child wishes to permanently withdraw from classes during the rest of school year, the Registrar will need one month's written notice in order to refund your school fees for the remaining months.

If a payment is returned by the bank (NSF), the missed payment and banking fees along with the remaining tuition fees must be paid in cash. These payments are to be received on or before the first day of each month for the duration of the Busy Bee School year.



Cultural Assistance Programs may be available through the town of Nipawin. Please call 306-862-9866

Example: When enrolling 1 child:

11 cheques in total will be submitted.

First Cheque: \$116.00 dated September 1

(1st and last month's tuition plus registration and membership fees)

7 post-dated cheques: \$55.00 each dated Oct 1 to Apr 1

3 cheques: 1 @ \$120.00 and 2 @ 20.00 dated May 1. These two cheques will only be cashed if cleaning and fundraising obligations are not met.



Registration Form

Please print clearly.



Child's Name: _____ boy _____ girl _____

Birth date: _____ Hospitalization # _____

Street Address: _____

Home Phone # _____ Cell # _____

Mailing Address: _____

Mother's Name: _____ Occupation: _____ Work # _____

Father's Name: _____ Occupation: _____ Work # _____

Emergency Contact: _____ Phone # _____

Child's Doctor: _____ Phone # _____

Brother(s): _____ Age: _____ Sister(s): _____ Age: _____

Has your child had previous experiences with other children's groups his/her own age? _____

Is your child able to take care of their own toilet needs? _____

Does your child have any health problems that the teacher should be aware of? _____ If yes please fill out the Busy Bee Student Medical Information form.

Is there a child custody order or a restraint order in place? _____ If yes, provide details.

Field Trip Consent

I, _____ do hereby consent for my child _____ to go on any excursions or field tips undertaken by Busy Bee Preschool during the school year and do hereby release Busy Bee Preschool Co-operative from any claims pursuant to these trips.

Signed: _____ Date: _____

Permission for Medical Care:

I, _____ give consent for my child, _____ to receive any medical care necessary if I am unavailable in an emergency.

Signed: _____ Date: _____

Facebook Page Consent

Throughout the year the Busy Bee teachers will post photos and comments of the students on a private Busy bee Facebook page. You will be invited to join this group sometime in September, joining is your choice. Please sign and date below to allow permission for your child's photo to be on the classes Facebook page.

I _____ give permission for my child _____ to have his/her photo posted on the Busy Bee Facebook page.

Signed _____ Date _____

Agreement Form

Please return one copy with application and keep one copy for your records.

Agreement between the Busy Bee Preschool Co-operative and _____.
I wish to enroll my child, _____, in the Busy Bee Preschool Co-operative and understand and agree to the following conditions.

1. I will pay \$5.00 registration fee and a \$1.00 co-operative membership fee for each child I enroll. I understand that it will be returned if my child is not accepted.
2. I agree to pay my cheques in advance and will include 7 post-dated cheques. The first cheque dated September of the year, in the amount of \$116.00 will be payment for the first and last month of my child's attendance at school as well as my child's registration and membership fee. There will be 7 cheques dated Oct. 1 to Apr. 1, inclusive for the amount of \$55.00.
3. I agree to attend general meeting of the preschool association if one is called.
4. I will write a letter to the Registrar, giving one month's notice, if I should permanently withdraw my child, I agree that the postmark date on this letter will be regarded as the first day of notice of withdrawal and my cheques from that date will be returned to me. The September 1 cheque will cover the last month that my child attends. There will be no refunds made if my child is withdrawn for the month of May.
5. I agree to pay Busy Bee Preschool part of my caution fees for each missed cleaning duty if applicable and agree to be rescheduled at a later date.
6. I will be responsible for my child's safe transportation to and from preschool.
7. I will not send my child to school if there is any question of illness.
8. I agree to abide by the bylaws of the Co-operative.

Signed: _____ Date: _____

Busy Bee Copy

Membership #: _____

**for office use*

Date approved: _____ Secretary: _____

Busy Bee Student Medical Information

(To be completed by parent. Form will remain with the teacher in case of emergency.)

Student Name: _____ **Phone #** _____

Date of Birth: _____ **Hospitalization #:** _____

Emergency Contact in case parent can't be reached: _____

Phone # of Emergency Contact: _____

Description of Medical Condition:

Symptoms:

General Precautions:

Emergency Measures:

Date

Parent Signature