



**BUSY BEE**  
**PRESCHOOL**  
**CO-OPERATIVE**

Registration Package

## **Mission**

To be a non-profit co-operative association of parents providing preschool education of a high standard for 3 and 4 year olds.

## **Objective**

To plan and direct activities to bring out the best in your child by providing the ability to practice school-related skills while encouraging creativity and learning through experience.

## **Busy Bee Cooperative Board of Directors:**

The Busy Bee Cooperative Board of Directors consists primarily of parents of children participating in the current Busy Bee class.

Eight (8) positions are available on the board of directors which typically meets once each month:

- President
- Secretary,
- Treasurer,
- Fundraising,
- Registrar
- 3 board members at large.

Please consider being a part of the Board of Directors. You will have an impact on your child's Busy Bee experience.

If interested in joining, please contact us at [nipawinbusybee@outlook.com](mailto:nipawinbusybee@outlook.com).

## Location & Address

Physical Location: 306 1<sup>st</sup> Street West in Nipawin (the old Dance Studio)

Mailing Address: Box 2647, Nipawin SK S0E 1E0

## Classes

- begin in September and run until the end of May.
- students attend on Tuesdays & Thursdays from 9:00 – noon.
- if enrollment numbers require, a second set of classes will run Mondays & Wednesdays from 9:00 – noon.
- a 16 child cap is in place for each class; Busy Bee will not run with less than 10 students.
- students are able to begin classes throughout the year (for example, because of a move or have turned the minimum age mid-year)
- if a class is filled, a waiting list will be completed as registrations are received. You will be notified if a position becomes available.

## Minimum Age

- children must be 3 years of age and potty trained to attend
- if a child turns 3 during the school year, she/he can enroll at that time (ie if a child's birthday is in December, she/he can enroll for January start)

## Supervision

In school supervision by parents of enrolled children is not required. However, if you would like to assist at any time, post in the Facebook group to let the teacher & board know.

## **A Typical Day**

Along with other children, your child(ren) will participate in free play time, carpet time with stories, show and tell, themed crafts, outside time, snack time, science projects, learning songs/poems, field trips, and letter, number, color and calendar identification activities

## **Covid-19**

Busy Bee will follow all Covid-19 restrictions and guidelines, with the Northeast School Division as its lead.

## **Notice of Cancellation**

Application withdrawals are accepted (and full refund provided) until 2 weeks after the first day of classes.

The only other time a full refund will granted (after the 2 week grace period) is in the event of an extraordinary circumstance (sudden illness, moving, etc.)

If you wish to withdraw from classes for the remainder of the school year, the Registrar will need one month's written notice in order to refund your school fees for the remaining months.

# Tuition Fees

**Tuition Fees are \$85.00 per month and can be paid via post-dated cheques (provided upon registration) or eTransfer on the 1<sup>st</sup> of each month.** Optionally fees may also be paid all at once (\$771) by cheque or eTransfer.

**The September 1 payment of \$176.00 covers**

- the registration and membership fee of \$6.00.
- the first & last month of your child's tuition (Sept & May)

**The remaining 7 monthly payments of \$85.00 will**

- cover tuition for Oct, Nov, Dec, Jan, Feb, Mar and April.
- be received via eTransfer on the 1<sup>st</sup> of each month or via postdated cheque, dated for the 1<sup>st</sup> of each month.

**Cleaning Caution Fee ---> 2 - \$85.00 cheques postdated for May 1 of school year**

- A parent (or family member) of each student is asked to donate their time 2-3 times within the year to clean the classroom. This allows Busy Bee to keep costs low and ensures cleanliness of the space.
- Cleaning is done monthly; a schedule will be provided at the beginning of the school year via the Busy Bee Facebook page and/or sent in student backpacks.
- If unable to attend your scheduled cleaning date, you are asked to:
  - work with your group to select an alternate date
  - reach out to the other parents via the Busy Bee Facebook group requesting a swap with another parent
  - If neither of the above two options work in finding a different cleaning date or person, one week's notice is to be provided to the board that alternate arrangements can be made.

**Fundraising Caution Fee -----> 1 - \$120.00 cheque postdated for May 1**

- This amount is determined by the current board
- Each year 2-3 fundraisers are planned by the board and executed by all parents/students to raise funds to operate Busy Bee.

- Each student is required to raise a minimum of \$120.00 of profit through these fundraisers
- If you choose not to participate in the fundraising activities or do not raise \$120.00 of profit, your fundraising caution fee cheque will be cashed at the end of the school year.

## Payment

- Cheques are made **payable to Busy Bee Preschool**
- eTransfers can be sent to **nipawinbusybee@outlook.com on the 1<sup>st</sup>** of each month
- **Cheques for caution fees and the September 1<sup>st</sup> payment** must be provided with registration.
- A child is not considered enrolled until all papers are completed and signed, and all **fees have been submitted.**
- Caution Fee cheques will be cashed at the end of the school year **ONLY** if the parent fails to fill the fundraising and cleaning obligations.
- If a payment is returned by the bank (NSF), the missed payment, banking fees and remaining tuition fees must be paid in cash or eTransfer. 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*

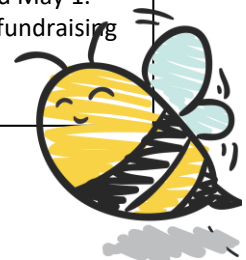


**If enrolling 1 child, 11 cheques in total will be submitted. Alternatively, 3 cheques + 8 etransfers**

**1 Cheque (or eTransfer):** \$176.00 dated September 1 (first & last month's tuition, registration & membership fees)

**7 post-dated cheques (or eTransfers):** \$85.00 each dated Oct 1 - Apr 1

**3 cheques:** 1 @ \$120.00 and 2 @ 85.00 dated May 1. (cheques will be cashed only if cleaning and fundraising obligations are not met.)



# Registration Form

Student Name: \_\_\_\_\_ Boy      Girl

Date of Birth: \_\_\_\_\_

Health Card Number \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work #: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work #: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_

Brother(s): \_\_\_\_\_

Age(s): \_\_\_\_\_

Sister(s): \_\_\_\_\_

Age(s): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Doctor Phone #: \_\_\_\_\_

Does your child have experience with other children's groups his/her own age? Yes      No

Is your child able to take care of their own toilet needs? Yes      No

Does your child have any health problems that the teacher should be aware of? Yes      No If yes, please fill out the Busy Bee Student Medical Information form below.

Is there a child custody order or a restraint order in place? Yes      No      If yes, provide details:

# Consent Form

## Field Trip Consent

I, \_\_\_\_\_ consent for my child \_\_\_\_\_ to go on any excursions or field trips 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, \_\_\_\_\_ 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, \_\_\_\_\_ consent for my child \_\_\_\_\_ to have his/her photo posted on the Busy Bee Facebook page.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Consent to walk to Kitley Park

I, \_\_\_\_\_ consent for my child \_\_\_\_\_ to walk to and play at Kitley park for outdoor playtime under the supervision of the Busy Bee Preschool Co-operative teachers during the school year and do hereby release Busy Bee Preschool Co-operative from any claims pursuant to these trips.

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 \$176.00 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 \$85.00.
3. I agree to attend a 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 #: _____ <i>*for office use</i>
Date approved: _____ Secretary: _____

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8. I agree to abide by the bylaws of the Co-operative.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Medical Information Form

(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

# Registration

**Registration Deadline:** the last week of August

Once the forms are completed, mail forms and post-dated cheques to

Nipawin Busy Bee Cooperative  
Box 2647  
Nipawin, SK  
S0E 1E0

**Ensure you've included the following:**

- Registration Form
- Consent Form
- Agreement Form (1 copy)
- Student Medical Information Form
- Post Dated Cheques – either 11 in total or 3 cheques (plus eTransfer to be sent)

You will be contacted to confirm registration.

For questions, email [nipawinbusybee@outlook.com](mailto:nipawinbusybee@outlook.com). If you'd like to join the board and have a say in your child's Busy Bee Experience, let us know!

