

**Manor Park Playschool
Application Form 2011-2012**



Child's name _____ Sex _____ Date of Birth _____
 Address _____ Ottawa, ON Postal Code _____
 Person(s) to whom child can be released (other than parents) _____

Emergency and Medical Information
 Emergency contact (other than parents) _____ Phone (h) _____ (w) _____
 Doctor _____ Phone _____
 Details of medical conditions or allergies _____

Preschool Program Ages 2 ½ to 4 yrs Mornings (8:30 – 11:00 a.m.)	Kindergarten Companion Ages 4 yrs + Mornings (8:30-11:00 a.m.)	Kindergarten Companion Ages 4 yrs + Afternoons (12:30-3:00 p.m.)	Supervised Lunchtime 11:00 a.m. – 12:30 p.m.
Please choose your days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Fees: 5 days per week \$390/month 4 days per week \$340/month 3 days per week \$275/month 2 days per week \$210/month	Please choose your days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Fees: 5 days per week \$390/month 4 days per week \$340/month 3 days per week \$275/month 2 days per week \$210/month	Please choose your days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Fees: 5 days per week \$390/month 4 days per week \$340/month 3 days per week \$275/month 2 days per week \$210/month	Please choose your days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Fees: 5 days per week \$130/month 4 days per week \$105/month 3 days per week \$85/month 2 days per week \$60/month

Parental Information

	Mother	Father
Name		
Address		
Postal Code	Ottawa, ON	Ottawa, ON
Phone (h and c)		
e-mail		
Employer		
Phone (w)		

Custody arrangements, if any: _____

Parental consent for registration: I have read the Manor Park Playschool information sheet and accept the conditions. I consent to receive periodic emails of information which might be of interest to adults or children.

Signature of parent/guardian _____ date _____

Consent to Photograph your Child

Photographs may be taken of children while attending the Manor Park Playschool. These photographs may be used for classroom décor, in newsletters and / or for promotional purposes.

I do allow I do not allow

Manor Park Playschool is operated by the **Manor Park Community Council**
 100 Braemar St., Ottawa, ON K1K 3C9 613-741-4776 mpcc@manorpark.ca
 (Registration Package, 2011-2012)

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



Manor Park Playschool Philosophy

The 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 and social programming to the greater community for over 30 years. The Playschool opened its doors in September 2002. The Manor Park Playschool offers two programs; a morning Preschool Program for children 30 months to 4 years and a morning or afternoon Kindergarten Companion Program for kindergarten-aged children. An optional Supervised Lunch is available for children registered in the Kindergarten Companion Programs.

The Preschool Program offers 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 close friendship amongst the children.

The Kindergarten Companion Program complements the kindergarten programs in school by expanding on the Ontario Ministry of Education curriculum. Our small class sizes allow the children unique opportunities and greater participation, in an environment where hands-on exploration and experimentation are encouraged.

For those families wishing continuity of service, the Manor Park Playschool offers a Supervised Lunch that bridges morning and afternoon kindergarten classes with the Kindergarten Companion Program. The supervised lunch combines outside play with lunchtime followed by quiet activities.

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

Preschool Program	8:30 a.m. – 11:00 a.m.
Supervised Lunchtime	11:00 a.m. – 12:30 p.m.
Kindergarten Program (morning)	8:30 a.m. – 11:00 a.m.
Kindergarten Program (afternoon)	12:30 p.m. -- 3:00 p.m.

Arrival and Departure

Morning programs: Arrival time is 8:30 a.m. Children may be dropped off a few minutes ahead of time. Children must be accompanied by parent/guardian into their classroom and a teacher must be made aware of his/her presence. Departure time is 11:00 a.m. Children are required to be picked up on time. Children will be supervised for a 5 minute grace period after the 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 school day in order that the child's enrollment in the program continues.

Afternoon program: Arrival time is 12:30 p.m., unless the child is participating in the Supervised Lunchtime program. Children may be dropped off a few minutes ahead of time. Children must be accompanied by parent/guardian into their classroom and a teacher must be made aware of his/her presence. Departure time is 3:00 p.m. Children are required to be picked up on time. Children will be supervised for a 5 minute grace period after the 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 school day in order that the child's enrollment in the program continues.



Supervised Lunchtime program: Arrival time is 11:00 a.m. Children may be dropped off a few minutes ahead of time. Children must be accompanied by parent/guardian into their classroom and a teacher must be made aware of his/her presence. Children attending kindergarten at Manor Park Public School will be met at their classroom and escorted to the Fieldhouse by our staff. Children attending the morning Kindergarten Companion Program will be escorted to their afternoon Kindergarten classroom at the Manor Park Public School. Participants from other schools will follow arrangements made by parents.

Snacks and Lunch

Snack: 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.

Lunch: Manor Park Playschool does not provide the lunch meal for children registered in the Supervised Lunchtime program. Parents must provide their child with nutritious lunchtime food.

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.

Discharge

Manor Park Playschool reserves the right to discharge a child from the program if the behaviour of either the child or parent/guardian could be considered harmful to children and/or staff. Manor Park Playschool reserves the right to discharge a child from the program if the parent(s)/guardian(s) fail to meet the financial obligations of the program.

Miscellaneous

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

School Calendar: The Manor Park Playschool mirrors the Ottawa Carleton District School Board primary school calendar. Manor Park Playschool will be closed for Christmas and March breaks, all statutory holidays and Professional Development Days that take place over the course of the school year.

Photography: From time to time, the staff may take photographs of the children at work and play. The photographs may be used for room décor, newsletters or promotional materials. The consent form on the reverse of the Manor Park Playschool registration form will advise staff of your wishes regarding photographs.



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.

Manor Park Playschool Fee Schedule 2011-2012

Preschool Program (30 months to 4 years)

8:30 – 11:00 a.m.

5 days per week	\$390/ mos.
4 days per week	\$340/ mos.
3 days per week	\$275/ mos.
2 days per week	\$210/ mos.

Kindergarten Companion Programs (junior and senior kindergarten-aged children)

8:30 – 11:00 a.m. (Morning Program)

12:30-3:00 p.m. (Afternoon Program)

5 days per week	\$390/ mos.
4 days per week	\$340/ mos.
3 days per week	\$275/ mos.
2 days per week	\$210/ mos.

Supervised Lunchtime

11:00 am – 12:30 p.m.

5 days per week	\$130/ mos.
4 days per week	\$105/ mos.
3 days per week	\$85/ mos.
2 days per week	\$60/ mos.

Fees

1. A registration fee of \$50 per family must accompany the registration form. This fee is refundable only if Manor Park Playschool is unable to place your child.
2. One (1) month's fees are payable upon registration. These fees will be considered as payment for the final month of registration for the 2011-12 academic year.
3. Fees will be paid **in advance** on a monthly basis. No child will be admitted to the program unless fees are paid.
4. **Post-dated cheques** should be 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 academic year must be provided prior to August 1, 2011 to complete registration.
5. A \$25 charge will apply to cheques returned due to non-sufficient funds (NSF). Should cheques be returned on more than one occasion, a different method of payment must be arranged with the MPCC.
6. 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 written requests received after April 1, 2012.
7. Cheques are payable to the Manor Park Community Council or MPCC.