



Preschool Registration Process

In House Registration (for current members of the Society):

In House Registration Information Packages will be emailed to the Society members and anyone on the Associate Membership listing, prior to the February 3rd registration date.

Starting at 6:00 am on Monday, February 3rd, we will accept emails to office@discoveryplayhouse.ca indicating your intent to register. Please check our website for a description of all [Preschool](#) classes before you make your decision.

- **In the Subject Line** please indicate your 1st choice of class (ie, Class A or B or C)
- **The body of the email** should include the child's name, birthdate, whether you wish to be participating or non-participating and your 2nd class choice.
- The registration requests will be processed in the order that the email is received. Please note that no emails received prior to 6:00 am will be accepted.

The Intent to Register form, as well as the \$25 Registration Fee and any outstanding forms can be handed into the office any time on Feb 3rd and or 4th. If the forms/fees are not received by the end of the day on Feb 4th, your child's spot cannot be guaranteed.

An email will be sent out before registration listing any outstanding fees or information from your file. Please note that your *Intent to Register* form will not be accepted until this information is complete. If you have any questions, please contact Julia.

Open Registration (for the general public):

Starting at 6:00 am on Tuesday, February 18th, we will accept emails to office@discoveryplayhouse.ca indicating your intent to register. Please check our website for a description of all [Preschool](#) classes before you make your decision.

- **In the Subject Line** please indicate your 1st choice of class (ie, Class A or B or C)
- **The body of the email** should include the child's name, birthdate, whether you wish to be participating or non-participating and your 2nd class choice.
- The registration requests will be processed in the order that the email is received. Please note that no emails received prior to 6:00 am will be accepted.

You will be contacted by email to advise you of the class formation results. If you are successful with your choice you will be invited to our New Parent Meeting at 6:30 pm on Monday, February 24th. At that time, you will complete all forms and pay the deposit and registration fees. We will send you a list of what you should bring when we invite you to the meeting.

Note: If you are registering for our Parent Participation Preschool, please be sure to read the *Preschool Participating Information* which will be emailed to you with your invitation.