



## Returning & Legacy Families Pre-Registration Form

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Childs Name: \_\_\_\_\_

Date of Birth: Month \_\_\_\_/Day\_\_\_\_/20\_\_\_\_

Class Requested:    M/W/F 4'sam            M/W/F 4'pm  
                          T/Th 3's am            T/Th 3/4's pm

We will do our very best to accommodate your class request. In the event we are unable to, would you like to be placed on the waiting list?     Yes

Please note for Returning Families: If your child was enrolled in the 3 am class, your child will automatically be enrolled in the 4 am class for the following year; if your child was enrolled in the 3/4 pm class, your child will be automatically enrolled in the 4 pm class. If you need further clarification, please do not hesitate to discuss with the teachers or registrar(s). Sarah Shopland at 780-938-0366 or theglenorapreschool@gmail.com.

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Glenora Preschool is owned by the Glenora Community League and operates as a cooperative by the parents of the students. All parents help out with running the preschool by:

1. Taking a job in the preschool (please refer to the job selection list).
2. Volunteering in the classroom as a duty parent known as your child's "special day". These days fall approximately every 6-8 weeks.
3. Attending the 2 General meetings.
4. Participating in 2 cleaning bees during the year (3 hours on a Saturday morning).
5. Purchasing at least 4 tickets to the Preschool Fundraising Dance at \$50 (for 4 tickets).
6. Giving an item for donation and volunteering time for Preschool Fundraiser.
7. Families must hold a community league membership for the school year and submit to the Community League Rep. Community league memberships run from September to August and can be purchased through the community league or City of Edmonton ([www.efcl.org](http://www.efcl.org))

### PLEASE NOTE:

- All children must be toilet trained to attend the preschool.
  - Children are unable to attend until they turn 3 years old. If your child turns 3 between September and December, fees must be paid to the Preschool in order to hold his or her position in the class.
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**In order to place your child we require the following:**

- A completed Returning/Legacy Pre-Registration form
- A completed registration form. \*Available on website or at the school.\*
- Photocopy of your child's birth certificate & AB Health Card
- A completed Job Selection form and Willingness to Serve form (if applicable).
- A completed Pledge form and \$250 Pledge Cheque payable to Glenora Preschool dated June 15, 2021.
- Non-refundable registration fee of \$100 payable to Glenora Preschool dated Mar 1, 2020.
- A completed Cleaning Bee Commitment Letter and Authorization

Registration applications will be accepted for Returning families from February 10- February 21 and for Legacy Families from March 2 – March 13. Please drop your completed registration package in **Grace Shopland's** cubby at the preschool or community league mailbox in order to secure enrollment for the following preschool year.



## RETURNING & LEGACY FAMILY REGISTRATION PACKAGE CHECKLIST

Please ensure that your registration package is returned with all of the following:

- Returning / Legacy Pre-Registration Form
- Registration Form
- Glenora Preschool Job Selection Form
- Willingness to Serve (if applicable)
- Photocopy of Child's birth certificate & AB Health Card
- \$100 Non-refundable Registration Cheque – payable to Glenora Preschool, dated March 1, 2020
- Pledge Form
- \$250 Pledge Cheque dated June 15, 2021
- Cleaning Bee Commitment Letter and Authorization form
- Completed credit card authorization form

Your application for your child's registration at Glenora Preschool must contain all of the above items otherwise will not be considered until all items are received.

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Once your child has been confirmed for enrollment at Glenora Preschool you will receive a start up package either in your child's cubby or a start up package will be delivered at your home. The start up package will contain information about school start dates, your job assignment, tuition payment information and the date of the first General Meeting for the 2020-2021 year.

Should you have any questions please contact our registrar, Sarah Shopland, at [780-938-0366](tel:780-938-0366) or [theglenorapreschool@gmail.com](mailto:theglenorapreschool@gmail.com) .