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Start Date:	
Complete:	
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MCKENZIE TOWNE PRESCHOOL REGISTRATION RENEWAL FORM

I hereby consent to the use of my child’s (named below) most current registration package for the preschool program within A Child First Preschool Inc. for the 2025/2026 school year. I verify by initialing the items below that no important or necessary information for my child has changed and any changes that need to be made will be made by me and given to A Child First Preschool Inc. for the upcoming school year. Any policies from the previous school year that have been updated will be given to you for review if signatures are needed. An updated parent handbook will be emailed to you prior to your child starting preschool.

Initial each line for approval to keep the same information for the 2025/2026 school year that appears on your child’s current registration package.

- | | |
|--|---|
| _____ Student’s Address | _____ Medication Required for your Child |
| _____ Parent/Guardian Email Address | _____ Additional information pertaining to child |
| _____ Parent/Guardian Phone numbers | _____ Payment Policy |
| _____ Parent/Guardian Addresses | _____ Withdrawal Policy |
| _____ Are both parents/guardians authorized for pick up? | _____ Off Premises Consent Form |
| _____ Is there a custody order in place? | _____ Media Consent Form |
| _____ Emergency Contacts | _____ Emergency Release Consent to Emergency First Aid & Transportation |
| _____ Adults Authorized to Pick Up Child | _____ Facebook, Instagram & Website Photo Consent Form |
| _____ Medical Information | |
| _____ Child’s Allergies & Symptoms | |

Changes needed for my child’s 2025/2026 registration package are as follows:

I, _____ (print parent/guardian name) have read, reviewed, and made any important or necessary changes to the registration package.

Please print

Class your child **will be** attending in the 2025/2026 school year (example - 2 Day AM): _____

Child’s First Name: _____ Child’s Last Name: _____

Parent/Guardian Signature: _____ Date: _____

Receiving Staff Signature: _____ Date: _____

To ensure a space for your child, we require the following:

- \$80 yearly non-refundable registration fee *per family*;
- Completed and signed Registration Renewal Form (returning families only);
- Completed and **signed** Pre-Authorized Debit Agreement, dated September to June of the school year you are registering for (attached). Please note that the “Full Fee to be Paid” box must be marked for the class your child is enrolled in;
- Completed and signed Medication Administration Form, if applicable (see Director).

CHILD GUIDANCE POLICY:

At A Child First Preschool, we provide a positive approach to child guidance that is reasonable in the circumstances and all children are loved unconditionally. Physical punishment is prohibited. We stay calm and gain the child's attention by saying his/her name, bending down to establish eye contact and speaking in a calm and controlled voice. We take the time to talk and listen to help resolve the situation. We acknowledge the child's feelings and remind him/her of the limits. We focus on the behaviour, not the child or his/her character. Finally, we reassure the child with a hug and a smile. It can help to distract the child or redirect him/her to a new toy or activity. We guide children toward positive behaviour and encourage problem solving together.

Sometimes children need time to calm down if they are having difficulty controlling their behaviour. A body-break is offered to give the child a chance to regain control; it is a break, not a punishment, confinement, or isolation. Once the child has calmed down, we will talk to him/her about his/her feelings and actions. If we identify a pattern of behaviour that is of concern, parents will be notified to try to find a mutually acceptable method of addressing the issue. Under no circumstance will there be any physical or verbal abuse, emotional deprivation, physical degradation, physical restraint, confinement, or isolation. Any disciplinary action taken must and will be reasonable given the situation, and at no time will we deny or threaten to deny any necessity.

PAYMENT:

Payment, through the pre-authorized debit agreement for the first day of September through June, is required upon registration as payment for the ten school months of September through June. Late arrivals into the program are required to provide payment for the current month upfront through pre-authorized debit or e-transfer as well as pre-authorized debit for each of the subsequent months, as noted above. All programs require an \$80.00 non-refundable registration fee due per family on the registration date in the form of cash or e-transfer. Please note that the monthly fees will not be prorated for any reason. There will be no refunds for missed days unless due to a province-wide closure. The preschool follows the Calgary Public School Board holiday and school closure schedules. ***A \$20 NSF fee will be added to any NSF payment. Payment in cash, or e-transfer will be required for that payment***

WITHDRAWAL POLICY:

September through April - A minimum one (1) month written notice of withdrawal is required on or before the 1st of the month prior to the month leaving, whereupon your Pre-Authorized Debit Agreement will be cancelled. For example, if you are withdrawing November 1st, notice must be given on or before October 1st.

May and June - A minimum two (2) months written notice of withdrawal is required on or before the 1st of the month prior to the month leaving, whereupon your Pre-Authorized Debit Agreement will be cancelled. If you are withdrawing May 1st, notice must be given on or before March 1st. If you are withdrawing June 1st, notice must be given on or before April 1st.

We do not prorate the monthly fees for withdrawals. Temporary absences, such as a vacation or illness, will not be deducted from the monthly fees.

Failure to provide one (1) month written notice of withdrawal for September through April will result in A Child First Preschool Inc. withdrawing one more monthly payment. The final monthly payment would include all fees that are not able to be recovered from Subsidy and or the Affordability Grant, if applicable.

Failure to provide two (2) months written notice of withdrawal for May and June will result in A Child First Preschool Inc. withdrawing two more monthly payments. The two final monthly payments would include all fees that are not able to be recovered from Subsidy and or the Affordability Grant, if applicable.

I have read, understood and I agree to comply with all the policies of A Child First Preschool Inc., including all those listed above and in the Parent Handbook. I understand that A Child First Preschool reserves the right to release my child from the program if there is a failure to comply with the guidelines in the Parent Handbook or failure to make monthly payments.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____