

Guide to Registration 2017-2018

Five Points Preschool

Please be prompt in returning the required forms and fees to insure your child a space.

We need to have confirmation of your registration by: _____

❖ **IMPORTANT: Please note that we are only able to accept complete registration packages.**

Item Required	Included
\$30.00 cheque for Administrative Fee <i>(for new registrants only)</i>	
Completed Pre-Authorized Debit (PAD) form <i>(with attached void cheque)</i> *returning families do not need to submit new PAD forms unless they want to update their current financial information	
Recent photo of your child <i>(see registration form for more information)</i>	
Copy of your child's immunizations	
If Divorced/Separated, a copy of Legal Separation <u>OR</u> copy of FGCA Custody Arrangement	
Fully completed registration forms	

- ❖ If you are separated/divorced we require a current copy of all legal custody agreements referencing custody arrangements ONLY
- ❖ If you are separated/divorced and DO NOT have a legal custody agreement we require an FGCA custody arrangement document. This document must be updated as applicable. (Please ask your on-site manager for direction prior to registration)
- ❖ If your child has a special need or behavioural need you must attach a care plan (Please ask your on-site manager for direction prior to registration)

CHEQUES AND FEES

- New families are required to provide a one-time only administrative fee of \$30
 - One cheque per family
- **All cheques are made out to: The Fairfield Gonzales Community Association**
 - **Memo Line:** Your Child's Name

Our manager will contact all parents before the end of June 2017 with details about your official start date. Introductory sessions are held in September at the beginning of the school year.