

Guide to Registration 2017-2018

Moss Rock Preschool

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

Item Required	Included
\$50.00 cheque for Non-Refundable Registration Deposit	
\$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
- Non-refundable deposits- \$50.00, dated for the registration date
 - Deposits are placed against your last month of care
- **All cheques are made out to:** *The Fairfield Gonzales Community Association*
 - **Memo Line:** Your Child's Name

We will contact you by February 16th, 2017 to let you know if we have a spot or to confirm your placement on the waitlist.