

# KING'S KIDS PRESCHOOL REGISTRATION FORM

## Child Information

Full Name \_\_\_\_\_

Complete Address \_\_\_\_\_

(Mailing and physical address please)

Phone # (\_\_\_\_\_) \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm) (dd) (yy)

## Healthcare Information

AB Healthcare # \_\_\_\_\_

Allergies \_\_\_\_\_

Does your child require medication/epi-pen for the above mentioned allergies? Y / N

If yes, have you filled out the Individual Record of Medication/Herbal Remedy Administration form? Y / N

Are your child's immunizations up to date? Y / N

Are there any other medical situations we should be aware of? Y / N

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

*Please check which class  
would be preferred.*

☐ 4 year class (must be 4  
by Dec 31 of current  
school year)

☐ 3 year class (must be 3  
by Dec 31st of current  
school year)

## Parent Information

### Mother's Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

E-mail \_\_\_\_\_

### Father's Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

\_\_\_\_\_

## Emergency Contact Information

*Someone readily accessible other than parent/guardian.*

Name \_\_\_\_\_ Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_

Physical Land Address \_\_\_\_\_

Name \_\_\_\_\_ Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_

Physical Land Address \_\_\_\_\_

## Acknowledgement

*I verify that the information provided above is accurate and complete.*

\_\_\_\_\_

### Office Use Only

Reg Fee Paid

Cash Db Ch Credit E-Tran

Crim Ch Provided Y / N

KKP Facebook Group Y / N

# KING'S KIDS PRESCHOOL REGISTRATION FORM

## Authorization

Please list all person(s) authorized to pick up your child.

**Please Note: A court order needs to be provided if a birth parent is not allowed to pick up your child.**

## PERMISSION FORM

I give permission for my child \_\_\_\_\_ to leave the Sturgeon Alliance Church premises on walks, or community outings. I give permission for first aid to be administered to my child \_\_\_\_\_ in the event of an emergency, and that I will assume any cost involved in a medical emergency. However, I understand and agree to indemnify and hold blameless Sturgeon Alliance Church's Ministry Staff, Volunteers, its Pastors and the Board of Elders from and against any loss, damage or injury that may be suffered as a result of being part of the activity.

- ☐ I give permission for photographs or videos to be taken of my child by the church or any other organization for promotional purposes.
- ☐ I give permission for my child's first name to be used in any photos and or videos.
- ☐ To display any artwork or writing of my child in the church building.
- ☐ I understand that my child's personal information will not be shared outside the church, unless your consent is obtained.

***I agree to all terms and conditions as noted above.***

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# KING'S KIDS PRESCHOOL REGISTRATION FORM



## Parent Requirements & Duties

### Daily Requirements

- Being punctual, i.e. not bringing your child earlier than 5 minutes before class, nor late to class.
- Out of respect for our teachers and those working with your children, pick up your child promptly when the class has ended.
- To encourage your child's independence and to meet licensing guidelines we ask that you stay in the class only on your roster day or for fieldtrips.
- Providing your child with a drink and nutritional nut free snack.
- Notifying the teacher, in writing, if someone other than the parent is going to pick-up the child.
- Ensuring your child is properly clothed for indoor (painting and gluing) and outdoor activities, dress for weather conditions (especially important for field trips such as walking to the post office etc).
- Ensuring your child has proper footwear that is to be worn indoors only; (indoor footwear must be worn at all times - no exceptions).
- Checking the mailboxes for crafts, receipts, newsletters, and any other important papers.
- Checking the bulletin board located in or outside each classroom.

### Rostering Requirements

Parents that are rostering for the day are responsible for the following:

- Arriving 5 minutes before class so they may be briefed by the teacher as to what activities are planned for that day.
- Staying after the class is finished to assist the teacher in putting things back in order for the next class.
- Any duties as required by your child's teacher for the smooth running of the class.
- In the event of a fire, checking the building (class/washrooms) before exiting the building.
- Parents that wish to participate on field trips are required to present us with a criminal record check with a vulnerable sector search.

*\*Please note that siblings and other children who are not registered in the preschool class being rostered in are not permitted to attend.*

*\*Failure to roster as scheduled will result in a \$75 penalty payable to the preschool (this does not include days swapped by parents as there is still a roster parent present).*

### Yearly Requirements

- A registration form must be completely filled out listing emergency contacts and telephone numbers and returned to the office.
- Provide support as a roster parent monthly or more, depending on enrollment.

### Registration Forms

Registration forms include the following information:

- Full name and contact information (address and phone number) of child
- Full name and contact information (address and phone number) of Mom/guardian **and** Dad/guardian
- Full name and contact information (address and phone number) of emergency contact different from parent/guardian  
(Emergency contact must be notified that they need to be available during preschool hours if parent/guardian is not available)
- Child's Alberta health care number
- Child's date of birth
- Name and phone number of those authorized to pick up your child

***Please refer to the Parent Handbook for more details.***

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_