

PLEASE DO NOT MAIL

**THE LITTLE YEARS SCHOOL INC.**

20 Donnelly Street, Winnipeg, MB. R3T 0S4 Phone: 204-489-0303

**APPLICATION FORM FOR ENROLLMENT 2023 - 2024**

First Name of Child: _____	Last Name of Child: _____	Child's Date Of Birth: Day / Month / Year / /
Home Address: _____		Postal Code: _____
Email Address: _____		Gender: __ male / __ female

The telephone number that we may reach a parent, while your child is attending class:

Parent/Guardian Name: _____		Occupation: _____
Place of Work: _____	Work Number: _____	Home Telephone Number: _____
Work Address: _____	Cell Number: _____	

Parent/Guardian Name: _____		Occupation: _____
Place of Work: _____	Work Number: _____	Home Telephone Number: _____
Work Address: _____	Cell Number: _____	

**SIBLINGS:**

Name: _____	Age: _____
Name: _____	Age: _____
Name: _____	Age: _____

**Part 2**

Name of Pediatrician or Family Doctor: _____	Telephone Number: _____
Allergies ( require an *Epi-pen): _____	
Family Manitoba Health Reg. No.: _____ Child's Personal Health I.D. No.: _____	Other Medical Concerns: _____
Is the child's Immunization Program up to date? Yes _____ No _____ Are there any legal or custody orders for this child? No _____ Yes _____ If yes, provide a copy of the document	

**EMERGENCY CONTACT –someone other than the child's Parent/Guardian(s)**

Name: \_\_\_\_\_ Telephone Numbers: Home: \_\_\_\_\_  
Address: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_ Work: \_\_\_\_\_

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Application Form - continued - The Little Years Nursery School Inc.

Part 3

Our child \_\_\_\_\_ may be released from The Little Years School Inc. to the following people, Parent/Guardian(s) and:

If an emergency situation occurs involving your child while at our facility, that may require medical attention, we must have your signed permission to call an ambulance or the nearest hospital to make the necessary arrangements. Signature of Parent /Guardian: \_\_\_\_\_

Part 4

Program Sessions and Rates

Please indicate session preferred with 1st 2nd 3rd choice (subject to enrollment):

2 day/week Class - \$83.20/Month \_\_\_\_\_ Tuesday and Thursday (9:00 am – 11:00 am)
\_\_\_\_\_ Tuesday and Thursday (9:15 am- 11:15 am)
\_\_\_\_\_ Tuesday and Thursday (12:30pm – 2:30pm)

3 day/week Class - \$124.80/Month \_\_\_\_\_ Monday, Wed., Friday (9:00 am – 11:00 am)
\_\_\_\_\_ Monday, Wed., Friday (9:15 am -11:15am)
\_\_\_\_\_ Monday, Wed., Friday (12:30 pm-2:30 pm)

5 day/week Class - \$208.00 /Month \_\_\_\_\_ Monday to Friday (8:45 am- 10:45 am)
\_\_\_\_\_ Monday to Friday (12:15 pm – 2:15 pm)

Part 5

Program Payments

- A non-refundable registration fee of \$50.00 (paid by cheque ) and
• A fee payment for Sept. 2023 –in the amount of the 1st choice session (paid by post-dated cheque dated for September 1, 2023).
• Note 2 separate cheques must accompany this form to be considered enrolled.
• Make all cheques payable to The Little Years School Inc.

We enroll a maximum of 10 children per class session. Therefore you agree, the time of class may not be your first choice. I agree to pay monthly fees and to provide nine post-dated cheques on the first day of nursery school day. The fee cheque payments will be dated the first day of each month for the months of October, November, December 2023, January 2024, February, March, April, May and June 2024 once session has been confirmed.

I agree to give advanced written notice (via e-mail) to littleyearsschool@yahoo.ca , if I choose to withdraw my child from the nursery program hereafter or during the summer months or anytime thereafter.

I agree to give a one month's written notice or the one month's fee in lieu of notice, therefore, notice must be given four weeks prior to the date of withdrawal of the child from the program. I agree to give notice before May 1, 2024. If there is insufficient numbers of enrolment to sustain the nursery school program, then this form is null and void.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name of Parent/Guardian (s) \_\_\_\_\_

Signature of Board Member \_\_\_\_\_ Date received: \_\_\_\_\_

## **PLEASE DO NOT MAIL**

### **Registration Process 2022-2023**

- With the Nursery School funding criteria, The Little Years School is a child care facility that charges \$10.40 per class.
- Registration form is available from the nursery school office. PLEASE DO NOT MAIL IN REGISTRATION FORM.
- Registrations are being accepted to room 23-the Office of The Little Years School, located within Ralph Maybank School. Please use our doors only at the side of the school. A staff member must receive the form when it's dropped off, at a prearranged scheduled time.
- Current and Alumni families are eligible to Register now. Completed registration forms must be handed in to Director by appointment only. The non-refundable Registration fee payment must be made by cheque only and must accompany the signed registration form.
- New families may register now by scheduling an appointment to drop off the registration forms with payments to the nursery school facility. Virtual tours of our classrooms are posted on our website. Tours by appointment only.
- Registrations are processed once they are received, if and only if, registration form is fully completed, the non-refundable registration fee payment and September's post-dated cheque are included.
- Once this is completed, your application will be considered for one of your three session preferences. Please complete a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> session choice, otherwise an alternate choice may be made for you.
- You will be contacted by telephone before or by June to discuss the availability of your session preference based on enrollment numbers, or by email.
- Feel free to contact the Director by email to [littleyearsschool@yahoo.ca](mailto:littleyearsschool@yahoo.ca) if you have questions.
- Registrations are continually accepted until all classes are filled with 10 children maximum.
- In August, if and when all classes are full, you will be notified of class session times. This, however, may take up until the end of August before it is confirmed due to enrollment numbers.
- In the end of August, welcome letters are sent out to all families registered. In this letter, child's teacher, classroom placement, session time will be clearly outlined.
- When the facility is considered full, a wait list is commenced. It is your responsibility to register your child's name and phone number on our online wait list.
- For our wait list please call 204-489-0303 and please ask to speak to the Director. This will allow you to add your name to the wait list of The Little Years School. The Director will contact you when an opening is available according to the placement on our wait list.
- Thank you for choosing The Little Years School ! Looking forward to a fantastic academic school year ! See you soon!

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**Registration Process for the 2023-2024\* Academic School Year: Sept. to June**

**All Applicants:** To help with the registrations process please **read** and **complete all** areas of our Registration Form. The form is for convenience only, so **Please do not mail in the form** as it is not valid until a member of the nursery school facility has signed and date stamped the form. The registration form must be signed and dated the day your registration is handed in to the Office-room 23. The form must be accompanied by a non-refundable registration fee dated the day you register, made payable to The Little Years School Inc. Form of payment is by cheque only, cash will not be accepted. Thank you

**Please make an appointment to drop off registration form by calling 204-489-0303 Thank you.**

**Thank you for choosing The Little Years School !**

**Looking forward to the 2023-2024 academic school year!**

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