



### Registration Check List

The Parent Handbook is available online at [www.rippletonroadsters.ca](http://www.rippletonroadsters.ca). Please ensure that you have read it as you are agreeing to the terms in the policies of the handbook when you sign your parent contract.

All forms must be filled out completely and signed; please read the forms carefully and ensure they are filled out correctly.

**Please indicate that the following items are submitted to us upon registration:**

#### **Payment**

- One void cheque - all payments will be taken via Electronic Funds Transfer (EFT)
- Signed preauthorized debit payment consent form

#### **Completed Registration package must include:**

- A contract signed by all custodial parents/guardians – **one for each child**
- Immunization records for PRESCHOOL children only
- Complete registration form – **new enrollments**
- Complete emergency card – **one for each child**  
**The emergency card will be given out on the first day of school- not available online**
- Complete child info sheet for allergies and special dietary needs– **one for each child**
- Preauthorized payment consent form – **one for the family**
- An official up to date copy of immunization records – **per child**
- Custody papers, if applicable
- A complete anaphylaxis form and emergency plan, if necessary (**both forms are available on our website**)

#### **\*\*Attention:**

If your child requires and Epi-pen or has a medical condition that requires special **MEDICAL** attention, please request an Emergency Anaphylactic Plan form or an Emergency Medical form from the childcare office.

If your child has specific dietary needs, please complete this information on the registration form

**Applications will only be processed with the above items completed and submitted.**