



## **Registration Information for September 2024**

Dear Parents,

This letter is a reminder to all of you that September registration for 2024 is here. Please read this letter and mark down the deadlines for registration. The forms will be available for you on our website as of Friday January 12, 2024.

Please download, print, fill out and **sign** the forms. Once you have completed the forms, you will need to scan and email them as a PDF by the deadline to secure your child's enrollment. If you do not return your forms on time, you may lose your spot. Please do not send photographs of the forms.

To complete your registration please submit your forms in PDF format **by email** to [denise@rippletonroadsters.ca](mailto:denise@rippletonroadsters.ca)

- A new contract
- A new void cheque (everyone)
- A new pre-authorization payment form
- An anaphylaxis form if your child has an anaphylactic allergy.
- An Individual Medical Plan form if your child has a medical condition.
- A child info sheet

Once the forms have been received you will be notified via email to confirm your child's enrollment. As of February 5, 2024, all available spots will be open to new families. If you do not hand in your form by the deadline, you may not get a spot in our program.

New policies have been added to our parent handbook this year, please ensure that you have read the handbook as you will be agreeing to the policies when you sign the Parent Contract.

A checklist is available on our website (under the registration tab) to assist you in ensuring that your information is complete. Please refer to the fee schedule when you are filling out the pre-authorization form, if you require clarification in regard to your fees, please do not hesitate to contact the childcare office.

**\*\*If you are registering a sibling not currently enrolled in our program**, you will need to complete the long registration form and include immunization records for preschool children, and any other applicable forms for your child.

### Important Dates:

#### ➤ January 12, 2024

Forms will be available on our website.

#### ➤ January 29, 2024

**Deadline for current families to return contracts and fees.** Please ensure that your forms are returned by this date; once this deadline passes the spots that are available will be open to new families to register and you may jeopardize your spot for September 2023.

#### ➤ February 5, 2024, New Families

Registration to the community opens on a first come first serve basis.

#### ➤ Please Note:

Our part time programs will be closed on PD Days, Winter Break and March Break. Please be aware that you will need to make alternate arrangements for childcare during these closures **if your child is registered in our part time programs.**

If you have any questions or concerns you can contact the office by calling 416 449-4559 or by emailing [denise@rippletonroadsters.ca](mailto:denise@rippletonroadsters.ca)