

REGISTRATION INSTRUCTIONS~ 2019-2020 year

RIVERSIDE PARK NURSERY SCHOOL

3191 Riverside Drive, Ottawa, ON, K1V 8N8 (613) 738-0305

email: rpns@rogers.com

www.rpnsottawa.com

1. Please complete all the following forms:

- a) **Registration Forms:** Please print clearly and ensure that all information is accurate.
- b) **Volunteer Choice Form:** We need volunteers to maintain our quality program.
- c) **Immunization Form:** This form must be completed and submitted before your child's first day of nursery school. Ministry of Education requires RPNS to have a copy of your child's immunization record on file. Ottawa Public Health requires that parents register and update their child's immunizations online
<https://www.canimmunize.ca/en/report?phu=28>
- d) **Pre-Authorized Debit Form (PAD):** Tuition fees will be automatically withdrawn from your bank account on the first day of each month from September to June. Ensure that you attach a VOID cheque or a print out of your banking information and sign this form.

2. Parent Handbook

The RPNS Parent Handbook is available on our website www.rpnsottawa.com. All parents must read the handbook in order to familiarize themselves with **RPNS Policies and Procedures**. Parents are to provide their signature on the *Registration Package Checklist* confirming that they have read and understood all policies and procedures.

3. Police Records Check ***only required for **Classroom Buddy** (refer to Parent Handbook)***

- a) **Submit an application online at**
<https://www.ottawapolice.ca/en/contact-us/police-record-checks.aspx>
 - Complete form: *Police Records Check for Service with the Vulnerable Sector*.
 - There is no cost for Criminal Record Checks submitted with an RPNS Volunteer Letter. See the Director to obtain this letter.
- b) Once you receive your cleared Records Check via email, forward the original email from Ottawa Police Dept to rpns@rogers.com. A printout of your police record check will be kept for our files.

4. Fees

- \$50.00** non-refundable Registration Fee (payable by cheque to RPNS or by e-transfer to rpns@rogers.com on the day you're registering your child). Receipt of the Registration Fee and the completed PAD form confirms your child's enrolment at RPNS.
- A non-refundable, non-pro-rated Program Fee, due September 1st, 2019. The amount will be withdrawn from your bank account along with the September 1st tuition fees.
 - \$50** for 2Day attenders
 - \$75** for 3Day attenders
 - \$125** for 5Day attenders

Monthly Tuition Fees:

- ❑ Pre-Authorized Payments *only* accepted with monthly tuition fees to be **withdrawn directly** from your bank account starting Sept.1, 2019 to June 1, 2020. Refer to the **Parent Handbook** for our ***Withdrawal Policy***.

Riverside Park Nursery School Tuition Fees for 2019-2020

Program	3.5 HR Core Day	4.0 HR Extended Day #1	4.5 HR Extended Day #2
2 Day Junior Preschool	\$285.00	\$327.00	\$343.00
2 Day Senior Preschool	\$255.00	\$297.00	\$313.00
3 Day Junior Preschool	\$330.00	\$392.00	\$416.00
3 Day Senior Preschool	\$325.00	\$387.00	\$411.00
5 Day Junior Preschool	\$615.00	\$719.00	\$759.00
5 Day Senior Preschool	\$575.00	\$684.00	\$724.00

Our **Core nursery school day** is a 3.5 hours program starting at 8:30 am to 12:00 pm. RPNS is pleased to offer **Extended days** (see table above) to our families. For Extended Day #1 Option, parents can choose the additional ½ half from 8:00 to 8:30 am **or** from 12:00 to 12:30 pm. For Extended Day #2 Option, children arrive at 8:00 am and are picked up at 12:30 pm. Registering your child in an extended day program ensures space availability in our Before & After Care programs and at a lower rate compared to *Needed Before & After Care* fees.

Needed Before & After Care Fees

Before Care goes from 8:00 am to 8:30 am and After Care goes from 12:00 pm to 12:30 pm. Parents can utilize this service on a daily ‘as needs basis’ but must notify the Director in advance by phone call or email as spaces are limited. Parents are invoiced at the beginning of a month for Before & After Care utilized in the previous month with the fees being withdrawn from the parents’ bank account.

Fees for Needed Before & After Care:

Before Care 8:00 am to 8:30 am	\$10
After Care 12:00 pm to 12:30 pm	\$10

- 5. Age Groupings and Program Days:** Junior Preschool- 16 months to 30 months
Senior Preschool- 2.5 years to 5 years

“Chronological age” and “developmental age” can be quite different for some children. Kindly speak to the Director if you feel that your child is better suited for the programming of a different age group.

<i>Program</i>	<i>Days of the Week attending</i>
2Day Junior & Senior	Tuesdays and Thursdays only
3Day Programs Junior & Senior	Mondays, Wednesdays and Fridays only
5Day Programs Junior & Senior	Monday to Fridays

Please note:

In August you will be receiving a **Welcome Letter** indicating your child’s start date.

Parents are required to attend an **Orientation Night** scheduled on Wednesday, **September 4 at 7:00 pm.**