



# Registration Information 2018-2019

## Open House Dates

Meet the teachers, ask questions and let your little one explore our facility.

*Note that no registration activities occur at these events.*

**Evening Open House** – Thursday, February 22, 2018 from 5:30-7:00 PM

**Daytime Open House** – Friday, February 23, 2018 from 9:30-11:00 AM

## Registration Dates

**Current Family Registration:** From 9:00AM until 10:00 AM on Wednesday February 28, 2018

**Alumni and New Family Registration:** Doors open 6:45PM, Event runs 7PM-8:30PM on March 7, 2018

We will first invite Alumni families forward, then we will begin to call NEW families from our Waitlist.

**\*\*Please note: Your child MUST be registered on OneList to be considered for a spot\*\***

(<https://regionofwaterloo.onehsn.com/>)

## Location

The Moppet classroom is located on the lower level of Suddaby Public School (171 Frederick St.).

Please use the intercom at the west (right side) doors, facing Irvin St. to enter.

Two hour parking is available on many nearby streets, including Chapel St.

### Toddler Class

- Open to children between 1½ and 2½ years old (birth date between March 2016 and March 2017).
- This two-hour class runs Monday mornings from 9:10 AM to 11:10 AM.
- Maximum 10 students with duty and non-duty spots available.
- Taught by two Registered ECE teachers and supported by two duty people.

### Morning Preschool Class

- Open to children between 2 ½ and 4 years old (birth date between September 2014 and March 2016).
- This 2 ½ hour class runs Tuesday, Wednesday and Thursday mornings from 9:10 AM to 11:40 AM.
- 2 “young” spots for children between 2 and 2½ years old (birth date between March and September 2016).
- Maximum 16 students, with duty and non-duty spots available.
- Taught by two Registered ECE teachers and supported by two duty people.

### SPARK – Senior Preschool All Ready (for) Kindergarten

- Open to children born in 2014 and 2015\*
- 4 day option (Monday-Thursday) with 8 spots available.
- 3 day option (Tuesday-Thursday) with 8 spots available.
- Tuesday-Thursday is a mix of the 3 and 4 day students for a total of 16 children.
- Longer 2 ¾ hour class runs from 12:25 PM to 3:10 PM.
- Duty and non-duty spots available.
- Taught by up to two Registered ECE teachers and supported by one duty person (based on enrollment).
- **Children must be nearing the end of their potty training journey.**

***Note that Moppet’s school year typically coincides with that of the Waterloo Region District School Board.***

## Contact

Please direct any questions to our Registrar at [registration@moppetpreschool.com](mailto:registration@moppetpreschool.com). Many questions can be answered by visiting our website [www.moppetpreschool.com](http://www.moppetpreschool.com). During regular Moppet hours, the classroom can be reached at 519-578-3840, ext. 237.

## Responsibilities

Moppet is run as a co-operative by the parents and requires parental involvement to make it the amazing program that it is! Each family is responsible for making the following contributions to our school.

<b>Classroom Duty</b>	Those registered as duty families assist the teacher(s) in their child's class on a rotating basis.
<b>Committee Work</b>	One committee position is required per family. Committee work includes event planning, scheduling, and classroom support. Whenever possible, an effort is made to match parents' interests and skills to committees. Please note that both Duty and Non Duty families will hold a Committee Position.
<b>Cleaning Nights</b>	Each family is required to provide one adult representative (a parent, relative or friend) for one group cleaning. Please note that both Duty AND Non Duty families will participate in one cleaning night.
<b>Fundraising</b>	Our fundraising committee will organize various fundraising events/opportunities. Families can chose which events to participate in, and we ask families to expect to contribute approximately \$100 towards our fundraising goals (through their own purchases and that of family/friends).
<b>Snack</b>	A nutritious snack is included in all class fees and will be prepared in class by the duty parents each day

## Fees

Non-refundable annual membership fee: \$40/family. **Required to hold your child(ren)'s space(s) at time of registration.** Cash or cheque is accepted for membership fee.

1. **Toddler monthly fees:** Duty \$75/month or Non-Duty \$110/month.
2. **Morning Preschool monthly fees:** Duty \$155/month or Non-Duty \$245/month.
3. **SPARK monthly fees:**
  - o 3 day option: Duty \$180/month or Non-Duty \$255/month.
  - o 4 day option: Duty \$230/month or Non-Duty \$325/month.

*A subsidy from the Region of Waterloo may be available for your family. Please inquire with the Registrar.*

## Registration Details

- Registration is first open to families with currently enrolled students on a first come first served basis, followed by Moppet alumni, and then new families. The order of Alumni/New family registration will be based on Application Date on OneList. Registration continues until all spots are filled (contact the Registrar for details).
- Once spaces are filled, a wait list will be maintained. You can apply for the wait list at <https://regionofwaterloo.onehsn.com/>. Submission of the \$40 membership fee is not required for placement on the wait list.
- Withdrawals from the program made later than August 1 will result in forfeit of September's school fees, unless a replacement student is enrolled in your child's place.
- Registration packages will be distributed in late spring. A mandatory parent meeting and Annual General Meeting (AGM) will be held in May/June for the upcoming year. Should paperwork not be received by this time, Moppet will assume that your family has withdrawn from the program.
- The following **MUST** be submitted along with the completed registration package by the AGM:
  1. 2 copies of immunization records for your child.
  2. A Vulnerable Sector Check for all duty people/volunteers.
  3. 10 monthly fee cheques post-dated to the first of each month OR clear indication within your registration documents of a desire to complete tuition payments by EFT.
  4. Two \$75 post-dated lapse-in-responsibilities cheques dated September 1<sup>st</sup> and February 1<sup>st</sup>.



**moppet  
parent  
participating  
preschool**

For school use	
Date/time rec'd _____	_____
CA/CH: _____	Reg Pkg Given: _____
Date _____	Tod / AMy / AM / PM 3 / PM 4 D / ND WL
Date _____	Tod / AMy / AM / PM 3 / PM 4 D / ND WL
Date _____	Tod / AMy / AM / PM 3 / PM 4 D / ND WL

# Application Form 2018-2019

**Annual Membership Fee of \$40 must be returned with this form to hold your child's space  
(cash or non-post-dated cheque to Moppet Preschool)**

This child is a member of a (circle one):	Current Family	Alumni Family	New Family
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Child's Name: \_\_\_\_\_ Child's Age in September 2018: \_\_\_\_\_ years & \_\_\_\_\_ mo

Child's Gender: \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

(eg January 1, 2015): \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

(Circle name of primary contact for registration purposes)

Full Mailing Address (with postal code): \_\_\_\_\_

\_\_\_\_\_

Primary Phone: \_\_\_\_\_ (indicate home, cell, work, etc.)

Alternate Phone: \_\_\_\_\_ (indicate home, cell, work, etc.)

Email address: \_\_\_\_\_

How did you first hear about Moppet? \_\_\_\_\_

## Preferred Class Options

List your choice of program and duty status in order of preference  
(1=most desirable, 4=least desirable, N/A=Not interested in this option)

Toddler Class: Duty \_\_\_\_\_ Non-Duty \_\_\_\_\_

Morning Preschool Class: Duty \_\_\_\_\_ Non-Duty \_\_\_\_\_

SPARK 3 Day Class: Duty \_\_\_\_\_ Non-Duty \_\_\_\_\_

SPARK 4 Day Class: Duty \_\_\_\_\_ Non-Duty \_\_\_\_\_

Note that spaces are filled on a first-come, first-served basis. If your preferred option is not available, you will be registered in the next available option. Should this occur, would you like to be put on a wait list for your preferred option? Circle YES | NO