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Registration 2012 Newsletter

Dear Parents:

The registration procedure will be the same as it was last year, except that you will be required to fill in your paper work & return it on the same day that you receive it.

Registration will take place from Westside Heartland. Doors will open at 7am. Everyone who receives a package must return it by 6pm on the same day to secure a spot.

Please note that we aim to do the best we possibly can at pleasing everyone; however, there are always situations that people are unhappy with. Harassment towards any staff member in person, via email, or on the phone will not be tolerated.

For a registration package to be accepted for any program ALL information on the forms must be completed in full. If the forms are incomplete, then you will be asked to add in the appropriate information and bring it back.

It is important to note, that your spot in our program is not a guarantee even if you are currently in our program. Parents are required to re-register every year in order to maintain a spot in Heartland. (Please note that our current ECS students are moving to grade 1 and may require a BAS spot---so it is first come, first serve for in house registrants. The same goes for preschool...if you currently have a 3 year old morning spot, there is no promise you'll get a 4 year old morning spot again for Fall 2012.)

Please read the following pages to find the information that pertains to you and your child(ren) based on the program you're looking to register for.

WESTSIDE Preschool

*****Wednesday February 8th, 2012 @ 7am-9am for pick up, and must be returned in full no later than 6pm on the same day (February 8th, 2012)*****

Preschool **in-house** registration will be taking place at *Westside Heartland* at **7am** on **Wednesday February 8th, 2012** (this includes families who are currently part of our program---siblings allowed. Being a member at WS Rec. doesn't make you "in house" with Heartland)

Doors will be locked until 7am, at which point parents are allowed to enter the centre until 9am, where myself, and Ms. Lori, will be handing out packages for the 4 preschool programs offered. These four preschool programs are:

- 3 year old AM preschool (24 spots) Tuesdays/Thursdays
- 3 year old PM preschool (24 spots) Tuesdays/Thursdays
- 4 year old AM preschool (24 spots) Mondays/Wednesdays/Fridays
- 4 year old PM preschool (24 spots) Mondays/Wednesdays/Fridays

If we hand out all 24 registration packages for any of the preschool programs, then we will close the class since we will have reached capacity.

After receiving a registration package, we ask that you take your package to fill out elsewhere (we will not allow people to stay in the centre to do the paper work).

The deadline for you to complete and return your package to Westside is the same day: **Wednesday February 8th, 2012 at 6pm.** Should you fail to bring your package in by 6pm on this day, then your spot will open up to someone else.

As in previous years, information required will be:

1. AHC #
2. Immunization Records
3. \$50 CASH (craft/activity fee)
4. Doctors Info (name, **address**, tele number)
5. Emergency Contact (name, **address**, tele number) CANNOT BE PARENTS
6. Parents Work Info (name, **address**, tele numbers)
7. Post dated cheques OR credit card info (visa or master card accepted only)
8. All other details for your child (DOB, allergies, etc), parent information (home address, cell and work numbers), etc.
9. Alternate Pick up Persons (name and tele number)

WS preschool programs will open to the public on Thursday February 9th, 2012 from 7am-9am @ Westside Heartland (if there are spots available)