

2021-2022 Student Registration Form Junior Kindergarten Program

How to Register

1. Please download and complete the attached form. The form may be printed and filled out manually or filled out in Adobe Reader and then printed.
2. Once the form has been completed, please sign and initial the form where indicated.
3. Proof of residence is required to register for school. Parents will be required to provide a copy of their resident legal land address to the school. Proof of residence can be verified with any bill or agreement that proves that this location is the student's legal home address.
4. Submit your registration form. You may mail or fax your signed application to the school, scan and email your signed application to the school or contact the school to make arrangements to drop off your form in person.

Intake Appointments:

Please be advised that an intake appointment may be required for new students.



Northern Gateway
Public Schools

2021-22 Junior Kindergarten Program



Preschool Program

FOR OFFICE USE ONLY

___ Birth Certificate

___ 3 Year: Tuesday/Thursday 8:45AM-3:00PM

___ Proof of Age Provided

___ 4 Year: Monday Wednesday Friday 8:45AM-3:00PM

**NOTE: Withdrawing from the program will require one month's written notice.
First month paid is non-refundable.**

Initials: _____

STUDENT INFORMATION:

Last Name: _____ First: _____ Middle: _____

Birth date: _____ Year _____ Month _____ Day _____ Male _____ Female _____ Age as of September 2021: _____

Whom child resides with: _____ Language(s) spoken at home: _____

PARENTS OR GUARDIANS:

Parent 1: Last Name: _____ First Name: _____

Relationship: _____

Email: _____

Home Address: _____
House / Street Number or Legal Land Description

Mailing Address: _____ Postal Code: _____
If different from home address

Home phone: _____ Cell phone: _____

Place of Work: _____ Work phone: _____

Parent 2: Last Name: _____ First Name: _____

Relationship: _____

Email: _____

Home Address: _____
House / Street Number or Legal Land Description

Mailing Address: _____ Postal Code: _____
If different from home address

Home phone: _____ Cell phone: _____

Place of Work: _____ Work phone: _____

2021-22 Junior Kindergarten Program



SIBLINGS:

Does or did your child have an older sibling attending a school? Yes _____ No _____

Name: _____ Grade: _____ School _____

Name: _____ Grade: _____ School _____

Name: _____ Grade: _____ School _____

EMERGENCY CONTACTS (other than parents):

1. Name: _____ Relationship to Child: _____

Home phone: _____ Work or Cell phone: _____

Home Address or Legal Land Description: _____

Postal Code: _____

2. Name: _____ Relationship to Child: _____

Home phone: _____ Work or Cell phone: _____

Home Address or Legal Land Description: _____

Postal Code: _____

MEDICAL INFORMATION:

Family Doctor: _____ Phone: _____

Alberta Health Care Number: _____

CONSENT FOR EMERGENCY MEDICAL TREATMENT:

In an emergency, my child may need medical or surgical treatment. If an emergency occurs, every reasonable effort will be made to contact the parent. If you cannot be reached, I give permission for emergency medical treatment of my child. Any expenses incurred for emergency medical treatment under this section will be my responsibility.

(Signature of Child's Parent or Guardian)

Year Month Day

(Printed Name of Child's Parent or Guardian)

2021-22 Junior Kindergarten Program



PRESCHOOL HEALTH RECORD:

The Alberta Daycare Regulations require Junior Kindergarten operators to maintain a health record for each child in attendance at their Junior Kindergarten. Some of this information is repeated from Page 2. This is because the health record is filed separately from the Teacher's Information sheet.

CHILD'S INFORMATION:

Last Name: _____ First Name: _____
Middle Name: _____ Birth Date: _____
Year Month Day

PARENTS OR GUARDIANS:

Last Name: _____ **First Name:** _____
Relationship: _____ Place of Work: _____
Home phone: _____ Day phone: _____

Last Name: _____ **First Name:** _____
Relationship: _____ Place of Work: _____
Home phone: _____ Day phone: _____

Family Doctor: _____ Phone: _____

Alberta Health Care Number: _____

My child's immunizations are up to date per my child's age: ____ Yes ____ No ____

If No, are you planning to have your child immunized or immunization updated? Yes ____ No ____

Does your child have a medical condition, allergies, emotional or developmental challenges requiring or receiving treatment or supervision? If yes, please explain below. If your child is involved in the PUF or similar program, please include a separate sheet with details on areas of concern and program requirements.

Does your child have food sensitivities, food allergies or a special diet? Please explain and meet with the teacher to discuss.

2021-22 Junior Kindergarten Program



Is your child on any ongoing medications? If your child needs medications during school hours please go to the office and make sure the appropriate forms are filled out. If yes, please explain:

COMMUNICABLE DISEASE POLICY:

The following criteria should be used to decide when a child is too ill to attend Junior Kindergarten. Your child should not attend if he/she has any of the following symptoms:

- Diarrhea
- Vomiting
- Cold
- Fever
- Rash
- Pink Eye (Conjunctivitis)
- Ear Infection, Sore Throat, Cough

If a child develops any of the above symptoms while at Junior Kindergarten, you or your emergency contact person will be notified to take the child home.

In the case of a communicable disease (measles, mumps, rubella etc.), or parasitic infestation, those infected may not attend Junior Kindergarten until a clearance from the Doctor or Health Unit is obtained. A child must be on antibiotics for at least 24 hours, and feeling well, to be able to attend Junior Kindergarten.

I, _____ have read and understand O.A.P.'s Junior Kindergarten Communicable Disease Policy.

(Signature of Child's Parent or Guardian)

Year

Month

Day

(Printed Name of Child's Parent or Guardian)

TOILETING:

Children must be fully toilet trained to participate in the Junior Kindergarten Program

- This does not apply to students registered for PUF (Program Unit Funding)

2021-22 Junior Kindergarten Program



FOIP AND MEDIA CONSENT 2021-22

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

PARENT/GUARDIAN CONSENT IS NOT REQUIRED FOR COLLECTION AND USE OF PERSONAL INFORMATION FOR EDUCATIONAL PROGRAMMING PURPOSES

Northern Gateway Public Schools is collecting personal information about your son or daughter with the registration form. This personal information supports an educational program for your child and ensures a safe school environment for all students and staff.

Some of the ways the school or the division may use personal information are listed below. The Information and Privacy Commissioner's Office states that the division does NOT require written consent from you for situations including but not limited to:

- sharing information with Alberta Education
- using a student's name, related contact information, and telephone numbers to check on a student who is absent
- using a student's name and/or photos/videos in the school calendar, newsletter, yearbook, or other internal publication
- taking and using individual, class, team, club, or school photos/videos within the school community (e.g. school bulletin boards, newsletter, etc.) for internal school purposes (not for external purposes such as websites or brochures)
- using a student's name on artwork or material to be displayed at the school or other division sites
- using a student's name on lists such as honour roll, scholarship, or other awards within the school or division
- using a student's name and academic information when the school wishes to apply for provincial and federal awards/scholarships on behalf of the student
- providing student information, including photos, for the issuance of transit/bus transportation passes and for other identification purposes (student phone numbers will be provided to bus drivers for transportation purposes)

PARENT/GUARDIAN CONSENT IS NOT REQUIRED FOR PUBLIC EVENTS

Classrooms are not public places, and the school controls who has access to school property and students on school property. When schools invite spectators, family, friends, media, and the general public into the school, the event becomes a public event (e.g. school concert, cultural program, assembly, sporting competition, graduation, etc.). Anyone may take photographs/videos at public events and the school has no control over how these images may be used. The media are expected to proceed responsibly and cooperate with schools that have invited them to participate in school events. Pictures taken by school staff, at public events, may be used for school purposes (however, these photographs may be used for promotion of the school as part of the signed parental consent on the student registration form).

PARENTAL/GUARDIAN CONSENT IS REQUIRED FOR POSTING PERSONAL INFORMATION TO EXTERNAL WEBSITES, ACCESS BY MEDIA AND INCLUSION IN PROMOTIONAL MATERIALS

Your informed consent is required to use or collect personal information for any purpose other than educational programming and the safety of students and staff. Consent for the use of this personal information (e.g. name, photo, images, artwork, etc.) that is accessible to the general public is signed off on the student registration form. This consent is requested on a yearly basis.

(PLEASE NOTE: consent can be revoked at any time by written notification provided to your child'

Written consent is required to:

2021-22 Junior Kindergarten Program



- use a student's name, photo, or video in external publications (e.g. website, social media, promotional brochure, etc.)
- use class, team, club, or school photos/videos that are taken within the school community on the school website or for promotional purposes (e.g. brochure, division newsletter, etc.)
- use a student's name on artwork/material to be displayed in the community
- allow a student to participate in media interviews

During the year, schools may request that parents sign specific consent forms not covered by the student registration form. If asked to sign a consent form, the form will indicate the following:

- the purpose of collection or use
- the consent is voluntary
- the consent may be revoked at any time
- the person to contact if you wish to revoke consent
- the period of time during which the consent remains valid

This record of consent must be retained for the period of time for which the consent is valid.

Schools may be contacted by the Communications Officer of Northern Gateway Public Schools or external media agencies (newspaper, radio, television) for access to students for quotes, photos, or interviews. These audio, visual, and/or video images may be published or aired in a variety of locations, including television, radio, newspapers, websites, social media, or division publications.

DIGITAL CITIZENSHIP AND TECHNOLOGY USE:

As a condition of using Northern Gateway Public Schools network resources, I understand that access to division information resources, including access to internet and cloud-based resources, is a privilege and agree to abide by Administrative Procedure 140 – Digital Citizenship and the regulations identified in the Northern Gateway Digital Citizenship - Technology Use Agreement.

Please initial to indicate that you have read and understood the policies and regulations identified above.

Initials _____

USING AND DISCLOSING PERSONAL INFORMATION:

Northern Gateway Public Schools recognizes that all procedures for the collection and storing of information by Division staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the Freedom of Information and Protection of Privacy Act (FOIP). Access to information is guided by Administrative Procedure 180 - Freedom of Information and Protection of Privacy. Further details can be found in the FOIP and Media Consent document.

Please initial to indicate that you have read and understood the policies and regulations identified above.

Initials _____

CONSENT TO POST PERSONAL INFORMATION:

2021-22 Junior Kindergarten Program



Northern Gateway Public Schools requests consent to post personal information to external websites, social media, media publications, and promotional materials. Information regarding consent to post personal information can be found in the FOIP and Media Consent document. Please check all of the following that you agree to and initial below. Consent can be revoked at any time by written notification provided to your child's school.

- Last Name**
- First Name**
- Grade**
- Photograph**
- Video**
- Audio**

- Award Recognition**
- School Related Activities**

Please initial to indicate that you have read and understood the policies and regulations identified above.

Initials _____

MEDIA PARTICIPANT CONSENT

Information regarding media participation can be found in the FOIP and Media Consent document. Please initial each of the following that you agree to. Consent can be revoked at any time by written notification provided to your child's school.

I hereby give Northern Gateway Public Schools permission to photograph, video tape, audio tape, and/or interview my child while he/she is under the supervision of Northern Gateway Public Schools

Initials _____

I hereby give Northern Gateway Public Schools permission to use, publish, display, and copyright any work, written material, or creative work created or authored by my child through school activities. I understand that artwork, written material, or creative work may be used by Northern Gateway Public Schools in division or school displays, publications, websites, social media, and other electronic media, and advertising or promotional materials. I understand that Northern Gateway Public Schools may make minor edits as deemed appropriate.

Initials _____

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Initials _____

Please initial to indicate that you have read and understood the policies and regulations identified above.

Initials _____

Requirements needed for a spot in the Jr Kindergarten Program:

PRESCHOOL HEALTH RECORD:

The Alberta Daycare Regulations require Junior Kindergarten operators to maintain a health record for each child in attendance at their Junior Kindergarten. Some of this information is repeated from Page 2. This is because the health record is filed separately from the Teacher's Information sheet.

CHILD'S INFORMATION:

Last Name: _____

First Name: _____

Middle Name: _____

Birth Date: _____
Year Month Day

PARENTS OR GUARDIANS:

Last Name: _____

First Name: _____

Relationship: _____

Place of Work: _____

Home phone: _____

Day phone: _____

Last Name: _____

First Name: _____

Relationship: _____

Place of Work: _____

Home phone: _____

Day phone: _____

NUMBER OF SIBLINGS: _____
older younger

Family Doctor: _____

Phone: _____

Alberta Health Care Number: _____

My child's immunizations are up to date per my child's age: Yes No

If No, are you planning to have your child immunized or immunization updated? Yes No

If No, please complete the Immunization Waiver Form.

Does your child have a medical condition, allergies, emotional or developmental challenges requiring or receiving treatment or supervision? If yes, please explain below. If your child is involved in the PUF or similar program, please include a separate sheet with details on areas of concern and program requirements.

Does your child have food sensitivities, food allergies or a special diet? Please explain and meet with the teacher to discuss.

Is your child on any ongoing medications? If your child needs medications during school hours please go the office and make sure the appropriate forms are filled out. If yes, please explain:

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I, _____ have read and understand O.A.P.' S Junior Kindergarten Communicable Disease Policy.

(Signature of Child's Parent or Guardian)

Year

Month

Day

(Printed Name of Child's Parent or Guardian)

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- Last Name First Name Grade Photograph Video Audio
 Award Recognition School Related Activities

Please initial to indicate that you have read and understood the policies and regulations identified above.

Initials _____

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Initials _____

Please initial to indicate that you have read and understood the policies and regulations identified above.

Initials _____

Reset Form

Save

Print

**OAPIE'S JUNIOR KINDERGARTEN
REGISTRATION PACKAGE 2020-2021**

If you as a parent or guardian have any further questions about our program that are not answered within the registration package, please consult our program plan in the Junior Kindergarten room or ask any staff or executive member.

JR. KINDERGARTEN PICKUP

Your child will be released only to the persons you list below. Other than yourself, who is permitted to pick up your child from school? If someone other than those listed below is going to pick up your child, please call the school ahead of time to let the teacher know.

1. Name: _____ Phone: _____
2. Name: _____ Phone: _____
3. Name: _____ Phone: _____
4. Name: _____ Phone: _____