



2012 - 2013 Registration Information

2012 registration dates

Current Families	Tuesday February 21 starting at 9:10 am to Thursday February 23
Alumni Families	Tuesday February 28 starting at 9:10 am to Thursday March 1
New Families	Open House in Moppet Classroom - Friday March 2 from 9:30-11:00 am (Snow date for the Open House is Friday March 9 from 9:30-11:00 am)

Registration is in the Moppet classroom

The classroom is on the lower level in Suddaby Public School, 171 Frederick Street. The west door (Lancaster St. side) is open during regular school hours.

Primary contact for registration

registration@moppetpreschool.com

The Moppet classroom can be reached by calling Suddaby School at 519-578-3840 ext. 131. The phone is only answered during Moppet hours or when someone is in the classroom. Most questions can be answered by the registrar.

Please review this information before you register!

You have responsibilities as a parent in Moppet Parent Participating Preschool.

Moppet Preschool is run as a co-operative by the parents and requires parental involvement to make it the amazing program that it is! Your involvement will include:

- Performing some **committee work**. Examples of committees include duty scheduler, fundraising and cleaning coordinator. When possible, an effort is made to match parents' interests and skills to committees. Some committee's may require a vulnerable sector check as they involve work in the classroom (i.e. photographer).
- **Two cleanings a year**. Parents work in a group on the first Thursday evening of each month to clean toys and the classroom. Only one parent (or replacement volunteer) is required per family per cleaning.
- Ensuring that all required registration paperwork is complete and submitted on time. Packages will be distributed to families in early May and must be returned by the date set in June or we will assume you are no longer interested in attending Moppet.
- Participation is also encouraged through school fundraising initiatives.

If you are choosing to participate in the classroom plan for approximately two **duty days** per month based on class enrolment (morning OR afternoon based on your child's class).

Please visit www.moppetpreschool.com for more information or contact the Registrar with any questions. Additional details will also be included in the Moppet Handbook, which will be distributed at the Orientation Meeting in September.

General information

- There are two classes of 16 children for a maximum enrolment of 32 students.
- AM class runs from 9:10 am -11:40 pm, Tuesdays, Wednesdays and Thursdays.
- PM class runs from 12:30 pm -3:00 pm, Tuesdays, Wednesdays and Thursdays.
- The school year typically runs from the second week in September through to the middle of June with a two-week break for the holidays in December and a one-week break in March (to coincide with Waterloo Region District School Board March Break).
- Children must be 2½ yrs by the start of the school year with two spots per class available for little ones between 2 and 2½yrs.
- We prefer children are potty trained or at least beginning their potty training journey. Training pants are preferred to diapers so we can easily help with the potty should they show interest.
- Fees are \$135 per month if participating in classroom duty days or \$225 if not participating in duty days. Post-dated cheques for the first of each month are to be submitted with your completed registration package.
- Moppet Preschool reserves the right to limit the number of duty and non-duty spots available in each class to ensure financial viability and that the proper number of duty people are available for each class. Your choice of a duty or non-duty space is binding as we register families based on this information.
- A \$75 cheque (dated Jan. 1, 2013) must also be submitted. This cheque will be held by the Treasurer and cashed only if a scheduled cleaning night is missed or as a late-duty fee.
- Anyone planning to participate in the classroom (either through duty days or volunteering) must complete a vulnerable sector check and training. Information will be available in the registration package.

Procedures for registration

- Registration is on a first-come first-serve basis. Existing families have preference followed by Moppet alumni and then new families starting on each of the dates listed above.
- To hold your spot, your pre-registration form **must** be accompanied by the registration/membership fee of \$35 (cash or cheque made out to Moppet Preschool). This fee is non-refundable.
- Completed pre-registration forms with the pre-registration fee of \$35 for existing and alumni families will be accepted during regular Moppet school hours during each registration week.
- If existing or alumni families do not register before the open house we cannot give them priority registration over new families.
- Following the Open House, pre-registration will continue until all spots are full; please contact the Registrar.
- Once all spaces are filled, a waiting list will be maintained; the \$35 fee is not required to be on the waiting list. This fee must be paid at the time of registration.
- Full registration packages will be distributed by the Registrar in May.
- A mandatory parent meeting for the upcoming school year will be held in early June and a mandatory parent and duty person orientation meeting will be held during the first week of September.