



## Preschool Registration Process

### ***In House Registration (for current members of the Society):***

In House Registration Information Packages will be emailed to the Society members and anyone on the Associate Membership listing, prior to the February 4<sup>th</sup> registration date.

Starting at 12:01am on February 4<sup>th</sup>, we will accept emails to [office@discoveryplayhouse.ca](mailto:office@discoveryplayhouse.ca) indicating your intent to register. Please check our website for a description of all [Preschool](#) classes before you make your decision. The body of the email should also **include the child's name and birthdate**. The 1<sup>st</sup> choice of class (ie, Class A or B or C) must be indicated in the **Subject Line**, and the 2<sup>nd</sup> and/or 3<sup>rd</sup> choice must be included in the **body of the email**. The registration requests will be processed in the order that the email is received. Please note that no emails received prior to 12:01am will be accepted.

The Intent to Register form, as well as the \$25 Registration Fee and any outstanding forms can be handed into the office any time on Feb 4<sup>th</sup> or 5<sup>th</sup>. If the forms/fees are not received by the end of the day on Feb 5<sup>th</sup>, your child's spot cannot be guaranteed.

An email will be sent out before registration listing any outstanding fees or information from your file. Please note that your *Intent to Register* form will not be accepted until this information is complete. If you have any questions, please contact Lori I.

### ***Open Registration (for the general public):***

Starting at 12:01am on February 19<sup>th</sup>, we will accept emails to [office@discoveryplayhouse.ca](mailto:office@discoveryplayhouse.ca) indicating your intent to register. The 1<sup>st</sup> choice of class (ie, Class A or B or C) must be indicated in the **Subject Line**, and the 2<sup>nd</sup> and/or 3<sup>rd</sup> choice must be included in the **body of the email**. Please check our website for a description of all [Preschool](#) classes before you make your decision. **The body of the email should also include the child's name and birthdate**. The registration requests will be processed in the order that the email is received. No emails received prior to 12:01am will be accepted.

You will be contacted by email to advise you of the class formation results. If you are successful with your choice you will be invited to our New Parent Meeting at 6:30pm on Monday, February 25<sup>th</sup>. At that time, you will complete all forms and pay the deposit and registration fees. We will send you a list of what you should bring when we invite you to the meeting.

**Note:** If you are registering for our Parent Participation Preschool, please be sure to read the *Preschool Participating Information* which will be emailed to you with your invitation.