



REGISTRATION FORM 2025-2026



Eagle Wings Preschool Program is a Branch of the CCSA Chemainus Crofton Community Schools Association and the Eagle Tree Family Centre

CHILD'S NAME: (First) _____ **(Last)** _____

Eagle Wings 3 In a Row

Tuesday/Wednesday/Thursday Program 11:30am-3:00pm \$290 per month

Register NOW to reserve your space. Pay \$60. For Registration Fee and Membership.

Ask us about BC Affordable Child Care Benefit and the Child Care Reduction Fee Initiative.

First Time Families will be given a Meet & Greet and Registration appointment with EW/CCSA staff.

FEES AND DOCUMENTATION REQUIRED

PAID/DONE

- ☐ \$35.00 non-refundable registration fee **due at registration.**
- ☐ \$25.00 non-refundable CCSA membership fee **due at registration.** Includes EW Yearbook.
- ☐ September's fees are **due at time of registration** even if you are going to receive benefits. Payment Plan available. **Payments are due on or before the First day of each month starting October 1/2025 for October.** Without a payment plan you will be charged a late fee.
- ☐ Payment Plans - If you wish, you may arrange a payment plan in writing with our bookkeeper. This will prevent late fines.
- ☐ Will you be paying by cheque____, cash____, debit____, credit card on file____ or E-transfer____ to officeccsa@eagletree.ca (no security question needed) each month? Check one.
- ☐ Individualized Monthly Administration Fees will be charged per Credit Card Transaction We encourage all families to look into the provincial Affordable Child Care Benefit Program for preschool. Will you be applying? Y N

Documents (The CCSA office is happy to make photocopies for you!) Includes Required by Licensing*

- ☐ Completed and signed Eagle Wings Preschool Registration Form*
- ☐ Copy of Birth Certificate*
- ☐ Copy of up-to-date Immunization Record (or a written statement that "you have chosen not to immunize your child at this time") *
- ☐ Copy of Health Care Card: both sides
- ☐ Copy of relevant court documents about custody OR a written explanation of informal arrangement for multiple guardians

Your child is not fully enrolled with a reserved space until: 1) We discuss any diverse needs your child may have 2) We receive the completed registration form signed by parent/s, and 3) We receive payment for registration, membership and September's fees. Your child's attendance is not allowed until we receive the Licensing (Ministry of Health) required documents.

Eagle Wings Programs Registration Form



CHILD INFORMATION

Date of Enrollment Conditions Met		Sept 2-11 Gradual Entry Week		Last Expected Date of Attendance 25 June 2026	
Child's Full Name:			Name Child Responds To: We Attach photo of Child		Gender at Birth
Date of Birth y/m/d		Attach photocopy of Birth Certificate		Child's First Language Additional language?	
Home Phone Number			Care Card Number # Attach photocopy of 2 sides Health Care Card		
Street Address					
Family Email Address:			By giving us your email you are agreeing to subscribe to our newsletters and electronic information. You may ask to unsubscribe at any time.		
PO Box #	City, Province			Postal Code	

PARENT/GUARDIAN INFORMATION

Mother's/Guardian's Full Name		Cell Phone
Address (If Different from Above)		Land Line
Place of Work	Hours	Work Phone
Father's/Guardian's Full Name		Cell Phone
Address (if Different from Above)		Land Line
Place of Work	Hours	Work Phone

PERSONS AUTHORIZED TO PICK-UP YOUR CHILD *Parents are called first in case of an emergency.*

By law, we are not allowed to release your child to anyone NOT on this list.

You may add to this list any time by sending a written note or email.

All new-to-us adults will be asked to show identification.

Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone

PERSONS NOT PERMITTED ACCESS TO YOUR CHILD (Provide photo please)

Name	Relationship	Phone
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EMERGENCY HEALTH INFORMATION (Parents are called first)

Doctor/Walk-in Clinic	Phone
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NAMES OF OTHER CHILDREN LIVING AT HOME

Name	Birth date (y/m/d)
Name	Birth date (y/m/d)
Name	Birth date (y/m/d)

SUPPLIES CHILDREN BRING:

Snacks:

- Packed lunch
- Eagle Wings supplements the snack contributions with cheese and more.
- Send a Water Container (water only) with the child's name clearly labeled.

Clothing:

- We go outdoors every day! Please dress your child for the season and the weather.
- In your child's backpack please send one complete change of clothes (including 2 pairs of socks, underwear and pants) with *child's name on the bag* as well as on the clothes.
- Please update spare clothes to fit as children grow and as the weather changes.
- Clothes will stay in the backpack and go home each day. Please check for laundering needed.
- We provide Muddy Buddies. Please dress children in layers during colder months.
- Appropriate footwear is important. Boots for the rain and snow and running shoes for other weather.
- **No open toes shoes or flip flops**, which are a tripping hazard and impede running.
- Indoor shoes are optional and not required. Children may bring slippers for inside.

The following questions are designed to help us get to know our Eagle Wings Preschoolers and help them to achieve their best possible self growth in a learning environment of friends, curiosity and play.

HEALTH/NUTRITION: A Care Plan May be Required

If Answering Yes, please specify/attach special documentation or instructions to follow.

Is your child potty trained without pull ups during the day? Yes, ____ No ____
Special instructions concerning medications? Yes, ____ No ____
Special instructions concerning diet? Yes, ____ No ____
Any known health related problems/medical disabilities or depressed immune system? Yes, ____ No ____
Allergies? Yes, ____ No ____
Are there any indications of vision or hearing problems? Yes, ____ No ____ If yes, please describe:

BEHAVIOUR, SOCIAL AND EMOTIONAL DEVELOPMENT Please explain answers.

Are there any cultural or religious practices in your family that we should be aware of?	YES	NO
Has your child had previous experience away from home?		
Is your child under the care of or on a waitlist for a specialist? Example: Speech		
Does your child have a diagnosis from a pediatrician or other specialist?		
Do you have any concerns or questions regarding your child's development or behaviour?		

PARENTING ARRANGEMENTS (Regarding Separation, Adoption, Foster, Guardian, Divorce Situations)

Are both biological / adoptive parents living together with the child? YES, _____ NO _____ If YES, Move to the AUTHORIZATION section.
If no, we need the details of your custody, guardianship or living arrangement. Is your custody arrangement: Formal? (through the courts) _____ or is it Informal? _____
Please name the adults living with the child and their relationship. Household 1.
Household 2.
INFORMAL ARRANGEMENT: (No legal documentation) Please give details (such as days) of your arrangement.

FORMAL LEGAL ARRANGEMENT: Do you have legal documents? Yes, _____ No _____
 EG: Current Court papers signed by Judge and stamped by the court /Mediation or MCFD documents. ATTACH CURRENT (Relevant) DOCUMENTATION; Custody Agreements, Ministry of Children and Families Involvement, Restraining Order, R.C.M.P Involvement

Eagle Wings Staff have the Authority to:

YES

NO

Take my/our child/ren on "out-trips" from the school walking to locations on and around the school property. (Necessary)	Initials	(Yes Necessary)
Required: I will keep my child at home if I am unable to drive to a scheduled field trip.	Initials	(Yes Necessary)
Drive my child in a personal vehicle with proper liability insurance, and organization owned booster seats, in extreme circumstances, knowing staff will immediately reach out to parents as well.	Initials	Initials
Call a medical practitioner or ambulance for my/our child in case of accident or illness, knowing staff will immediately reach out to parents as well.	Initials	Initials

PHOTO AND ACTIVITY AUTHORIZATION - Must be initialed

YES

NO

PHOTOS: of your child are necessary for emergency forms. Please initial to indicate your understanding of this legal requirement.	Initials	(Yes Necessary)
Photos for Preschool or CCSA Use: examples: artwork, wall displays, decorations, journals, scrapbooks	Initials	(Yes Important)
Photos for Websites and/or Facebook: Eagle Wings, CCSA (no names will be used)	Initials	Initials
Photos for Promotional Use: Brochures, Newsletters, Posters (no names will be used)	Initials	Initials
Photos for Promotional Use: Newspapers (names could be used)	Initials	Initials
Photos for Class Yearbook Use: A bound copy book with only our Eagle Wings families. (names could be used)	Initials	Initials
Photos for Pedagogical Narration posters and booklet. (no names will be used)	Initials	Initials
Photos for Class Email Messages: Letters are sent home with narratives only for our Eagle Wings families in that class. (no names will be used)	Initials	Initials

PAYMENT PROCESS

1. A DEPOSIT PAYMENT is required when you register. It is applied to June, or your last month if you withdraw earlier. If you have been receiving the Affordable Child Care Benefit, you may receive a refund.
2. The first payment for our starting month of September is due AUGUST 31st/2025.
3. Monthly fees are due in advance or by the day's end on the first of the month.
4. Any payments not made by the first day of the month will generate a late fee of \$5.00 per day.

WITHDRAWAL PROCESS No exceptions.

1. Any outstanding balance must be paid before written notice of withdrawal is accepted.
2. Inform the staff IN WRITING on or before the first of the month. This gives one month's notice that the child's last day is their last program day of that month.
3. Written notice is required by the Ministry of Health (Licensing). Emails are accepted.
4. Notice given AFTER the first of the month is applied to the following month.
5. **SUMMER WITHDRAWALS** Administrators work during the summer. Should you register ahead of time, and change your mind for any reason, we require notice by August 1st, in writing, in order to issue a refund of your deposit, less the administration fee.

PAYMENT PLANS We are happy to work with your financial needs. Avoid late fines by signing a Payment Plan that fits YOUR financial schedule. Ask us. Installments are available.

LATE PAYMENTS Any payments not made by the first day of the month will generate a late fee of \$5.00 per day.

LATE PICK UP Due to licensing regulation late fees will be charged to families that arrive after 3:00pm to pick up their child. Late fee is \$1.00 for every minute over 3:00pm. EG: If you arrive at 3:05 for pick up, you will be charged a \$5.00 late fee.

FEE, AVERAGING We follow the school calendar and are closed for 2 weeks in each of December and March. We are open on some School District Professional Days and closed on some. Our fees are averaged over all the months, so the cost is the same each month.

CLOSURES Should our organization close due to unexpected staff illness and shortages, you will be refunded for the time we have missed.
We will NOT refund closures due to the weather (snow or heat) or occurrences we cannot control. Please check the School District #79 website for incidental closures. Please check our Newsletter, Rhythm of the Month, for scheduled closures.

MONEY DETAILS

- If you go on holiday, you must pay to hold your child's spot.
- If you withdraw and re-register, you will be required to pay full administrative charges.
- Refusal to pay charges may result in termination of services.

Preschool Staff: I have fully explained this deposit and withdrawal process.

PRINT

SIGN

Parent: I understand and agree to comply with these payment, deposit, fines and withdrawal processes.

PRINT

SIGN

It is understood that throughout this form permissions given by the enrolling adult represent the entire custodial guardianship, UNLESS we are given documentation that states otherwise. When there are 2 separate (legal) guardians, both signatures are requested on the last page.

By my/our signatures below I/we understand the following:

- This is a learning-through-play and child-initiated curriculum, designed by the Eagle Wings teachers according to their education, experience and continued professional development.
- Our program includes daily outdoor play for all children.
- We are a teaching facility and have a relationship with VIU that includes a yearly practicum student.
- Eagle Wings participates in a Pedagogical Narration Collaborative that includes regular visits from a pedagogist.
- My/our child will join in some or all of the activities, practices and education offered.
- My/our child may choose not to participate in every opportunity we offer. We follow a child-initiated learning concept.
- As an inclusive program, we accept children with diverse needs, learning styles and a range of developmental stages. This gives all our children the opportunity to learn to accept differences with empathy.
- I/we understand that if the teachers organize field trips during the year I am/we are required to provide an adult to attend and drive my child.
- I am /we are free to discuss any concerns or positive thoughts I might have about the program or my child's development during an appointment with Eagle Wings and /or CCSA staff.
- Eagle Wings / CCSA staff is committed to serving the best interests of your child with open communication including positive thoughts and concerns.
- Eagle Wings / CCSA ask for commitment to solving problems in person and together, rather than airing a grievance over some form of social media.
- I/we am/are welcome to be a volunteer parent helper in the class and will arrange this with the teachers.
- I /we will notify the preschool when my/our child will be absent. Text Eagle Wings @ (250)-533-9851
- I/we agree to the terms and conditions of this contract and will be responsible for the financial agreement and withdrawal processes as outlined.
- Chemainus Crofton Community Schools' Association (CCSA), provider of Eagle Wings Preschool, and its facility provider School District #79 are not liable for any injury or mishap sustained during any preschool activities.

Here is a suggestion to make communication work for both of us.

Preschool teachers are available during a non-class time. During class time, have a conversation with the bookkeeper or CCSA Director. We all need the complete picture. We'll talk to you too. Let's solve concerns before they get too big. Communicate soon and often! Phone, email if you wish an appointment.

I/we, _____,
and _____ parent(s)/guardian(s) of
_____ hereby authorize Eagle Wings Preschool to

obtain/provide the above services for my/our child. I/we also confirm that the information provided in this form is accurate. If there are any changes in the information provided I/we agree to inform the preschool immediately.

I hereby release the Chemainus Crofton Community Schools' Association and the School District #79, Cowichan Valley, and waive all claims I may have against, and release from all liability and agree not to sue the boards, their officers, employees, agents, volunteers and representatives for any personal injury, death, property damage or loss sustained and resulting from participation in this program. Signed (parent/s/guardian/s) and **witnessed** by (CCSA/Eagle Wings Staff) on day _____ month _____ year _____

X _____
Signature of Parent/Guardian

X _____
Printed Name of Parent/Guardian

X _____
Signature of Parent/Guardian

X _____
Printed Name of Parent/Guardian

X _____
Signature of Eagle Wings/ CCSA Staff

X _____
Printed Name of Eagle Wings/ CCSA Staff

Our CCSA and Eagle Wings Family Welcomes You!

Welcome to Eagle Wings Preschool! September 2025 to June 2026

We are honoured to help you support your child's early learning, socializing and growth!