

Welcome to MEI. Thank you for considering MEI for your child(ren). We are all about people – our mission is to provide education and ministry to the children of our community. MEI is a place where all aspects of life – intellectual, emotional, physical, and spiritual are nurtured and developed. We look forward to seeing you her

PRIORITY CATEGORIES:

- Category 1** a) Students presently enrolled.
b) Enrollment at MEI Preschool does not give priority status for registration for MEI Kindergarten registration.
- Category 2** a) Children of MEI Society church pastors, missionaries, or MEI staff.
- Category 3** a) New students who are siblings of students presently enrolled, and who are members, or whose parent(s) are members, of MEI Society churches.
b) New students who are members, or whose parent(s) are members, of MEI Society churches.
- Category 4** a) New students who are siblings of students presently enrolled and who are not members, or whose parent(s) are not members, of MEI Society churches.
- Category 5** a) New students who are not members, or whose parent(s) are not members, of MEI Society churches.
Please note: Children are required to be toilet trained (no pull ups) before entering preschool.

REGISTRATION TIMELINE: Registration week, January 8 - 14

- ◆ During registration week, students will be accepted in order of priority category.
- ◆ **Pre-Registration Process:** Tuesday, January 8 --- 6:00 – 8:00 am on-line at MEI's website – www.meischools.com
- ◆ Preschool registrations will be accepted in the MEI Elementary office only from 8:00 am Tuesday morning, January 8 until 4:00 pm Monday, January 14.
- ◆ After January 14, registration priority categories cannot be guaranteed.
- ◆ We are unable to accept registration forms before the specified time of registration.
- ◆ All classes are subject to adequate enrollment to be determined after the registration process period.
- ◆ Students will be accepted based on space and/or suitable program availability or waitlisted.

Registration will be considered valid when accompanied by the following:

- A completed and signed registration form.
- Registration fee of \$50 [**cheque or cash only**]
(Refundable only in the event we are unable to enroll your child.)
- Activity Fee of **\$25.00 for 3 year olds & \$45.00 for 4 year olds [cheque or cash only]**
Covers cost of field trips and special events.
- A photocopy of your child's birth certificate **and** Care Card.
- MEI Preschool Immunization Record / Emergency Consent Form
- If applicable, copy of report(s) from CDC, MCFD, Sunny Hill Health Centre and/or other hospitals or health agencies

Note: The office requires a copy of any custodial agreements in effect. In absence of information, both parents will have access to the student and their records.

TUITION SCHEDULE	Note: Programs are offered subject to sufficient enrollment.	By Aug. 1/19	10 Installments
3 year olds, 2 Day Program * (born in the year 2016)	Tuesday and Thursday mornings 8:40 – 10:40 a.m.	\$1525	\$155
4 year olds, 3 Day Program (born in the year 2015)	Monday, Wednesday and Friday mornings 8:40 – 11:10 a.m.	\$1675	\$170
4 year olds, 3 day Program (born in the year 2015)	Monday, Wednesday and Friday afternoons 12:15 – 2:45 pm	\$1675	\$170
4 year olds, 2 day Open Air* (born in the year 2015)	Tuesday and Thursday afternoons 12:15 – 2:45 pm	\$1875	\$190
*Please note that our 3 year old and Open Air rates are based on a lower student-teacher ratio than our 4 year old class. A full 3 year old class is staffed with three ECE teachers.			

Tuition Policy:

Tuition payment is due September 1, 2019. If paying tuition in full, payments may be made by cheque, cash, VISA, Mastercard or Interac at the Finance Office which is located at the Secondary School. **For those paying in monthly installments, a pre-authorized debit form is available.** The registration fee is in addition to these amounts. One month's notice is required for withdrawal from the preschool.

Note: In accordance with MEI Policy MEI Preschool does not provide tuition discounts to MEI Preschool children with siblings in MEI Schools.

Tuition Policies

1. Tuition is invoiced monthly at the beginning of each month and is expected to be paid on time. Payment must be made by one of the following options:
 - ♦ **Annual payment:** Payment for the entire year can be made by cash, cheque/debit or credit card. *A prepayment discount of \$25 per child will apply for those payments received by August 1st.*
 - ♦ **Monthly payments:** Payment can be made by pre-authorized debit only and will be collected on the first day of each school month (September to June).
2. Late payments and NSF's are subject to a \$35 administration charge.
3. Failure to make payments ON TIME may result in the student being asked to leave MEI.
4. Students who transfer in by the 15th of the month will be charged a full month's tuition. Those who transfer in after the 15th of the month will be charged a half month's tuition for that month.
5. Students who withdraw from MEI must give 30 days' notice or pay one month's tuition in lieu of notice.
6. Tuition accounts are expected to be in good standing before payments for extra-curricular activities will be accepted and applied towards those activities.
7. School administration reserves the right to require prepayment of tuition in cases where there is a history of late tuition payments.
8. Unless arrangements have been made with administration and the MEI finance office, students will not be permitted to commence classes if any tuition or fee payments are in arrears from the previous year. Similarly, students will not be permitted to re-register for the coming year if any tuition or fee payments are in arrears. Fee payment includes school fees related to course/extra-curricular fees or school trips and supply fees.

MEI School Organization

The Mennonite Educational Institute is owned and operated by the MEI Society which consists of Mennonite and Mennonite Brethren churches. Each of the following churches elects two members to serve on the MEI Board of Directors. Parents/legal guardians or students who are members of MEI Society churches at time of registration, receive a discount in tuition rates.

Abbotsford Community Church	Bakerview M.B.	King Road M.B.	Ross Road Community
Alderbrook Community	Central Heights	Mountain Park Community	South Abbotsford M.B.
Arnold Community	Emmanuel Mennonite	Northview Community	The Life Centre



Preschool

2019 – 2020 REGISTRATION

This box is for office use only.

Child's Name: _____
Surname First Name Middle Name

Name to be used on preschool name tags, if different from above: _____
Example: Jonathan to Jon; Nicole to Nicki

Care Card #: _____ Birth Certificate #: _____

Male Female Birth Date: _____ Place of Birth _____
Day Month Year Country Province (if Canada)

Mailing Address: _____
Street
City Province Postal Code () Home Phone

Parent E-mail: _____

Mother: _____
Legal Surname Legal First Name Middle Initial Preferred Name (if applicable)

Father: _____
Legal Surname Legal First Name Middle Initial Preferred Name (if applicable)

Mother's Cell Phone #: () _____ Father's Cell Phone #: () _____

Mother's Place of Employment _____ Work Phone: () _____

Father's Place of Employment _____ Work Phone: () _____

Legal Guardian: _____ Work Phone: () _____
(if applicable)

Student resides with: Father & Mother Father* Mother* Legal Guardian* Joint Custody*
(at same residence)

**Is a court order in place concerning the care or custody of the student Yes No If yes, please attach a copy. In absence of information, both parents will have access to the student and student's records.*

Please list all Siblings (Names, Boy or Girl, Birthdates; please indicate if any are enrolled at MEI):

Siblings Name	Boy/Girl	Birthdate dd/mm/yr	Currently Enrolled at MEI	New Registrant at MEI	Attends other School
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The following person are authorized and willing to be contacted if the parents / guardians are unable to be contacted in the event of an emergency or unexpected illness.

Name	Relationship to Child	Home Phone	Work / Cell Phone

Church Affiliation: _____ If this is an MEI Society church, please indicate whether one of the following is a member of the church: Parent Legal Guardian None

Does your child have any specific physical or learning needs that may require additional assistance?

Yes No Describe: _____

Is your child toilet trained: No Yes

Please list any allergies or health concerns of the student that the school should be aware of:

Mild Moderate Life Threatening What medication does the student require? _____

Doctor: _____ Phone: (____) _____

Are there any indications that your child may have vision or hearing loss? No Yes

Has your child **EVER** received the following services, referrals, and/or related assessments: (please attach copies of reports)

Child Development Centre YES NO When: _____

Speech and Language Therapy (SLT) YES NO When: _____

Occupational Therapy (OT) YES NO When: _____

Physical Therapy (PT) YES NO When: _____

Is there any other information that would be helpful for us to know e.g., behavior, special diet:

Is English your child's first language YES NO

If no, what language is his/her first language? _____

Please indicate your preferences for your child's program. Note: we may not be able to accommodate all requests.

3 year old, Tuesday and Thursday **mornings**

4 year old, Tuesday and Thursday afternoons **Open Air**

4 year old, Monday, Wednesday and Friday **mornings**

4 year old, Monday, Wednesday and Friday **afternoons**

How did you hear about MEI?

Friend/Family Newspaper Church MEI Website School Tour Other: _____

Is the parent(s) an alumnus of MEI? Mother Class of: _____ Maiden Name: _____

Father Class of: _____

Protecting Your Personal Information

MEI gathers and uses personal information to provide your child with the best educational services as outlined in our Mission Statement and core values. The personal information on this form is required in order to register your child at MEI and assist the school authority in making informed decisions on the suitability and appropriate placement of your child. This information will also allow MEI to respond immediately to an emergency. MEI commits to using and storing this information responsibly and will not release this information to a third party without your verbal or written consent, unless permitted under the PIPA (Personal Information Privacy Act) legislation. MEI does not sell, lease or trade information about you to other parties. For more information on MEI's use, storage and disclosure of personal information, please contact the privacy officer for MEI Schools at 604-859-3700.

Your signature:

- ◆ Confirms that all information given is accurate and you agree to comply with MEI's learning objectives, behavioral expectations and internet use policy.
- ◆ Confirms that you have read and understood MEI's Tuition Policies and agree to pay all tuition fees and other financial obligations for your child to MEI Schools in keeping with these policies.
- ◆ Authorizes MEI Schools to administer and engage in assessments with your child as determined by MEI Schools.
- ◆ Acknowledges that photos, videos and/or student work of your child may be used by MEI for yearbooks, newsletters, social media and other promotional materials.
- ◆ Gives consent to have MEI collect, use and disclose this personal information as per policy.
- ◆ Certifies that you are a legal resident of British Columbia.
- ◆ Confirms that MEI may contact previous Preschools for further information.

PARENT / LEGAL GUARDIAN SIGNATURE

PARENT / LEGAL GUARDIAN NAME PRINTED

DATE

A **registration fee of \$50** is required to accompany all registrations, refundable only in the event we are unable to enroll your student and the student does not remain on the wait list. The **MEI Preschool Immunization Record, the Activity Fee, the Emergency/Disaster Form** and copies of the student's **Birth Certificate** and **Care Card** are also required. A Tuition payment is due September 1, 2019.

For Office Use Only:

Date Received: _____

Registration Fee: _____ Activity Fee: _____

Birth Certificate copy Care Card copy

Receipt #: _____ Cheque #: _____

Immunization / Emergency Consent Form

MEI Preschool --- Immunization Record / Emergency Consent Form

Child's name: _____ Date of Birth: _____

Complete (child has all recommended immunizations)

Incomplete If incomplete or unknown immunization status:

If incomplete last immunization received _____

Exempt - We have chosen to exempt our child from the recommended immunizations. If exempt, please sign an exempt form, available at the MEI Elementary School Office

Emergency Consent Form

1. If your child sustains a minor injury while in our care, we will provide First Aid Treatment. We will report the incident to you upon arrival and depending upon the treatment, a minor incident form may require your signature.
2. In case of a serious injury requiring medical or dental attention, the child's parents/guardians will be notified as soon as possible. If we are unable to contact a parent/guardian, your alternative contact person (Three Persons Authorized to Pick Up Your Child from Preschool) will be called. If it has been deemed that emergency transport is necessary, the preschool will contact emergency services. Your child will be transported by ambulance to the nearest hospital as follows: Abbotsford Regional Hospital / 32900 Marshall Road / Abbotsford, B.C. / PH: 604-851-4700. A staff member will accompany your child to the nearest emergency facility. Any expenses incurred in this situation will be the parent/guardian's responsibility.

I have read the above, and understand that in the event of an emergency, MEI Preschool will choose the best possible alternatives. I show my agreement with the above possible plans by signing below.

Your Name: _____ Relationship to Child: _____

Your Signature: _____ Date: _____