

## How To Prepare for Automated Registration

- **An account with the North Vancouver Recreation Commission**

Your family must be in our computer system to complete automated registration. It is very important that your child's name, birth date, address and contact information are correctly set up in our data base. If you are uncertain, feel free to call us. To set up an account, please call (604) 987-PLAY or drop by any North Vancouver Recreation Commission location during operating hours.

- **Your ID (barcode) number and family PIN for the child you are registering**

When you establish an account with the North Vancouver Recreation Commission, you and your family are each assigned a *ID number* number and a common Family PIN number. If you do not know your ID number or family PIN, please drop by any North Vancouver Recreation Commission location with photo ID to request the information. (This information can only be given to you in accordance with the Freedom of Information Act — it cannot be given out over the phone.)

- **Credits and Balances Owing on Accounts**

Please remove all credits or balances owing on your account. This will simplify the registration process. Any outstanding balances must be paid in order to register for preschool.

- **A credit card**

To pay, you will need to provide a credit card number. Your internet registration is not complete until the payment is processed. Pre-paid credit cards will not work if you choose to pay by installments.

- **A pen and paper in hand**

Please take advantage of the registration form below, and fill it out prior to registration day, so that you can move quickly through our automated registration system. Due to the popularity of Sandpiper Preschool, we recommend considering your first and second choices prior to registration day.

### Registration Form — for your personal use during automated registration.

ID Number/Client Barcode: \_\_\_\_\_

Family PIN: \_\_\_\_\_

Barcode of First Choice Program : \_\_\_\_\_

Barcode of Second Choice Program : \_\_\_\_\_

Barcode of Third Choice Program : \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_



# Sandpiper Preschool

## Registration Information 2012-2013



### For information & inquiries please contact:

Samantha Morrison, Licensed Preschool Programmer  
Karen Magnussen Community Recreation Centre  
604-983-6557

(Updated January 12, 2012)

## Registration for New Students

New students to the 3 year old and 4 year old programs can register for Sandpiper on **Saturday, February 4th at 9:00am by internet**. It is important to note that Sandpiper is a very popular preschool and it is necessary to register immediately on this date if you wish to secure a spot. Unfortunately, we are unable to take registration in person. Please note our continuing students receive priority registration in the 4 year old program therefore you may only be able to waitlist.

### 2012/2013 School Year

*Your child may attend up to 3 days per week. Children must be toilet trained.*

**3 Year Old Program** — *for children turning 3 yrs old by December 31, 2012.*

Monday/Wednesday 12:30-3:00pm \$102.50/mo Barcode: 287601

Tuesday/Thursday 9:00-11:30am \$108.25/mo Barcode: 287604

**3/4 Year Old Split**—*for children turning 3 or 4 yrs old by December 31, 2012.*

Fridays 12:30-3:00pm \$53.50/mo Barcode: 287606

**4 Year Old Program** — *for children turning 4 yrs old by December 31, 2012.*

Monday/Wednesday 9:00-11:30am \$102.50/mo Barcode: 287602

Tuesday/Thursday 12:30-3:00pm \$108.25/mo Barcode: 287603

Fridays 9:00-11:30am \$53.50/mo Barcode: 287605

### Fees

Registration fees may be paid by lump sum or scheduled and paid monthly. The minimum payment required at registration is September's fees + a \$25 Extra Fee which is used to upgrade preschool equipment. Only one Extra Fee should be charged per child, however, the Extra Fee will automatically be charged for each program you register in. If you register for two programs, we will credit your account for the overpayment within 5 business days.

### Refund and Withdrawal Policy

One calendar month notice is required to withdraw from a preschool class without penalty. Those withdrawing without one month notice will be charged for an additional month. Withdrawals are not permitted for May and June. The Extra Fee charge of \$25 is non-refundable. Should you withdraw and then re-register your child for preschool you will be charged an additional toy fee. There is no penalty for transferring your child to a different class at the same preschool.

## HOW TO REGISTER

Visit **www.northvanrec.com** and select **Register Online Now** on the upper left hand side of the website. This will open our eReg website. **Sign-in to eReg prior to 9am.**

**Find a course:** Choose method (1) or (2).

*Please note: you must allow pop-ups in your internet browser preferences.*

(1) Search by barcode:

-At the top of screen a search box will appear. Enter the barcode for the program you wish to register for. Click the green "Add" or "Waitlist" button.

-Please note that after you have registered or waitlisted you will need to use the barcode search again to find additional courses as they will not appear in the drop-down list.

(2) Search by activity:

- Click the **Activities/Courses** tab located on the blue navigation bar.

- In the left hand navigation bar click **Early Years Programs** then **Early Years**. Look to the top right of the courses pane to find a drop-down menu labelled **Complex**.

Select **Lynn Valley recCentre**. Then click the "Show Courses" button below the Sandpiper Course information.

- At 9:00am, in the far right column labelled **Avail.**, green buttons will appear that say **Add** or **Waitlist**. You may need to refresh your browser leading up to 9:00am for the buttons to appear. Click **Add** or **Waitlist**.

**Registration:** A new window will pop-up labelled **Cart**.

-Select your child's name. Then wait until the cart grand total line refreshes with the course price. If the course is full, the screen will refresh and you will be notified your child has been waitlisted. Please be sure to wait until the browser refreshes before clicking any buttons. This will allow the computer to process your request.

-Click **Check Out** to pay or **Continue Shopping** button to register or waitlist for additional courses.

**Payment.:**

- Select **Check Out**.

-To schedule payments be sure to tick **Check here to pay by installments**.

- Print or save your receipt. Registrations are not complete until payment is confirmed.

**Inquiries can be directed to**

**Samantha Morrison, Recreation Programmer, at 604-983-6557.**