



[Intake Procedure and Policy](#)

Stratford Cygnets Cooperative Preschool holds an open house and registration day annually in March. Parents are required to fill out the registration forms and submit all supporting documentation including an up-to-date copy of immunization records. This registration package provides staff with detailed information about children's health and medical requirements, family dynamics, and administrative information. We ask that all special needs and/or past medical issues and therapies be fully disclosed on the registration forms to ensure learning strategies are in place for all children. Any children with identified special needs or medical conditions will require the completion of additional paperwork to ensure the staff and Supervisor are fully prepared to meet the needs of the child.

All families must register and request care through OneHSN prior to submitting registration forms. If our program is full, children can be placed on a no-fee waitlist.

Please note a \$30.00 non-refundable administrative fee will be submitted with all registration forms. After admission to Stratford Cygnets Cooperative Preschool children will receive a Welcome Package in the mail in August. This package will include enrolment information and what to expect from the program as well as an additional questionnaire regarding your child's habits and routines to ensure the staff and Supervisor have up-to-date information about every child's personality, interests, and needs.