



**Registration Package
2010-2011**

Located at St. Matthew's United Church
2035 – 26A Street SW
Calgary AB T3E 2B9
(403) 465-1141

Welcome to Discovery Preschool. We know and value the importance of your choice.
Thank you for choosing us to provide an important transition for your child.

Class Times

Tuesday and Thursday 9:15-11:45AM This class is offered to 3 year olds.
Monday, Wednesday, Friday 9:15-11:45AM This class is offered to 4 year olds.
Monday, Wednesday, Friday 1:15-3:45 PM This class is offered to 3-5 year olds.

Fees Payable to Discovery Preschool

| | | |
|----|---|--------------------------|
| 1. | Registration Fee | \$90 |
| 2. | Tuition Fee 2 Day Program OR Tuition Fee 3 Day Program | \$125 / mo \$155 / mo |

Discovery Preschool has been approved to accept applications for the Stay At Home Subsidy Program from parents who need financial support to meet preschool fees. Application forms are available in the classroom.

Admission Procedures

1) Open registration begins February 9, 2010. Children previously enrolled in Discovery Preschool and siblings will have the opportunity to register in the week leading up to open registration.

2) In order to secure a space for your child, we require:

- non-refundable \$90.00 registration fee, dated February 9, 2010
- September – June postdated cheques (10 cheques), The September cheque is to be dated for June 1st (per policies).
- \$50.00 'Cleanup cheque'¹ postdated June 1, 2011

Closures

The Preschool will be open from September – June. Closures will match those of the Calgary Board Of Education. Additional closures may be required to accommodate the needs of St. Matthew's Church (e.g. special functions, funerals).

Admission Policies

All children must be toilet trained. No diapers or pull-ups allowed.

To be eligible for the three year old and afternoon class, a child must be three years of age by September 30, 2010. To be eligible for the four year old class, a child must turn four years of age by the end of February 2011.

Maximum enrollment is 16 students for the three year old and afternoon program and 18 students for the four year old program.

Withdrawal Policy

Should you need to withdraw from the program during the school year, one full month's notice is required. This should be given to the Registrar or Chairperson on or before the

¹ There will be three classroom cleanup days this year. Commitment to one of those cleanup days is required from every family. The \$50 June 1, 2011 postdated cheque will only be cashed if the commitment is not fulfilled.

first of the month when withdrawing the child from the Preschool. There will be no refunds issued for the months of May and June for any withdrawals made on or after May 1st 2011.

Split Entry

To allow the Teacher individual time with each student, we offer split entry in September where half of the students will start on one day with the other half of students beginning classes on another day. All of the children will attend school together on the third day of classes.

Fundraising

Our fundraising coordinator determines the need for fundraising events each year and informs the families of these events in a timely manner.

Parent Participation

We are a parent-run, cooperative program and all families are required to participate in the following four areas:

1. **Assistance in the classroom** is required approximately once a month for the 2 day program and once every 3 weeks for the 3 day program. Volunteer time varies according to class enrollment. The details are provided in the Policy and Procedures Manual under Adult Classroom Helper.
2. **Parent Position** - each family is required to assume a volunteer position. Please consider your interest in either the Executive Committee (bold) or another one of the following positions. If you have other talents that you would be willing to share with our preschool, please let us know (e.g. music, yoga, PR background, website/graphic design, legal, accounting, Fine Arts, etc.).

| | | |
|-----------------------------------|--------------------------------|---------------------------------------|
| Advertising | Parent Job Coordinator | Substitute Teacher Aft. (2 positions) |
| Chair/Co-Chair | Play Dough | Substitute Teacher 4s (2 positions) |
| Clean-up Day Coordinator | Recycling | Substitute Teacher 3s (2 positions) |
| Documentation (2 positions) | Registrar | Treasurer |
| Facility Liaison | Registrar's Assistant | Treasurer's Assistant |
| Field Trip Coordinator | Resource Coordinator (2 pos.) | Website/Website Content |
| Fundraising Coordinator | Scholastic Book Order | Woodwork |
| Fundraising Support (2 positions) | Secretary | Year Book Afternoon |
| Garage Sale Coordinator | Sewing (2 positions) | Year Book 4s |
| Laundry | Shopper (2 positions) | Year Book 3s |
| Newsletter | Silent Auction Coordinator | |
| Parent Helper Scheduler Aft. | Special Events | |
| Parent Helper Scheduler 4s | Storage Room Coordinator | |
| Parent Helper Scheduler 3s | Substitute Teacher Coordinator | |

3. **Mandatory Clean up on a scheduled basis.** Each parent is required to participate in one of three clean up days scheduled throughout the year.
4. **Participation on Field Trips.** Typically, parents are included in two autumn and two spring Field Trips.

The Executive Committee may adjust class times at the Annual General Meeting. We may offer additional classes if there is sufficient interest prior to June 2010.

DISCOVERY PRESCHOOL REGISTRATION FORM

| Child's Information: T/TH am 3s _____ MWF am 4s _____ MWF (3-5yo)Afternoon _____ | |
|--|--|
| First Name | Last Name |
| Street: | Postal Code/City: |
| Home Phone: | |
| Date of Birth (D/M/Y): | Male <input type="checkbox"/> Female <input type="checkbox"/> |

| Parent #1 Name: | Parent #2 Name: |
|-------------------|-------------------|
| Street: | Street: |
| Postal Code/City: | Postal Code/City: |
| Home Phone: | Home Phone: |
| *Email Address | *Email Address |
| Occupation: | Occupation: |
| Work Address: | Work Address: |
| Work Phone: | Work Phone: |
| Cell Phone: | Cell Phone: |

**Your Email address (and home phone) will be sent out to the other parents in your class (to facilitate changing volunteer days, etc.), as well as used by the preschool to send you monthly e-letters, parent volunteer schedules, etc. If you would like the information to go to one e-mail address only, please provide just one e-mail address.*

| Emergency Contact Information | |
|-------------------------------|-----------------------|
| Name (other than Parents) | |
| Phone 1 | Phone 2 |
| Address | |
| Child's Doctor | Doctor's Address |
| Doctor's Phone | Alberta Health Care # |

Parent Position Preferences: 1. _____ 2. _____

To help us spend our advertising dollars wisely, how did you find out about us?

REGISTRATION INFORMATION

Has your child been immunized? Yes No

Does your child have any allergies? Yes No
If yes, please specify:

Does your child require medication at home on an on-going basis? Yes No
If yes, please specify:

Does your child have any medical or emotional condition, which requires treatment or supervision? Yes No
If yes, please explain:

Please tell us a little about your child. What are some of his/her special interests?

Are there other things about your child we should know? Please explain.

DISCOVERY PRESCHOOL WAIVER

Student Name: _____

Parent Declaration

I _____
Name of Guardian/Parent

Do hereby give my full permission for my son/daughter _____,
to participate in the Discovery Preschool. This program may include playground
activities, community field trips as well as active play within the School.

Discovery Preschool is not responsible for any playground injuries.

It is a condition of this program that the participant does so at his/her own risk and
the Discovery Preschool, its Agents, employees and volunteers are not liable in
any case for loss, damage, injury or ambulance service resulting from or in
connection with such participation. It is the responsibility of the parent/guardian to
ensure that his/her child gets to and from school each day. It is the
parent/guardians responsibility to transport their child (ren) to the scheduled field
trips.

I have read and understood the aforementioned waiver.

By signing below, I also give Discovery Preschool permission to administer first
aid, call an ambulance and/or allow for the provision of medical care for the above
named child.

Print Name of Parent / Guardian _____

Signature _____ **Date** _____

DISCOVERY PRESCHOOL DISCIPLINE POLICY

Student Name: _____

Our goal is to provide a safe and positive environment for all of the children attending our Preschool. Therefore, we must acknowledge that severe behaviors such as biting, spitting, emotional and/or physical harm will not be tolerated. We will intervene when necessary.

The following steps will be taken when intervening.

1. The child shall be removed from the classroom. We will contact the parent/guardian to pick the child up immediately. We will schedule a meeting between the teacher, parent(s) and a parent committee representative to discuss ways of resolving the behavior.

2. If the behavior continues following the meeting, the parent/guardian will be required to attend class and intervene when necessary, until the behavior stops.

3. If the above two steps are ineffective, the child will not be permitted to attend class.

I have read and understood the aforementioned policy.

Print Name of Parent / Guardian _____

Signature _____ **Date** _____

DISCOVERY PRESCHOOL VOLUNTEER POLICY

Student Name: _____

I understand that the Preschool is a parent operated non-profit program. The Preschool Executive Committee strives to maintain the best program possible for our children. Parent support and commitment is essential in reaching this goal.

Parent responsibilities include:

- **Assistance in the classroom on scheduled adult helper days** (can be a parent, grandparent, nanny, or other responsible adult). If your child's class has full enrollment, you can expect to volunteer on average once per month in the 2 day program, and once every three weeks in the 3 day program. This will increase if the class is not full.
- **Assuming either a Parent Position (or a position on the Executive Committee)**. The average Parent Position requires 40 volunteer hours per school year, but some positions may require more time.
- **Mandatory classroom cleanup** on a scheduled basis (average 2.5 hours once per school year). *The Executive is excused from classroom cleanup.* All parents are required to assist in one of the scheduled classroom clean-ups. Failure to attend will result in a charge of \$50.00.
- **Participation on Field Trips** (usually 3-4 field trips per year, but not all field trips require a 1:1 parent/caregiver:child ratio).

Adult helpers are required to arrive 10 minutes early for set-up and remain after class for 15 minutes for clean-up. It is extremely important that helpers assist Janet by showing up on time.

Helper day trades are the responsibility of the parent requesting the trade. Changes must be documented on classroom schedule.

If helpers do not show up for their shift, Discovery Preschool will not be compliant with licensing ratio requirements and regulations. Alberta's Child Care Licensing Act requires the class to cancel. To avoid cancellation, another parent must volunteer and stay to act as the helper.

The parent who failed to show will be charged \$50.00 for the missed shift, which will be paid to the person who fills in, unless a trade is organized.

I have read and understood the aforementioned policy.

Print Name of Parent / Guardian _____

Signature _____ **Date** _____

DISCOVERY PRESCHOOL EXECUTIVE POSITIONS

Discovery Preschool is a parent-run organization. This means that we do all of the administration and organization required to make the preschool a success.

There are many great reasons to volunteer for the executive – camaraderie, experience, sense of civic duty, but most of all NO cleanup day!

Many on this year's executive have 4 year olds who will graduate in June, so we are in need of some new talent and enthusiasm! Please contact a member of the current executive if you are interested in a position on next year's executive:

| | | | |
|------------------|-------------------|----------|----------------------------|
| Chair(s) | Julia Carter | 283-1785 | jhcarter@telusplanet.net |
| | Janet Wallace | 228-3388 | wal2c4@telus.net |
| Vice Chair | Joy Alford | 246-9110 | joy.alford@telus.net |
| Registrar | Johanna Amerongen | 663-1806 | j_amer@telus.net |
| Treasurer | Carolyn Robertson | 249-5403 | troycare@telus.net |
| Secretary | Jody Strom | 265-5779 | jody@strom.ca |
| Advertising | Carolyn Beaton | 249-5105 | CarolynB@ccebailiff.ca |
| Facility Liaison | Kerry Hobbs | 453-5258 | kerryandhobbsy@hotmail.com |

The time commitment of these positions varies greatly, with Chair, Treasurer and Registrar having the biggest time commitment. Please see the volunteer handbook for an idea of the time commitment required. Some positions have been successfully shared in the past.

Thanks you for considering taking on a role on next year's executive!

IMPORTANT NOTICE RE: SUBSTITUTE TEACHERS

If you are a teacher, doctor, nurse, physiotherapist, occupational therapist or have a degree or diploma in recreation therapy, human services, psychology, sociology, physical education or fine arts (with Early Childhood Education coursework), please consider volunteering to be a substitute teacher. This would count as your Parent Volunteer Job. You would be called by the substitute coordinator if our teacher is ill, so you need to have reasonable availability. Each class needs two substitute teachers, so you do not need to be 100% available.

If we do not have substitute teachers available, the preschool closes. If our teacher is ill, a qualified substitute must be on site in order for the preschool to run. Because it takes several weeks to get qualified to be a substitute teacher, we want to begin recruiting substitute teachers well in advance of the next school year.

To become a substitute you must:

1. Submit a **copy** of your educational transcripts to Alberta Children and Youth Services, and complete a simple one-page form (Child Development Assistant Certification). Note: for Child Development Worker or Supervisor levels, **original** transcripts are required.
2. Have a valid First Aid certificate. Physicians and Nurses are exempt from the First Aid requirement. Discovery Preschool will pay for First Aid course provided your child is still registered by the start of the school year (16hrs for initial course or 6hrs for recertification).
3. Get a police background check (\$15 with letter from preschool, reimbursed by preschool, takes about one hour for trip downtown). If you have already had a background check for an elementary school, you still need to get a separate background check for the preschool.
4. Sign a document saying you have read the preschool policies and procedures.
5. Meet with Janet Steeves for Substitute Teacher Orientation.

Parent jobs at Discovery Preschool average about 30-40 hours over the school year. Agreeing to be a Substitute Teacher may require as little as 2 hours (if you already have First Aid and CPR, and our teacher stays healthy), or 16 hours (if you need to take a First Aid and CPR course – which is a useful thing for any parent – and our teacher stays healthy). If a Substitute Teacher covers more than 4 classes, s/he is paid \$50 per class. That means the maximum volunteer commitment is approximately 30 hours, and it could be a lot less. If you would like to start the process of qualifying to be a substitute teacher, please contact Megan Allison at 403-244-4391 or mlallison@gmail.com for the forms. This process takes approximately 4-6wks therefore we need to get started prior to the start of the school year. Thanks!