



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

**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.

The Executive Committee may adjust class times at the Annual General Meeting.

Fees Payable to Discovery Preschool

1.	Registration Fee	\$90
2.	Tuition Fee 2 Day Program	\$135 / mo
	OR Tuition Fee 3 Day Program	\$165 / 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, 2012. Children previously enrolled in Discovery Preschool and siblings will have the opportunity to register in January 2012, prior to open registration.
2. In order to secure a space for your child, we require:
 - non-refundable \$90.00 registration fee, dated February 9, 2012
 - September – June postdated cheques (10 cheques, with September tuition dated June 1, 2012)
 - \$75.00 'Cleanup cheque'* postdated June 1, 2013

* There will be four classroom cleanup days this year. Commitment to one of the cleanup days is required from every family. The \$75 June 1, 2013 postdated cheque will only be cashed if the commitment is not fulfilled.

Closures

The Preschool will be open from September through June. Closures are generally in line with 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). The School Calendar will be emailed out to all registered families in August 2012.

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 August 31, 2012. To be eligible for the four year old class, a child must turn four years of age by the end of February 2013.

Maximum enrollment is sixteen students for the three year old and afternoon programs and eighteen students for the four year old program.

Withdrawal Policy

The \$90 registration fee is non-refundable. Tuition for September is dated for June 1, 2012. Once the September tuition cheque has been cashed on June 1, 2012, it is not refundable. 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 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 April 1, 2013.

Split Entry

To allow the Teachers 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 Director along with the Fundraising Committee determines the need for fundraising events each year and informs the families of these events in a timely manner.

Parent Participation

Discovery Preschool is a parent co-op 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 two day program and once every three weeks for the three 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 Jobs:** Each family is required to take on a volunteer role. Please consider your interest in either the **Executive Committee (bold)** or another one of the following jobs. If you have other talents that you would be willing to share with our preschool, please let us know (e.g. music, yoga, PR, website/graphic design, legal, accounting, fine arts, etc.). Please review the Parent Job Handbook for detailed information on all the jobs.

Advertising Director	Librarian	Special Events
Advertising Committee Member (2 jobs)	Newsletter	Storage
Chair	Parent Helper Scheduler 3s	Substitute Teacher Coordinator
Clean-up Day Coordinator	Parent Helper Scheduler 4s	Substitute Teacher 3s (2 jobs)
Documentation 3s	Parent Helper Scheduler Afternoon	Substitute Teacher 4s (2 jobs)
Documentation 4s	Parent Job Coordinator	Substitute Teacher Afternoon (2 jobs)
Documentation Afternoon	Play Dough	Treasurer
Facility Director	Police Record Check Coordinator	Treasurer's Assistant
Field Trip	Registrar	Website
Fundraising Director	Registrar's Assistant	Woodwork / Handy-person
Fundraising Committee General Member	Registration Day Committee (3 jobs)	Vice Chair
Fundraising Committee Grant Researcher	Scholastic Book Order	Year Book 3s
Fundraising Committee Parent Social/Silent Auction	Secretary	Year Book 4s
Fundraising Committee Safeway Cards	Sewing	Year Book Afternoon
Laundry & Recycling	Shopper	

3. **Mandatory clean up on a scheduled basis.** Each parent is required to participate in one of four clean up days scheduled throughout the year.
4. **Participation on field trips.** Parents / Caregivers are required to transport and supervise their children on field trips.

Police Record Checks

In accordance with provincial legislation, Police Record Checks are **mandatory** for *all* volunteers, including parents. Police checks of our volunteers provide us with an extra measure of security and are common practice in many preschools and other organizations that deal with children.

Please note that if you have a police check for another organization, such as the school board, you *still* need to get a police check specific to Discovery Preschool. Applications will be provided to new families before the start of the school year.

DISCOVERY PRESCHOOL REGISTRATION FORM

Child's Information	
Class: T/TH am 3s _____ M/W/F am 4s _____ M/W/F afternoon (3-5yo) _____	
First Name:	Last Name:
Street:	City/Postal Code:
Home Phone:	
Date of Birth (DD/MM/YY):	<input type="checkbox"/> Male <input type="checkbox"/> Female

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

** DPS does not sell any personal information or support solicitation, the information provided will only be used for DPS purposes. Your email address & home phone will be use for general preschool communications (news letters, parent volunteer schedules, etc.) as well as provided to the other parents in your class to facilitate changing of volunteer days, etc. .*

Emergency Contact Information (Must be a local contact who will be able to pick up your child/ren in the event of an emergency.)	
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. _____

How did you find out about us? Your feedback will help us spend our advertising dollars wisely. _____

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 ongoing 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 Parent/Guardian)

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's/Guardian's 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** _____

Email opt-in: By checking this box, I give Discovery Preschool permission to
contact me during the school year and in the future with news and information about
the preschool (e.g. newsletters and special events). Discovery Preschool will not share
your contact information outside the preschool, nor does the School condone
individual parents using email lists for personal and/or business use.

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(s), Parent(s) and an Executive/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 Parent helper days.** This can be a parent, grandparent, nanny, or other responsible adult who has a completed Police Record Check. If your child's class has full enrollment, you can expect to volunteer on average once per month in the two day program or once every three weeks in the three 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** there are 4 scheduled clean up days per school year and each run approximately 3 hours in length. All parents are required to assist in one of the scheduled classroom clean-ups. Failure to attend will result in a charge of \$75.00. *The Executive Committee Members are excused from classroom cleanup.*
- **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 ten minutes early for set-up and remain after class for up to fifteen minutes for clean-up. It is extremely important that helpers assist the Teachers by showing up on time. Adult helpers may not bring siblings / additional children to attend class unless it is a special event as designated by the Teachers.

Helper day trades are the sole 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 may not be compliant with licensing ratio requirements and regulations. If this happens, Alberta's Child Care Licensing Act requires the class to cancel. To avoid cancellation, another Police Record Checked parent must volunteer and stay to act as the helper.

The parent who failed to show may be charged \$50.00 for the missed shift.

I have read and understood the aforementioned policy.

Print Name of Parent / Guardian _____

Signature _____ **Date** _____

DISCOVERY PRESCHOOL EXECUTIVE POSITIONS

Discovery Preschool is a parent co-op organization, thus parents are responsible for much of the administration and organization required to make the preschool a success. Active parental involvement is one of the cornerstones of the Reggio Emilia philosophy and all of the parent jobs are necessary to the healthy operation of the school. Being part of the Executive Committee is one way that you can become more closely engaged in the preschool's operations and thus in your child's education.

The Executive meets approximately every 4-6 weeks during the school year and is tasked with a wide variety of responsibilities, from setting the annual budget and developing long range plans to setting fees and coordinating special events. Volunteering on the Executive Committee offers many perks, including enjoying camaraderie with fellow parents and the teachers, developing valuable executive board experience, fulfilling a sense of community contribution and even more mundane (yet wonderful) benefits such as being exempt from cleanup day!

Some of the parents on this year's Executive have 4-year old children who will graduate from the preschool in June, so we are in need of some new talent and enthusiasm! Keep in mind that your position on the Executive fulfills your "parent job" responsibility. While all parent jobs play an important role in the preschool's success, it is critical that we fill the Executive positions for the coming year, since the preschool cannot operate without an Executive Committee! The Executive includes the following roles:

- Chair
- Vice-Chair
- Registrar
- Treasurer
- Secretary
- Advertising Director
- Facility Director
- Fundraising Director

Please note that while the above positions comprise the Executive Committee, these posts are supported by a variety of other parent jobs, including the Assistant Treasurer, Assistant Registrar, fundraising roles and more. The time commitment of the Executive positions varies greatly, with Chair, Treasurer and Registrar having the most significant time commitment. Some positions have been successfully shared in the past. Please see the volunteer handbook for an idea of the responsibilities required for each position and feel free to contact any of the current Executive members below to discuss their experiences and how your family's talents might shine on the Executive.

Thank you for considering joining next year's Executive!

Laura Bicknell, Chair	laurabicknell@hotmail.com
Tabetha Greco, Vice-chair	tabbyg33@yahoo.ca
Stasia Schmidt, Registrar	rubysassafras@me.com
Claire Gagne, Treasurer	clairegagne@gmail.com
Kathryn Hegan, Secretary	kathryn.hegan@gmail.com
Kerry Hobbs, Facility Director	kerryandhobbsy@hotmail.com
Jung Lee, Fundraising Director	jung.lee@macleoddixon.com
Marni Evans, Advertising Director	mcomm@shaw.ca

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 Teacher Coordinator if the Teachers are absent, 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 the Teacher(s) are absent, 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 Teacher you must:

1. Submit your educational transcripts to Alberta Children and Youth Services, and complete a simple one-page form (Child Development Assistant Certification). Qualify as either a Child Development Worker (formerly Level 2) or Child Development Supervisor (formerly Level 3).
2. Have a valid First Aid certificate. Physicians and Nurses are exempt from the First Aid requirement. Discovery Preschool will pay for First Aid/CPR Course provided your child is still registered by the start of the school year (approximately 16 hours for initial course or 6 hours for recertification).
3. Get a police background check through Discovery's Police Check program. If you have already had a background check for another 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 the Teachers 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 two hours (if you already have First Aid/CPR, and our Teachers are not absent), or sixteen hours (if you need to take a First Aid/CPR course – which is a useful thing for any parent – and our Teachers are not absent). If a Substitute Teacher covers more than four classes, she/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 Catherina Blaker at 403-532-2737 or jbblaker@shaw.ca for the forms. This process takes approximately 4 to 6 weeks therefore we need to get started prior to the start of the school year. Thanks!