



Parent Guide and Registration Package

Thank you for choosing Glendale Community Preschool. In order for us to provide a happy and safe experience, please read and follow the information. For more information on policies and procedures at our preschool, please see our Parent Handbook online.

Contact us: **Email:** glendalecommunitypreschool@gmail.com
Website: www.glendalepreschool.ca
Phone: 403-246-5015
Mail: 2405 Glenmount Drive SW, Calgary, AB T3E 4C1

Class times and fees for 2017-2018 school year:

Class	Monthly Tuition	Non Refundable Registration Fee	Community Association Fee*
2 day AM (3 year old program) Tue & Thurs 9:15 – 11:15 am	\$150/month	\$50	\$35
2 day PM (3 year old program) Tue & Thurs 1:00 – 3:00 pm	\$150/month	\$50	\$35
3 day AM (3 & 4 year old program) Mon, Wed, & Fri 8:55 am—11:25am	\$185/month	\$50	\$35
3 day PM (4 year old program) Mon, Wed, & Fri 12:45 pm—3:15 pm	\$185/month	\$50	\$35
5 day program (4 year old program) 3 day morning or afternoon plus 2 day afternoon	\$300/month	\$50	\$35

***Community Association Fee:** Every family must have a valid Glendale Community Association membership for your child to attend the Preschool. GCA memberships will be processed as part of your registration package. This fee is non-refundable. If you already have a valid membership please provide proof to the Registrar to waive the fee.

Volunteering: We are a parent-run, non-profit preschool and we rely on volunteers. Without you, we cannot operate our preschool. Parents/caregivers must fulfill the following duties:

- **In-class volunteering:** A rotation schedule for each class is made by the volunteer class coordinator. In-class volunteers support teachers and clean up after class. (\$100 bond per missed volunteer shift)
- **Out-of-class volunteers:** Many different opportunities are available including executive and parent committees, Snow Day and casino shifts. (\$200 bond)

Fundraising: We have three major fundraising initiatives:

- FUNDSCRIP: ongoing sale of gift cards; paper or online orders. It's so EASY!
- SNOW DAY: our annual family-friendly fun outdoor community event we host in February.
- GGMCA CASINO: preschool provides volunteers.

Drop-off/Pick-up:

- Be on time for class. Don't be late for pick up.
- Drop off children no more than 10 minutes before class starts.
- After the 1st week of class, children go into the classroom without parents.
- Pick-up your child promptly at the end of class.

What to bring to preschool:

- A small bag or backpack with a full change of clothes, including underwear.
- A healthy, nut-free snack for your child, including at least one fruit or vegetable.
- Water bottle (no juice, cupcakes, cookies or sugary treats. They will not be served.)
- Indoor shoes for active play.
- Outdoor clothing appropriate for the weather.
- Medications, labeled with child's name/dosage.
- One comfort item *if needed* (blankie, small stuffy).

IN CASE OF AN EMERGENCY: Call the school at 403-246-5015 and leave a message.

- We must have up-to-date emergency contact information for each child.
- Please notify us immediately if your contact or emergency information changes.

Missing preschool? Please call the school at 403-246-5015 if your child will be missing class.

Sick kids/medication:

- Do not bring a sick child to school.
- Stay home at least 24 hours after last fever, vomiting, diarrhea.
- Please notify us immediately if your child develops anything contagious: pink eye, chicken pox, lice, etc.
- Provide allergy/asthma medication to the teacher with clear instructions.
- We cannot administer medication without your written consent.

Field trips: We have a few field trips each year. Parents are responsible for transportation to and from locations. Parents are welcome to stay and experience the trip with their children.

Community celebrations: We celebrate many special days throughout the year and we look forward to you participating in these events if you can. We encourage you to share your culture and heritage to strengthen our community.

Birthdays: We recognize the importance of birthdays and want your child to feel special on their day. However, we do not have birthday parties in class. If you would like to bring a special treat that day, we encourage non-food items such as stickers or tattoos. Any edible treats will not be served as snack that day, but you may distribute them after class.

Parent committee meetings: You are invited to attend Parent Committee meetings as a way to stay in touch with the decisions and operations of the school community. Meetings are held every other month, at the preschool.

Stay at home parents support for part day preschool: Eligible families who have one parent who stays at home or works less than 20 hours per week may qualify for subsidy of up to \$100/month for each pre-school aged child who attends a licensed pre-school or an approved early childhood development program. For more information, please visit the government's website at <http://www.child.alberta.ca/home/1167.cfm>. All questions should be directed to the government's toll-free Parent Information Line: 1-866-714-5437.

Withdrawing? Your tuition deposit will only be refunded if you give us one months' written (email) notice. Email us as soon as possible at GlendaleCommunityPreschool@gmail.com

To Register:

There are 5 steps to register your child in Glendale Community Preschool.

STEP 1: FILL OUT THE ONLINE "REGISTRATION REQUEST FORM"

- You can find this form on our website at glendalepreschool.ca
- This form tells us you would like to register your child.

When can I submit the REGISTRATION REQUEST FORM?

If your child is ALREADY attending our school

- You may complete the Registration Request Form starting January 15, 2017 at 7:00 am.
- To secure your child's spot for September, you must submit all forms by February 1, 2017.

If your child is NOT YET attending our school

- You may complete the Registration Request Form starting February 1, 2017 at 7:00 am.
- We will not accept new requests before February 1, 2017.

PLEASE NOTE:

We will contact you to tell you if there is a spot available in your preferred class or if you have been put on a waitlist. If there is a spot for your child, we will send you the registration forms and the parent handbook, and we will tentatively hold that spot for your child until the date indicated in the email.

STEP 2: READ THE "PARENT HANDBOOK"

- Make sure you read and understand all the school policies.
- By registering your child, you accept the policies and all obligations in the Handbook.
- If you have questions, please ask. Email glendalecommunitypreschool@gmail.com

STEP 3: PRINT AND FILL OUT THE "REGISTRATION FORMS"

- If we do not receive all completed forms by the date indicated in the email you receive, your child's spot may be given to someone else.
- There are 5 forms to print and complete. Everything needs to be filled out. Don't skip any information.
 1. Student Information Form: This contains all the information about your child.
 2. Volunteer Position Sign Up: This is where you indicate which volunteer roles interest you.
 3. Parent Declaration Form: This says you agree to all policies in the handbook.
 4. Volunteer Commitment Form: This says you understand you need to do both classroom volunteering and out-of-class (event/committee) volunteering.
 5. Pre-Authorized Debit Agreement (PAD) Form: See Step 4 below.

STEP 4: PREPARE PRE-AUTHORIZED DEBIT AGREEMENT (PAD) FORM

By filling out and signing the Pre-Authorized Debit Agreement (PAD) form, you agree to the following withdrawals from your bank account for tuition and fees:

- A. Ongoing Tuition Payment (on the first of every month from September 2017 – May 2018)
- B. One-time Tuition Deposit (to be withdrawn on August 1, 2017)
 - For the 2-day program: \$150
 - For the 3-day program: \$185
 - For the 5-day program: \$300
- C. Non-Refundable Fees (to be withdrawn on August 1, 2017) **Note:** If you register your child and withdraw before classes start, you will still forfeit these fees in August.)
 - \$85, which includes the \$50 Registration Fee & \$35 Community Membership Fee

*****PLEASE ATTACH A VOID CHEQUE OR BANK PRINTOUT WITH ACCOUNT INFORMATION*****

STEP 5: SEND IN ALL COMPLETED FORMS

- Either by mail or in person to:

Glendale Community Preschool
2405 Glenmount Dr SW
Calgary, AB T3E 4C1
- Registration is not complete until we receive ALL completed forms. Outstanding fees or incomplete forms may result in your child's spot being released to families on the waitlist.

Questions? Concerns? Comments? Email GlendaleCommunityPreschool@gmail.com

STUDENT/FAMILY CONTACT INFORMATION

The personal information collected below is necessary for the safe and effective operation of the Glendale Community Preschool. Much of this information is requested to fulfill Social Services licensing standards. This information will not be distributed outside of the Preschool.

CHILD	Name: _____ <i>Surname</i> <i>First</i> <i>Goes by</i>	
	Date of Birth: ____/____/____ (DD) (MMM) (YYYY)	Male ____ Female ____
	Primary Contact Phone: _____ Email: _____	
	Address: _____ Postal Code: _____	
MOTHER	Name: _____ <i>Surname</i> <i>First</i>	
	Address: _____ Postal Code: _____	
	Email: _____ Lives with child? _____	
	Cell Phone: _____	Home Phone: _____ Work phone: _____
	Employer and Work Address: (Must be completed)	
FATHER	Name: _____ <i>Surname</i> <i>First</i>	
	Address: _____ Postal Code: _____	
	Email: _____ Lives with child? _____	
	Cell Phone: _____	Home Phone: _____ Work phone: _____
	Employer and Work Address: (Must be completed)	
EMERGENCY	Emergency Contact other than Parents: (THIS PERSON MUST LIVE IN CALGARY)	
	Name: _____	<i>Relationship to child:</i> _____
	Cell Phone: _____	Home Phone: _____ Work Phone: _____
	Email: _____	
	Home address: _____	
Dayhome	Name: _____	
	Address: _____ Postal Code: _____	
	Email: _____	
	Cell Phone: _____	Work Phone: _____

MEDICAL INFORMATION

Alberta Health Care #: _____
Hospital of Preference: _____
Family Doctor: _____ Phone: _____
Address: _____
Last health unit attended: _____ Date: _____
Comments: _____

Immunizations

Is immunization current? Yes ____ No ____ Child does not receive immunizations ____
Date of last immunization: _____

Childhood Illnesses: Mark and provide date if the child has had any of the following:

German measles: _____	Fracture: _____
Head Injury: _____	Convulsions: _____
Mumps: _____	Red Measles: _____
Chicken Pox: _____	Bronchitis: _____
Whooping Cough: _____	Ear Infection: _____

Accidental poisoning (please specify): _____
Other (please specify): _____

Allergies, Medications, Hospitalizations:

Does your child have any allergies? _____
Medications administered at home on on-going basis? _____
If yes, please specify: _____
Hospitalizations? (date & diagnosis): _____

Does your child have any medical, emotional, or educational conditions requiring or receiving treatment or supervision? If yes, please comment: _____

Will your child be attending with an educational aide? _____
If so, please speak with the Registrar, as the physical capacity in the classroom is limited.

OTHER INFORMATION

Language spoken at home: _____
Siblings (Name & age): _____
Is your child left or right handed? _____
Special Interests: _____
Does anyone in your family have a skill/talent they would be willing to share with the children? (piano, carpentry, etc.)

Would anyone in your family be willing to come in and share the family pet, a hobby, or line of work with the children?

What arrangements have been made for your child's transportation to and from school?

How did you learn about Glendale Preschool? _____
Is there anything else you would like us to know about your child?

VOLUNTEER POSITION SIGN UP

Glendale Community Preschool is a non-profit parent-run program. We depend on parent volunteers and have many volunteer positions available to suit your interests and time commitments. You do not need previous experience to volunteer (except for the Treasurer position) and volunteers will receive orientation before the school year begins.

We try to match volunteers with the position best suited for them. Please look at the list below and place a check mark (✓) beside at least three roles you may be interested in. Please note these roles are assigned on a first-come first-serve basis and you may not get any of your chosen roles. However, we do require volunteers on an ongoing basis throughout the year and there will be plenty of opportunities to complete your out-of-class volunteering requirement.

Executive: (* indicates a 2 year commitment)

- Chairperson:** Chairs monthly meetings and oversees the operation of the Preschool *
- Preschool Coordinator:** Liaison between the Parents and Teachers, helps to manage Teachers*
- Secretary:** Distributes communications to parents, records and distributes parent meeting notes *
- Treasurer:** Responsible for all financial transactions and monitors the Preschool's financial position*
- Assistant Treasurer:** Assists the Treasurer and takes over as Treasurer the next year*
- Registrar:** Manages registration inquiries, intake and withdrawals for current and next year*
- Community Liaison:** Shares information between the school and Glendale Community Association
- Communications Coordinator:** Maintains website, Facebook and external advertising for the Preschool
- Fundraising Coordinator:** Leads the team that plans and organizes fundraising activities

Parent Committee:

- Class Coordinator:** Schedules parents for in-class volunteering (1 coordinator per class)
- Fundraising Assistants:** Helps the Fundraising Coordinator with fundraising activities (1 per class)
- Field Trip Coordinator:** Assists the teachers in coordinating field trips
- Lucky Duck:** Fills in as assistant teacher when one of the teaching staff is absent (1 per class)
- Supply Coordinator:** Purchases classroom and special event supplies required by the teachers
- Laundry:** Responsible for washing paint shirts and towels, rags, etc. as needed
- Scholastic Books Coordinator:** coordinates the ordering and distribution of Scholastic books
- Recycling:** Takes out the classroom recycling and maintains the recycling area
- Class Cleaner:** Helps with periodic cleaning of the classroom (fish tank and toy cleaning)
- Equipment/Maintenance:** Does simple maintenance and DIY fixes around the classroom

Other:

- Casino volunteer shift:** Preschool provides 8 volunteers to work GGMCA casino
- Snow Day volunteer shift:** Various volunteer shifts to help community Snow Day event run smoothly

Parent's name: _____

Phone number: (____) _____ Email: _____

Child's name: _____ Class: _____

PARENT DECLARATION

I, _____, being the parent/legal guardian of _____, have read in its entirety, the Parent Handbook of the Glendale Community Preschool. I have paid particular attention to the following sections:

- | | |
|--|---|
| <input type="checkbox"/> Registration | <input type="checkbox"/> Child Health |
| <input type="checkbox"/> Classroom Operation | <input type="checkbox"/> Behavior |
| <input type="checkbox"/> Classroom Volunteering | <input type="checkbox"/> Special Needs |
| <input type="checkbox"/> Event/ Committee Volunteering | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Snack | <input type="checkbox"/> Issue Resolution |
| <input type="checkbox"/> Field Trip Operation | <input type="checkbox"/> Abuse Policy |
| <input type="checkbox"/> Emergency Situations | <input type="checkbox"/> Registration |

I understand and agree to all information, policies and procedures described within the handbook.

I understand that photographs of registered children engaged in preschool activities may be used for promotional purposes in flyers, newsletters, on websites and/or social media sites connected to the GCP or Glendale/Glendale Meadows Community Association.

I give my full permission for my son/daughter to participate in the Glendale Community Preschool program. This program may include playground activities, community field trips, as well as active play inside the school.

It is a condition of this program that the participant does so at his/her own risk and the Community Association, its agents, servants, employees and volunteers are not liable in any case for any 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 the school each day, and the parent/guardian is solely responsible for his/her child outside the official school hours.

It is a condition of this program that the following information be made available to the Preschool Parent Committee and to the parents of your child's class: your child's name, birth date, address, telephone number, parents' names and e-mail address (if applicable).

Parent/ Guardian Name (please print)

Date

Signature

VOLUNTEER COMMITMENT

Glendale Community Preschool (GCP) is a parent-run school. Without the close involvement and participation of the parent body, GCP would not be able to provide the programming that it does. The success of the Preschool relies on the participation of the parents.

To ensure that the needs of the school are met, families are required to volunteer in two ways:

1. In-Class Volunteering:

Parents are required to volunteer in the classroom periodically to assist the Teachers with organization, clean-up, general maintenance, and preparation of snack time.

Parents are also required to assist during field trips and special class events at school (eg. setting up or cleaning up following class parties such as the Mother's day tea).

The classroom coordinator will schedule volunteers for these tasks as needed.

2. Out-of-Class (Event/Committee) Volunteering:

Parents are required to volunteer out of the classroom in one of three ways:

- Fill a position on the Executive Committee for the year
 - Executive Committee members oversee the licensing, operations, registration and staffing of the Preschool
- Fill a position on the Parent Committee for the year
 - Parent Committee members provide valued assistance in the day to day operation and organization of classroom activities and programming, including class photos, yearbooks, craft supplies, Scholastic book orders, and other activities
- Volunteer at Snow Day or GGMCA casino

By registering your child/children with the Glendale Community Preschool you acknowledge that:

1. Your participation in In-Class Volunteering is required, and if you do not meet this obligation, you authorize the withdrawal of \$100 per missed volunteer shift through the Pre-Authorized Debit agreement.
2. Your participation in Out-of-Class (Event/Committee) Volunteering is required, and if you do not meet this obligation, you authorize a one-time withdrawal of \$200 through the Pre-Authorized Debit agreement.

Parent/ Guardian Name (please print)

Date

Signature

PRE-AUTHORIZED DEBIT (PAD) AGREEMENT FORM

I/we authorize Glendale Community Preschool (GCP) and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions for monthly recurring payments of (please select)

- \$150 for the 2-day program
- \$185 for the 3-day program
- \$300 for the 5-day program

starting September 1, 2017 and ending May 1, 2018. Payment deduction takes place on the first business day of each month. I/We also authorize a one-time withdrawal (on August 1, 2017) of the amount selected above for the tuition deposit.

I/We also authorize a one-time withdrawal of \$85.00 on August 1, 2017 (\$50 registration fee + \$35 community membership).

I/We also authorize a one-time withdrawal of \$100 if the In-Class volunteer commitment is not met (per missed volunteer shift), and a one-time withdrawal of \$200 if the Out-Of-Class (event/committee) volunteer commitment is not met. Notice will be provided no less than 10 business days before the amount is withdrawn from the account provided.

This authority is to remain in effect until GCP has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

GCP may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact our financial institution or visit www.cdnpay.ca.

PLEASE PRINT & FILL OUT COMPLETELY

DATE: _____

Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number (home): _____

Financial Institution (FI): _____ FI ID Number: _____

FI Account Number: _____ FI Transit Number: _____

FI Address: _____

City: _____ Province: _____ Postal Code: _____

Authorized Signature(s): _____

*****PLEASE ATTACH VOID CHEQUE
OR BANK PRINTOUT WITH ACCOUNT
INFORMATION*****

