



Ermineskin Community Preschool (10709 – 32A Avenue) is a parent cooperative preschool for 3- and 4-year-olds. The preschool offers a dynamic and interactive, safe environment with skilled, caring teachers.

We are currently offering two programs for the 2018/19 school year:

3-YEAR-OLD AM CLASS – Tuesday & Thursday Mornings (9 a.m. – 11:30 a.m.)

Children must be 3 by March 1 of the following year and not turn 4 prior to November 1 of the current year.

\$125/month (Capacity: 18 students)

4-YEAR-OLD AM CLASS – Monday, Wednesday & Friday Mornings (9 a.m. – 11:30 a.m.)

Children must be 4 by March 1 of the following year.

\$150/month (Capacity: 18 students)

Some years, if there is enough interest, we may offer a 3-/4-YEAR-OLD SPLIT PM CLASS on Tuesday and Thursday afternoons (12:30 p.m. – 3 p.m.) Children must be 3 by March 1 of the following year. \$125/month (Capacity: 18 students).

Should any of the above classes fail to attain a minimum capacity of 75% (14 children) at the beginning of the school year, classes may be cancelled.

Duties of Parents

1. **Duty Days:** To assist and participate actively in the preschool and provide snack and drink on a rotating basis. As stipulated by the preschool's license, parent helpers are required in the classroom in addition to the teachers. As a duty parent, you should arrive 15 minutes before class starts and remain until all children have been picked up.
2. **Housekeeping Day:** Each family must take a turn during cleaning the preschool room. This usually takes place on a Tuesday, Wednesday or Thursday evening and will involve a thorough cleaning and organizing of classroom materials.
3. **Assigned Job:** Parents are required to sign-up for one of the available jobs – please see page 3.
4. **Volunteer Commitment:** Parents are required to sign up for a minimum of one volunteer commitment throughout the school year. This could include, but is not limited to: Ermineskin Community League Casino, Ermineskin Community League Craft Fair, or the Ermineskin Community Preschool Garage Sale.
5. **Annual General Meeting:** All parents **MUST** attend the Annual General Meeting. All payments and deposit cheques will be collected at this meeting, further information about the preschool program for the upcoming year will be provided and the new Executive will be voted in.

General Information

Your child **MUST** be toilet trained when preschool commences. Pull-ups or training pants are not permitted.

All application forms must be filled in completely and be accompanied by a non-refundable \$50 registration fee. Required deposits and tuition cheques are due at the Annual General Meeting and must be received before the child may start class.

All children require a designated pair of non-slip shoes, a plastic water bottle with their name on it, and a backpack with a full change of clothes in it (including socks and underwear).

Parents must wait in the hall with their child until class starts at 9 a.m. and pick-up children no later than 11:35 a.m. when class is dismissed. Clear instructions must be left with the teacher as to who may pick up your child.

One month written notice is required if you wish to withdraw your child from the program. If sufficient notice is not provided, parents will be required to pay one month's tuition fees at the time of withdrawal.

Annual General Meeting: **Thursday, September 5 2019, 7 - 8 p.m.** (in the preschool gymnasium at 10709 – 32A Avenue)



Ermineskin Community Preschool

2019/20 Registration Form

Child's Name

First Middle Last Preferred Name (for nametags)

Date of Birth

_____ Male Female

Month Day Year

Parent 1

Parent 2

Address

Address

Home Phone

Home Phone

Cell Phone

Cell Phone

Work Phone

Work Phone

Preferred Phone

Preferred Phone

Email

Email

Are you a current student/alumni of the preschool? Yes No

What community do you live in? _____

Emergency Contact Name (other than parent) _____

Address _____

Home Phone _____

Cell Phone _____

Work Phone _____

Family Doctor _____

Phone _____

Address _____

Alberta Health Care # _____

Immunization up-to-date

Yes _____

No _____

Medications _____

Food Restrictions _____

Allergies _____

Signs of Allergic Reaction _____

Treatment for Reaction _____

Any behavioural, physical, mental, or emotional factors that may affect your child's participation (or will child have a classroom aide)?

This certifies that the above information is accurate and serves as permission for the child to participate in the activities of the preschool under the guidance of the teacher. The teacher and Executive Committee reserves the right to reassess your child's readiness at anytime and to request their withdrawal from the preschool.

Parent's Signature _____

Date _____

OFFICE USE ONLY: 2018/19 Community League Number _____ (to be provided at September AGM)



Ermineskin Community Preschool

2019/20 Registration Form

Please check the class you are registering for:

- 3-YEAR-OLD AM CLASS** – Tuesday & Thursday Mornings (9 a.m. – 11:30 a.m.)
Children must be 3 by March 1 of the following year and not turn 4 prior to November 1 of the current year.
\$125/month (Capacity: 18 students)
- 4-YEAR-OLD AM CLASS** – Monday, Wednesday & Friday Mornings (9 a.m. – 11:30 a.m.)
Children must be 4 by March 1 of the following year.
\$150/month (Capacity: 18 students)

Please check the box below if you would be interested in an afternoon class (please make a primary selection above as well, as afternoon classes are only offered in some years where there is enough interest):

- POSSIBLE 3-/4-YEAR-OLD SPLIT PM CLASS** – Tuesday & Thursday Afternoons (12:30 p.m. – 3 p.m.) Children must be 3 by March 1 of the following year. \$125/month (Capacity: 18 students)

Assigned Job - To best meet your abilities, skills, and availability please choose three positions that interest you and we will do our best to accommodate your requests. Job descriptions are in the preschool handbook. Please mark a 1, 2 and 3 for your first, second and third choices.

President*		Scholastic Book Organizer	
Vice-president*		Duty Roster Coordinator	
Treasurer*		Class Party Organizer	
Secretary*		Librarian	
Newsletter Editor*		Sewing	
Assigned Job Coordinator*		Repairs and Maintenance	
Special Events Coordinator*		Laundry	
Fundraising Coordinator*		Toy Cleaning Coordinator	
Class Representative*		Toy Cleaner	
Volunteer Coordinator		Arts & Crafts	
Housekeeping Coordinator		Playdough	
Recycling Coordinator		Other – do you have a specific skill to contribute?	

*Executive Committee Roles (monthly evening meetings on top of duties)

Schedule of Fees & Deposits

\$50 registration fee is due at the time of registration. All other fees are due at the AGM (Thursday, September 5, 2019 7 – 8 p.m.). Cheques payable to Ermineskin Community Preschool. (Late registrations must have all cheques at the time of registration.)

1. Registration Fee: \$50 per child, dated at the time of registration. This cheque is non-refundable and cashed upon receipt.
2. Monthly Tuition: \$125 for the Tues/Thurs classes (2 days/week) or \$150 for the M/W/F 4-yr-old class (3 days/week) postdated for the first day of each month starting September 1, 2019, ending May 1, 2020.
3. Deposit Cheques: These cheques will only be deposited if duties are not completed:
Duty Day Deposit: \$40, undated
Housekeeping/Volunteer Deposit: \$100, undated

I have read the above and understand the schedule of fees and deposits for all families registered at Ermineskin Community Preschool.

Parent's Signature

Date



Ermineskin Community Preschool

2019/20 Registration Form

Ambulance Service

I, _____, being the parent or legal guardian of _____ do hereby give permission for the ambulance service to be called when deemed necessary and I will be responsible for any charges incurred for such services.

Parent's Signature

Date

Photo Release

I, _____ hereby give the Ermineskin Community Preschool permission to use pictures taken of _____ whom I am the legal parent or guardian of. Pictures will only be used in the Ermineskin Community Preschool promotional materials.

Parent's Signature

Date

Playground Permission

I, _____ give permission for my child, _____ to go to the playground with the teacher and the class.

Parent's Signature

Date

PIPA (Personal Information Protection Act) Release

I, _____ give permission for my child, _____'s information to be included in a class list for distribution to other parents in the preschool program.

Parent's Signature

Date