



## REGISTRATION PACKAGE 2017/18

Learning and teaching should not stand on opposite banks and just watch the river flow by; instead, they should embark together on a journey down the water. Through an active, reciprocal exchange, teaching can strengthen learning how to learn

Loris Malaguzzi - Founder of the Reggio Emilia Approach



Welcome to Discovery Preschool. Thank you for choosing us to provide an important transition for your child.

## The Reggio Approach

Children are capable beings with knowledge and potential to construct their own learning, communication, and interaction with others. They are part of a social system involving their families, schools, and communities. Children use various forms of communication (The Hundred Languages). Their work with different materials -- such as sculpture, light, photography, collage, painting, building, writing, music and dramatic play express their understanding and curiosity. It enables their ideas, theories, and plans to be developed.

The environment is a "third" teacher. It encourages exploration and discovery as well as interactions with peers. Objects are beautifully and purposefully arranged.

Teachers learn with the children and provide appropriate questions for further exploration and research on children's projects and plans. They utilize documentation to understand how children learn and perceive the world.

Documentation serves as an open communication channel with parents. It allows for reflection and questioning of ideas and concepts. It's also used as a path to learning for problem solving approaches as well as revisiting and discussing solutions.

Parents are partners in children's learning. They are active participants in their children's education. Children know and witness that their thoughts, ideas, plans, projects, abilities, and theories have value. Their peers and teacher listen to what they have to say and what they express in their 100 languages.



## OUR TEACHERS



MS. DANIELLE is thrilled to be a part of the team at Discovery for her second year. She completed her Bachelor of Education in 2012 and enjoyed many experiences with elementary-ages children before relocating to Calgary. Most recently, she had 2 years of experience working in an early intervention setting, where she discovered her love of early childhood education and was inspired by the Reggio Emilia approach.

Ms. Danielle's passion for the ideologies of Reggio Emilia stems from her personal philosophy that children learn best through hands-on exploration and expression. She is passionate about pursuing children's natural interests and acting as a co-learner to engage in, probe and facilitate learning. She delights in using unusual and interesting materials to provoke children's imaginations and to encourage an appreciation for the natural world in the classroom. She looks forward to collaborating with new and returning Discovery families and colleagues this year.



MRS. TAMMY brings a wealth of experience as a kindergarten teacher, an artist and a parent herself. She has been teaching since 2005 after completing a Bachelors Degree of Applied Science majoring in Child Development from the University of Guelph, Ontario.

After university, Mrs. Tammy embarked on a travel adventure to New Zealand where she completed a Graduate Diploma of Teaching and Learning. After ten years of traveling abroad and teaching in a variety of classroom settings in New Zealand, England and Canada, Mrs. Tammy has settled in Calgary to be closer to her family. During her travels, Tammy was inspired by the Reggio Emilia philosophy and embeds these ideologies into her own educational approach.

With two young children of her own, Mrs. Tammy enjoys the balance of motherhood and teaching part-time at Discovery. She is a passionate about stories, the natural world and visual art. She is always eager to share her knowledge of art through engaging process-oriented experiences in the Art Studio. A picture book author and artist herself, she delights in seeing the joy that children experience when they find new ways of expressing their own creativity.

Mrs. Tammy values the close relationships of everyone at Discovery. She is thrilled to have the opportunity to be a part of shaping your child's early childhood experience.

## REGGIO CONSULTANT



MS. JANET comes from a long line of teachers. Her grandmother was a teacher in a one-room school in Saskatchewan. Her mom was her preschool teacher in a little community preschool in her childhood home in New Brunswick. Her paternal grandparents owned a little red schoolhouse that she used to play teacher in as a child. Janet has been an early childhood educator for over twenty years and has worked in Finland, NB, Venezuela and AB. She has been Reggio inspired since 1994 when she taught in Scandinavia. She has been living in Calgary for 13 years and is currently an ECE college instructor, an educational consultant and a member of the Calgary Reggio Network. She lives in a tiny cottage home in Killarney and in her camper all summer with her balloon artist/actor son Aidan and her partner Quentin, who is also a teacher. Janet is thrilled to be a part of the collaborative team at Discovery Preschool.

# Discovery Preschool General Information

## CLASS TIMES

3 year old class	Tuesday & Thursday	9:15 -11:45 AM
4 year old class	Monday, Wednesday, Friday	9:15 -11:45 AM
3 – 5 year old class	Tuesday & Thursday	1:15 – 3:45 PM

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

## 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 2017.

## FEES PAYABLE TO DISCOVERY PRESCHOOL

1. Registration Fee	\$100
2. Tuition Fee - 2 Day Program OR Tuition Fee - 3 Day Program	\$180 / mo \$210 / mo
3. Annual Field Trip Fee	\$25

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 8, 2017. Children previously enrolled in Discovery Preschool and siblings will have the opportunity to register in January 2017, prior to open registration.
2. In order to secure a space for your child, we require:
  - ✓ \$100 non-refundable registration fee, dated February 8, 2017
  - ✓ September – June postdated cheques (10 cheques, with September tuition dated June 1, 2017)
  - ✓ \$150 'Cleanup' cheque\* postdated June 1, 2018
  - ✓ \$25 Field Trip fee, postdated September 1, 2017

\*There will be four classroom cleanup days. Commitment to one of the cleanup days is required from every family. The \$150 June 1, 2018 postdated cheque will only be cashed if the commitment is not fulfilled.

## ADMISSION POLICIES

To be eligible for the three year old program and for the afternoon class, a child must be three years of age by August 31, 2017. To be eligible for the four year old class, a child must turn four years of age by the end of February 2018.

Students who turn three years old after August 31, 2017 and prior to December 31, 2017 can register and be placed on a hold list until they turn three years old. During the time prior to the child's third birthday, classes cannot be attended; fees will be collected to hold the spot. Please contact the Registrar for more details.

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

Maximum enrollment is 18 students for the three and four year old classes, and 12 for the three to five year old class.

## WITHDRAWAL POLICY

The \$100 registration fee is non-refundable. Tuition for September is dated for June 1, 2017. Once the September tuition cheque has been cashed on June 1, 2017, it is non refundable. Should you need to withdraw from the program during the school year, one full month's notice is required.

Withdrawal notice 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, 2018.

## 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.

## PARENT PARTICIPATION

Discovery Preschool is a parent co-op program and all families are required to participate in the following four areas:

1. Classroom Volunteers: Assistance in the classroom is required approximately once a month for the two day program and approximately once every three weeks for the three day program. Volunteer time varies according to class enrollment.
2. Parent Jobs: Each family is required to take on one volunteer role. Please consider your interest in either the Executive Committee\* 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.

The following are examples of parent jobs that are required:

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

3. Clean Up Days: 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. Fieldtrips: Participation on field trips. Parents / Caregivers are required to transport and supervise their children on field trips, unless otherwise indicated.



## 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.

## 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 and detailed information are found later in this registration package.

Police Record Checks that have been completed specific to Discovery Preschool are valid for three years.

## 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 six 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 16 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 the Registrar at [registrar@discoverypreschool.info](mailto:registrar@discoverypreschool.info) for the forms. This process takes approximately four to six weeks therefore we need to get started prior to the start of the school year. Thank you!

## 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 four to six 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 four 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
- Parent Job & Volunteer Coordinator

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!

Maria Wilding	Chair	<a href="mailto:amwilding@shaw.ca">amwilding@shaw.ca</a>
Melanie Gray	Vice Chair	<a href="mailto:melaniegray16@yahoo.com">melaniegray16@yahoo.com</a>
Laura Humphreys & Katie Reves	Registrars	<a href="mailto:registrar@discoverypreschool.info">registrar@discoverypreschool.info</a>
Peter Maitland	Treasurer	<a href="mailto:peter.maitland@tsgi.ca">peter.maitland@tsgi.ca</a>
Lauren Balfour	Secretary	<a href="mailto:laurenpbalfour@gmail.com">laurenpbalfour@gmail.com</a>
Martin Schiavette	Facilities Director	<a href="mailto:martinmacsch@shaw.ca">martinmacsch@shaw.ca</a>
Linda Chan	Fundraising Director	<a href="mailto:linda.lin.chan@gmail.com">linda.lin.chan@gmail.com</a>
Jessica Mah	Advertising Director	<a href="mailto:jessicasmah@gmail.com">jessicasmah@gmail.com</a>
Melissa Frankiw	Parent Job Coordinator	<a href="mailto:mfrankiw@gmail.com">mfrankiw@gmail.com</a>

# Police Record Information Check Supplemental Information

Normally, a Police Information Check costs \$30 but because Discovery is a registered volunteer organization with a VOAN number it is free. But you must remember to take in the Discovery Preschool Police Information Check Form on the following page. Please note that Police Information Checks are valid for five years.

Please remember to take two valid pieces of government issued ID to a Police Information Check district location (provided below). The following are considered valid ID:

- A. Photo identification can be one of the following:
  - Driver's License
  - Identification Card from a Motor Vehicle Registry
  - Passport
  - Citizenship card
  - Permanent Residence card
  - Firearms License
  - National Defense card
  - Nexus card
  - Aboriginal Status card
  - Aviation Document Booklet
  
- B. Non-photo identification can be one of the following:
  - Social Insurance Card
  - Provincial Healthcare Card
  - Birth Certificate
  - Marriage Certificate
  - Immigration papers

Police Information Check district South Calgary locations:

District 1 - Ramsay  
1010, 26 Ave. S.E.  
Monday to Sunday 7 a.m - 9 p.m.  
Closed statutory holidays

Victoria Park Station  
334, 11 Ave S.E.  
Monday to Friday 8 a.m. - 5 p.m.  
Closed Weekends

District 2 - Rosscarrock  
4506, 17 Ave S.W.  
Monday to Sunday 7 a.m. - 9 p.m.  
Closed statutory holidays

District 6 - Fairview  
8325, Bonaventure Drive S.E.  
Monday to Sunday 7 a.m. - 9 p.m.  
Closed statutory holidays

District 8 - Midnapore  
450, Midpark Way S.E.  
Monday to Sunday 7 a.m. - 9 p.m.  
Closed statutory holidays

Your completed record check will be mailed to you directly within four to six weeks. Once you receive it, please bring it to Discovery Preschool. We are required to keep it on file at the school.





Discovery Preschool Society of Calgary  
2035 – 26A Street SW  
Calgary, Alberta  
T3E-2B9

Date: \_\_\_\_\_

Calgary Police Service  
Police Information Check Unit

Dear Sir/Madame,

I, \_\_\_\_\_, will be volunteering for Discovery Preschool Society of Calgary as a Volunteer Classroom Helper, and I require a police information check, including a vulnerable sector search, from your agency. Discovery Preschool's Volunteer Organization Authorization Number (VOAN) is 9648Ed1532.

Yours Truly,

\_\_\_\_\_  
(Parent Signature)

A handwritten signature in black ink that reads "Kari Bedford".

\_\_\_\_\_  
Kari Bedford  
Police Check (VOAN) Coordinator  
Discovery Preschool Society of Calgary



CHILD'S INFORMATION	
Class: T/TH am 3yrs ____ M/W/F am 4yrs ____ T/TH afternoon (3-5yrs) ____	
First Name:	Last Name:
Street:	City/Postal Code:
Home Phone:	
Date of Birth (DD/MM/YY):	Male Female

PARENT #1	PARENT #2
Name:	Name:
Address:	Address:
City/Postal Code:	City/Postal Code:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
*Email Address:	*Email Address:
Occupation:	Occupation:
Employer:	Employer:
Work Address:	Work Address:
Work Phone:	Work 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 used 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.

NANNY/CAREGIVER CONTACT INFORMATION	
Name:	
Phone 1:	Phone 2:
NANNY/CAREGIVER CONTACT INFORMATION	
Name:	
Phone 1:	Phone 2:

EMERGENCY CONTACT INFORMATION (Must be a local contact residing in Calgary who will be able to pick up your child/ren in the event of an emergency.)	
Emergency Contact Name (other than parents):	
Phone 1:	Phone 2:
Address:	
Child's Doctor:	Doctor's Address:
Doctor's Phone:	Child's Alberta Health Care #:

How did you find out about us? Your feedback will help us spend our advertising dollars wisely. Please check all that apply.

- Poster
- Web search
- Word of mouth
- Calgary's Child Magazine
- Current or alumni parent referral
- Other: \_\_\_\_\_

## Registration Information

Has your child been immunized?       Yes       No

Does your child have any allergies?       Yes       No

If yes, please specify:

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Does your child carry an Epi-pen or other medication for treating allergies or allergic reaction?

If yes, please specify:

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Does your child require other medication at home on an ongoing basis?       Yes       No

If yes, please specify:

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Does your child have any medical or emotional condition, which requires treatment or supervision?

Yes       No

If yes, please explain:

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

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

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## 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 children 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.

### FOIP Notification Statement

The personal information that you provide to Discovery Preschool is collected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c).

Questions regarding the collection of personal information can be directed to Discovery Preschool at:

[registrar@discoverypreschool.info](mailto:registrar@discoverypreschool.info)

## 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 any behaviors compromising the safety of the class, and/or physical harm, and/or repeated disruption to the class will not be tolerated. We will intervene when necessary.

The following steps will be taken when intervening:

1. 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 to support 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.

I have read and understood the aforementioned policy.

Print Name of Parent / Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## 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, caregiver, 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 four scheduled clean up days per school year and each run approximately three 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 \$150. The Executive Committee Members are excused from classroom cleanup.
- Both primary and secondary volunteers are required to attend Field Trips; in addition, parents/caregivers may be required to participate on Field Trips. Usually three to four field trips per year; however, 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 up to 15 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 for the missed shift.

I have read and understood the aforementioned policy.

Print Name of Parent / Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Discovery Preschool Photo Documentation Waiver

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

#### Standard Consent Form for the Collection and Use of Personal Information (Photographs)

I, \_\_\_\_\_parent/guardian of \_\_\_\_\_  
 authorize Discovery Preschool to use photographs of my child, photos of their work and school work for the purpose of documentation of their progress, celebrating their accomplishments and assisting their learning and that of their classmates for the duration of the school year.

Photos will include but not limited to images of their work, of the children collaborating with friend, participating in school activities and of completed projects. These photographs and school projects will be displayed on the classroom walls and in the mudroom. It is possible that members of the general public will view these as other rental groups use the space. The photographs will not be published or posted on the website without specific written permission.

Artwork made by the children will be on display and up for auction at the school's annual fundraiser. I hereby authorize the collection and use of these photographs in the manner described above:

I have read and understood the aforementioned waiver.

Print Name of Parent / Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOIP Notification Statement

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[registrar@discoverypreschool.info](mailto:registrar@discoverypreschool.info)

## Discovery Preschool Field Trip Consent

Attached is \_\_\_\_\_ (student's name) \$25 fee for the fieldtrips throughout the year.

OR

\_\_\_\_\_ (Student's name) would like to opt out of the field trips.

Please note, due to the emergent curriculum on Discovery Preschool, some field trips will only be announced three weeks prior.

I have read and understood the aforementioned consent.

Print Name of Parent / Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOIP Notification Statement

The personal information that you provide to Discovery Preschool is collected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c).

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[registrar@discoverypreschool.info](mailto:registrar@discoverypreschool.info)

# Discovery Preschool Photo Waiver

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

### Standard Consent Form for the Collection and Use of Personal Information (Photographs)

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
 authorize Discovery Preschool to use photographs of my child, photos of their work and school work for the purpose of the Discovery Preschool Facebook page. These photos will also document their progress, celebrating their accomplishments and assisting their learning and that of their classmates for the duration of the school year.  
 Photos will include but not limited to images of their work, of the children collaborating with friends, participating in school activities and of completed projects. These photographs and school projects will be also be displayed on the classroom walls and in the mudroom. It is possible that members of the general public will view these photos on the Facebook page and the interweb.  
 The photographs will not be published or posted on the website without specific written permission.  
 I hereby authorize the collection and use of these photographs in the manner described above:

I have read and understood the aforementioned waiver.

Print Name of Parent / Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOIP Notification Statement

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We look forward to meeting you!

#### OPEN HOUSE

Thursday, January 26, 2017

12:00 – 1:00 pm

#### REGISTRATION FOR NEW STUDENTS

Wednesday, February 8, 2017

12:00 – 1:30 pm

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#### REGISTRATION CHECKLIST (you will need all of the following to register):

- Completed Registration Forms 1-9
- Non-refundable \$100 registration fee, dated February 8, 2017
- September – June postdated cheques  
10 cheques, with September tuition dated June 1, 2017
- \$25 Field Trip Fee
- \$150 Cleanup cheque\* postdated June 1, 2018  
There will be four classroom cleanup days. Commitment to one of the cleanup days is required from every family. The \$150 June 1, 2018 postdated cheque will only be cashed if the commitment is not fulfilled

\*\*Please remember, that prior to volunteering in the classroom, every parent/caregiver must complete and deliver their own Police Record Check form to a local police station. They take four to six weeks to be returned, so please do this in the summer in advance of school starting.