



REGISTRATION PACKAGE 2018/19

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.



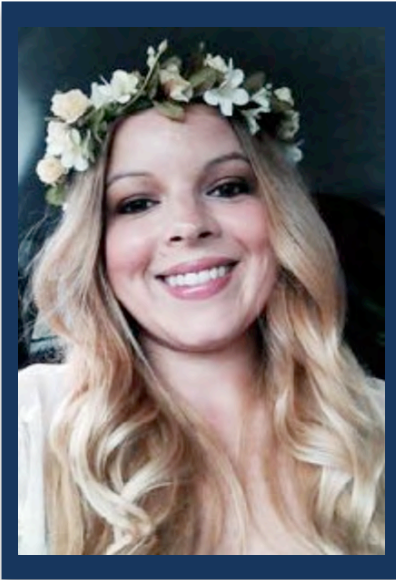
## OUR TEACHERS



**MS. DANIELLE** has been teaching for 6 years and loves that she gets to explore and learn alongside her students each day. With a Bachelor of Education completed in 2012, she has enjoyed a wide variety of teaching experiences, though her true passion lies in early childhood education. Most recently, she spent 2 years in an early intervention setting, before joining the team at Discovery Preschool for the past 3 rewarding years. She also works part-time as a behaviour support for families with children with special needs.

The ideology of Reggio Emilia reflect Ms. Danielle's approach to child development and inspires her work each day. She is passionate about play and pursuing children's natural interests, which she strongly believes best supports the developmental needs of her young students; fostering inquiry, confidence and an excitement for learning. She aims to help her students make connections to and appreciate the world around them through collaborative projects, community exploration, outdoor play and bringing natural materials into the classroom.

Ms. Danielle loves reading stories, imaginative play, and creating music alongside her students and on her ukulele. She greatly values the cooperation that exists at Discovery between children, families, and teachers, and looks forward to making new friends with each new year!



**MS. NATALIE's** love and passion for children stems from within her own personality. She is a kid at heart with an endless curiosity for life and a hunger to learn. Her journey into early childhood education began 10 years ago when she was given the opportunity to create a therapeutic creative arts based program for children and youth living in a group home. It taught them the fundamentals of photography using creative assignments to support their skills and express themselves through the photos they took. At the end of the program she set up an exhibition at "The Art Gallery of Calgary", so that the children could feel proud of their photographs and share their creative journey and perspectives with the world.

This experience then guided her to attend school in Barcelona, Spain, where her focus continued in the therapeutic arts, embarking her on her own therapeutic process and allowing her to gain the skills and insight into the practice of using arts as a gateway to her own growth and development. Upon her return she volunteered at the therapeutic arts centre at The Calgary Children's Hospital, ran a creative arts centre at Tiny Towne School House, worked as a special needs assistant, created and taught a pre-preschool program for Creative Arts at Valleyview and continued to teach as an Early Childcare Educator at Kinderhouse Preschool for 4 1/2 years.

Throughout her experience she has come to learn and strongly believe in the creative approach of the Reggio Emilia philosophy: learning through a process that allows children to express their thoughts and feelings, promoting their creative expression that in return encourages their individuality and independence and helping to build their confidence, communication and language skills, ultimately laying the foundation to support them both academically and socially.

# 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 available on the website by August 2018.

## ADMISSION PROCEDURES AND FEES

Registration begins February 7, 2018. Children previously enrolled in Discovery Preschool and siblings will have the opportunity to register on January 24, 2018, prior to general registration.

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

<b>3 year old/3-5 afternoon program (\$185 per month)</b>	<b>4 year old program (\$215 per month)</b>
\$100 non-refundable registration fee due on registration day (dated February 7, 2018)	\$100 non-refundable registration fee due on registration day (dated February 7, 2018)
\$200 ‘Clean Up’ cheque postdated June 1, 2019 *	\$200 ‘Clean Up’ cheque postdated June 1, 2019 *
\$25 field trip fee postdated September 1, 2018	\$25 field trip fee postdated September 1, 2018
Please choose one of the following payment options for tuition:	
<ol style="list-style-type: none"> <li>One lump sum payment of \$1,850 by cheque or by e-transfer dated/ transferred on June 1, 2018 **</li> <li>Two lump sum payments - \$925 dated June 1, 2018 and \$925 dated February 1, 2019</li> <li>Monthly postdated cheques for \$185 for September to June (September tuition cheque must be dated <b>June 1, 2018</b>)</li> </ol>	<ol style="list-style-type: none"> <li>One lump sum payment of \$2,150 dated/e-transferred on June 1, 2018 **</li> <li>Two lump sum payments - \$1,075 dated June 1, 2018 and \$1,075 dated February 1, 2019</li> <li>Monthly postdated cheques for \$215 for September to June (September tuition cheque must be dated <b>June 1, 2018</b>)</li> </ol>

\*There will be four classroom cleanup days. Commitment to one of the cleanup days is required for each student registered. The \$200 June 1, 2019 postdated cheque will only be cashed if the commitment is not fulfilled.

\*\* If you choose the e-transfer option, you must complete the E-transfer Payment Agreement

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 or online.

**PLEASE BRING ALL CHEQUES ON REGISTRATION DAY**

## ADMISSION POLICIES

To be eligible for the four year old class, a child must turn four years of age by the end of February 2019. 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, 2018.

Students who turn three years old after August 31, 2018 and prior to December 31, 2018 can register and be placed on a hold list until they turn three years old. However, prior to the child's third birthday:

- Fees will be collected to hold the spot; and
- At the option of the parent(s)/guardian(s), the student can attend classes as long as one parent/guardian/caregiver remains in attendance for the duration of the class.

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, 2018. Once the September tuition cheque has been cashed on June 1, 2018, 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 April, May and June for any withdrawals made on or after March 1, 2019.

## SPLIT ENTRY

To allow the Teacher(s) 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 handbook can be found on our website under "downloads."

The following are examples of parent jobs that are required:

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

3. Clean Up Days: Mandatory clean up on a scheduled basis. One parent is required to participate in one of four clean up days scheduled throughout the year.
4. Field trips: Participation on field trips. Parent(s)/Caregiver(s) 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 Discovery Preschool.
4. Sign a document saying you have read the preschool's Policies and Procedures.
5. Meet with the Teacher(s) 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!

## 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 Committee 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, 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 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 Committee 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!

Executive jobs include the following roles:

- Chair
- Vice-Chair
- Co-Registrars
- Treasurer
- Secretary
- Advertising Director
- Facility Director
- Fundraising Director
- Parent Job & Volunteer Coordinator
- Technology 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, fundraising roles and more. The time commitment of the Executive positions varies greatly with Chair, Treasurer and Registrars 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 Team.

**Thank you for considering joining next year's Executive Team!**

Clancy Khezri	Chair	<a href="mailto:clancyb@live.ca">clancyb@live.ca</a>
Jillian Yaehne Babatunde	Vice Chair	<a href="mailto:jillyaehne@gmail.com">jillyaehne@gmail.com</a>
Alison Parr & Katie Reves	Registrars	<a href="mailto:registrar@discoverypreschool.info">registrar@discoverypreschool.info</a>
Nicole Frankiw	Treasurer	<a href="mailto:Nicole.frankiw@gmail.com">Nicole.frankiw@gmail.com</a>
Kassia Conrad	Secretary	<a href="mailto:kassiaconrad@gmail.com">kassiaconrad@gmail.com</a>
Christy Bergen	Facilities Director	<a href="mailto:Christy_bergen@hotmail.com">Christy_bergen@hotmail.com</a>
Liz Hoogkamer	Fundraising Director	<a href="mailto:liz_hoogkamer@yahoo.com">liz_hoogkamer@yahoo.com</a>
Jessica Mah	Advertising Director	<a href="mailto:jessicasmah@gmail.com">jessicasmah@gmail.com</a>
Rebecca Jacobsen	Parent Job Coordinator	<a href="mailto:rebjacobsen@gmail.com">rebjacobsen@gmail.com</a>

## **POLICE RECORD INFORMATION CHECK SUPPLEMENTAL INFORMATION**

As you know, our preschool relies on the commitment and participation of parents in order to be successful. You **MUST** have a valid Criminal Record Check on file in the classroom in order to do so. The Criminal Record Check (CRC) is valid for three years in the preschool. If you have previously completed a CRC for any previous school volunteer role, please ensure the check will be valid for the entire school year (ending June 2018).

Normally, a Police Information Check costs \$30 but because Discovery is a registered volunteer organization with a Volunteer Screening Program Number it is free. **You must remember to take in the Discovery Preschool Police Information Check Form found on the next page.**

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

- **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
  
- **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 8 - Midnapore**

450, Midpark Way S.E.

Monday to Sunday 7 a.m. - 9 p.m.

Closed stat. holidays

#### **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

**Your completed record check will be mailed to you directly. Once you receive it, please bring the original to Discovery Preschool on the first day of class. We are required to keep it on file at the school.**

We recommend applying for your CRC as soon as possible, as delays have been known to occur. All volunteers are required to submit their CRC letter (or a copy) prior to volunteering in our classroom.

If you have any questions or concerns, please feel free to email or call the Police Check Coordinator at [marissahare@yahoo.com](mailto:marissahare@yahoo.com) or (403) 620-0439.





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 Field Trip Volunteer, and I require a police information check, including a vulnerable sector search, from your agency. Discovery Preschool Society's Volunteer Screening Program Number is VSPN9648Ed0332

Yours Truly,

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

\_\_\_\_\_  
Marissa Maitland Hare  
Police Check Coordinator  
Discovery Preschool Society of Calgary  
403-620-0439



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

**REGISTRATION INFORMATION**

Has your child been immunized?  Yes  No

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

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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 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 \$200. The Executive Committee Members are excused from classroom cleanup.
- Both primary and secondary volunteers are required to attend Field Trips. In addition, parent(s)/caregiver(s) may be required to participate on Field Trips. Usually there are 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 15 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 the 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 be cancelled. To avoid cancellation, another Police Record Checked parent must volunteer and stay to act as the helper.

Helpers who failed to show-up or is significantly late will be charged \$50 for the missed/late shift.

I have read and understood the aforementioned policy.

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

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

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

**DISCOVERY PRESCHOOL PHOTO AND 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 are 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 may be displayed on the classroom walls, in the mudroom, and posted in the Discovery Preschool internal forum, Storypark Family Community. It is possible that members of the general public will view these as other groups use the space.

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

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 INTERNET 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 schoolwork for the purpose of the Discovery Preschool Facebook page.

Photos will include, but are not limited to, images of their work, of the children collaborating with friends, participating in school activities and of completed projects. Please note that photographs of faces will **not** be posted. It is possible that members of the general public will view these photos on the Facebook page and the Internet.

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 \_\_\_\_\_

**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 2-3 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).

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

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

## PAYMENT OPTION AGREEMENT

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ recognize that multiple tuition payment options have been provided as listed below.

Tuition Payment Options:	
1. One lump sum payment of \$1,850 by cheque or by e-transfer dated/ transferred on June 1, 2018 **	4. One lump sum payment of \$2,150 dated/e-transferred on June 1, 2018 **
2. Two lump sum payments - \$925 dated June 1, 2018 and \$925 dated February 1, 2019	5. Two lump sum payments - \$1,075 dated June 1, 2018 and \$1,075 dated February 1, 2019
3. Monthly postdated cheques for \$185 for September to June (September tuition cheque must be dated <b>June 1, 2018</b> )	6. Monthly postdated cheques for \$215 for September to June (September tuition cheque must be dated <b>June 1, 2018</b> )

I would like to pay my child(ren)'s tuition via the selected option:

- Lump sum payment by **Cheque**  
 Lump sum payment by **E-Transfer** (Please complete the E-Transfer Payment Agreement Form)  
 Two lump sum cheque payments  
 Monthly postdated cheques

I have read and understood the aforementioned agreement

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

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

### FOIP Notification Statement

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## E-TRANSFER PAYMENT AGREEMENT

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ would like to pay my child(ren)'s tuition in full on June 1, 2018 for the 2018-2019 school year. I agree to e-transfer the funds to **registrar@discoverypreschool.info** on or before June 1, 2018.

I acknowledge that if the payment is not received by Discovery Preschool on June 1, 2018, I may be forfeiting my child(ren)'s spot in class. To ensure this does not happen, I will endeavor to set reminders to make this payment on a timely basis such as setting a reminder in my calendar a few days prior to the June 1, 2018 deadline.

I have read and understood the aforementioned agreement

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

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

### FOIP Notification Statement

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

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We look forward to meeting you!

### **OPEN HOUSE**

Thursday, January 18, 2018

12:00 – 1:00 pm

### **REGISTRATION FOR NEW STUDENTS**

Wednesday, February 7, 2018

12:00 – 1:30 pm

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

- Completed Registration Forms 1-11
- Non-refundable \$100 registration fee, dated February 7, 2018
- Tuition cheques **OR** signed E-Transfer Payment Agreement form (see page 11 for details)
- \$25 Field Trip Fee, postdated September 1, 2018
- \$200 Cleanup cheque\* postdated June 1, 2019

There will be four classroom cleanup days. Commitment to one of the cleanup days is required from every family. The \$200 June 1, 2019 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.