

Discovery Preschool General Information

REGISTRATION PROCESS (BEGINNING JAN 19TH FOR RETURNING FAMILIES, JAN 26TH FOR NEW FAMILIES)

1. Complete the online registration form.
2. Have proof of registration payment (e-transfer or arrange to drop cheques off at the school).
3. Complete waiver/disclaimer forms from the Registration Package, and either email to registrar@discoverypreschoolyyc.com or arrange to drop off at the school.

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

CLOSURES

The Preschool will be open from September through June. Closures are generally in line with those of the Calgary Board of Education. The School Calendar will be available on the website by August 2022.

ADMISSION PROCEDURES AND FEES

Registration begins JANUARY 26, 2022.

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

3 year old program (\$170 per month)	4 year old (\$200 per month)
\$100 non-refundable registration fee due on registration day (dated JANUARY 27, 2022)	\$100 non-refundable registration fee due on registration day (dated JANUARY 27, 2022)
\$25 field trip fee post-dated September 1, 2022	\$25 field trip fee post-dated September 1, 2022
Please choose one of the following payment options for tuition:	
E-transfer Option: 1. One lump sum payment of \$1,700 paid on, or before, June 1, 2022 ** email to: payment@discoverypreschoolyyc.com Cheque Options addressed to <i>Discovery Preschool</i> : 2. One lump sum payment of \$1,700 dated June 1, 2022 3. Two lump sum payments of \$850 dated June 1, 2022 and \$850 dated February 1, 2023 4. Monthly post-dated cheques of \$170: a. September cheque is dated June 1, 2022 b. October - June cheques are dated the first of each month	E-transfer Option: 1. One lump sum payment of \$2,000 paid on, or before, June 1, 2021** email to: payment@discoverypreschoolyyc.com Cheque Options addressed to <i>Discovery Preschool</i> : 2. One lump sum payment of \$2,000 dated June 1, 2022 3. Two lump sum payments of \$1,000 dated June 1, 2022 and \$1,000 dated February 1, 2023 4. Monthly post-dated cheques of \$200: a. September cheque is dated June 1, 2022 b. October - June cheques are dated the first of each month

** If you choose the e-transfer option you must complete the E-transfer Acknowledgment Form on page 7

Please note that late payments and NSF cheques will result in a \$25 processing fee.

ONLINE FORM AND REGISTRATION FORM MUST BE RECEIVED TO GUARANTEE YOUR SPOT

ADMISSION POLICIES

To be eligible for the four year old morning class, or afternoon 4-5yr old class, a child must turn four years of age by December 31, 2022. To be eligible for the three year old program, a child must be three years of age by December 31, 2022.

Students who turn three years old after August 31, 2022 and prior to December 31, 2022 can register, however, prior to the child's third birthday:

- At the option of the parent(s)/guardian(s), the student can attend classes as long as one parent/guardian remains in attendance for the duration of the class;
- A parent/guardian must still fulfill the classroom volunteer commitment of approximately 1 day/month even if the child is not yet eligible to attend class on their own. The two options are:
 - On the volunteer day, the child does not attend school and the parent/guardian can volunteer; or
 - The child attends and two adults come to class. One adult stays with the child at all times, and one adult is the volunteer.
- Fees will be collected as outlined in the Admissions Procedures and Fees.

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

WITHDRAWAL POLICY

The \$100 registration fee is non-refundable. Tuition for September is dated for June 1, 2022. Once the September tuition cheque has been cashed on June 1, 2022, 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, in writing via email, to the Registrar (registrar@discoverypreschoolyyc.com) on or before the first of the month when withdrawing the child. There will be no refunds issued for the months of April, May and June for any withdrawals made on or after March 1, 2023.

PARENT PARTICIPATION

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

1. Classroom Volunteers: This is a two component job. Parents must sign up to **monitor the door** at the beginning and end of class (1-2 a month). **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 requirements may vary according to class enrollment.
2. Parent Jobs: Each family is required to take on **one** volunteer role per child. Please consider a role on 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." You will be sent an email a few weeks before the beginning of the school year requesting you to sign up for your parent job.

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 3-4's	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. Field trips: Participation on field trips. Parent(s)/Caregiver(s) are required to transport and supervise their children on field trips, unless otherwise indicated.

POLICE RECORD CHECKS

In accordance with provincial legislation, Police Record Checks are **mandatory** for all classroom volunteers. 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.

Applications and detailed information can be found on the next couple pages. Please plan to get your police check completed in the late spring or early summer, these checks can take upwards of 2 months. **Your child will not be able to attend class if a parent/caregiver does not have their police check submitted by the first official day of school.**

If you opt to obtain a police check in person, please email a picture or scanned copy of the police check to the parent@discoverypreschoollyc.com when you receive it in the mail over the summer months and bring the Original copy to the first day of school.

POLICE RECORD CHECK PROCEDURES

Normally, a Police Check costs \$30, but because Discovery is a registered volunteer organization with a Volunteer Screening Program Number, it is free.

In order to complete your police check, you have two options:

1. In person by going to a Police Station; or
2. Go to <https://policeinformationcheck.calgarypolice.ca/> and apply online

If this is your first time getting a police check, please follow the detailed instructions found at <http://www.calgary.ca/cps/Documents/police-information-checks/Applicant%20Instruction%20Manual.pdf> . Once the results are received, please **remember to share it with Discovery**. Otherwise, we cannot see it.

If you have already applied for a police check for the Calgary Board of Education or any other School Boards that require a Vulnerable Sector Search, you will be able to share the results with Discovery. To do this, pull up the results of your police check and click on “Share” on the right hand side. The agency is “Discovery Preschool Society of Calgary”. If you’ve successfully shared the results, you will receive an email confirmation.

Please note that the Police Check expires 3 years from the date of the letter. Please ensure the check will be valid for the entire school year (ending June 2023).

If you choose to go in person, please remember to take two valid pieces of government issued ID to a Police Information Check district location (provided below). Also, **You must remember to take in the Discovery Preschool Police Information Check letter, found on page 5, with you.** The following are types of 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, scan or take a picture of the letter and email it to parent@discoverypreschoolyyc.com. In addition, bring the original to Discovery Preschool on the first day of class. We are required to keep it on file at the school.

If you have any questions or concerns, please feel free to email the parent job coordinator at parent@discoverypreschoolyyc.com.



Discovery Preschool Society of Calgary
3610 Sarcee Rd SW
Calgary, AB T3E 6V6

_____, 2022

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 (Position 0002), 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/Caregiver Signature)

A handwritten signature in black ink that reads "Kristin Prince". The signature is written in a cursive style and is positioned above a horizontal line.

Kristin Prince
Police Information Check Coordinator
Discover Preschool Society of Calgary

DISCOVERY PRESCHOOL FIELD TRIP CONSENT

Attached is _____ (student's name) \$25 fee for the field trips 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).

ACKNOWLEDGEMENT OF E-TRANSFER FORM (OPTIONAL)

Thank you for choosing this payment option..

I, _____ parent/guardian of _____ acknowledge that I agree to pay tuition fees **in full** for the 2022-2023 school year by e-transfer on or before June 1, 2022. If the payment is not received by June 1, 2022, the spot may be forfeited to someone else.

Please send e-transfer payments and passwords to payment@discoverypreschoolyyc.com

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).

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

- Completed Registration form online
- Email the Registrar at registrar@discoverypreschoollyc.com to confirm registration, send waivers and/or arrange to drop off cheques and signed waivers
- Non-refundable \$100 registration fee dated at the time of registration (or e-transfer sent to payment@discoverypreschoollyc.com)
- Tuition cheques **OR** signed e-transfer form (see page 1 for details)
- \$25 Field Trip Fee, post-dated September 1, 2022 attached to signed waiver

****Please remember that prior to volunteering in the classroom, every parent/caregiver must complete and deliver their own Police Check form to a local police station or complete the process online. They can take upwards of 2 months to be returned, so please do this in the late spring or early summer before the start school.**