

DISCOVERY PRESCHOOL GENERAL INFORMATION

REGISTRATION

Please ensure that you have filled out the online registration form.

Note: Completing this form DOES NOT guarantee admission.

Please come on registration day with the following:

1. Completed online form
2. Completed Acknowledgement of E-transfer form (pg 10) or bring Cheques
3. Completed waiver/disclaimer forms (pg 6-12)

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 - 4 year old class	Tuesday & Thursday	1:15 - 3:45 PM

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 2019.

ADMISSION PROCEDURES AND FEES

Registration begins February 6, 2019.

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

3 year old/3-4 afternoon program (\$190 per month)	4 year old program (\$220 per month)
\$100 non-refundable registration fee due on registration day (dated February 6, 2019)	\$100 non-refundable registration fee due on registration day (dated February 6, 2019)
\$25 field trip fee postdated September 1, 2019	\$25 field trip fee postdated September 1, 2019
Please choose one of the following payment options for tuition:	
<p>E-transfer Option:</p> <ol style="list-style-type: none"> 1. One lump sum payment of \$1,900 paid on, or before, June 1, 2019 ** <p>Cheque Options:</p> <ol style="list-style-type: none"> 2. One lump sum payment of \$1,900 dated June 1, 2019 3. Two lump sum payments of \$950 dated June 1, 2019 and \$950 dated February 1, 2020 4. Monthly postdated cheques of \$190: <ol style="list-style-type: none"> a. September cheque is dated June 1, 2019 b. October - June cheques are dated the first of each month 	<p>E-transfer Option:</p> <ol style="list-style-type: none"> 1. One lump sum payment of \$2,200 paid on, or before, June 1, 2019** <p>Cheque Options:</p> <ol style="list-style-type: none"> 2. One lump sum payment of \$2,200 dated June 1, 2019 3. Two lump sum payments of \$1,100 dated June 1, 2019 and \$1,100 dated February 1, 2020 4. Monthly postdated cheques of \$220: <ol style="list-style-type: none"> a. September cheque is dated June 1, 2019 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 10

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

PLEASE BRING ALL CHEQUES AND SIGNED WAIVERS ON REGISTRATION DAY

ADMISSION POLICIES

To be eligible for the four year old class, a child must turn four years of age by December 31, 2019. To be eligible for the

three year old program and for the afternoon class, a child must be three years of age by December 31, 2019.

Students who turn three years old after August 31, 2019 and prior to December 31, 2019 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 to 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, 2019. Once the September tuition cheque has been cashed on June 1, 2019, 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, 2020.

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: 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. 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@discoverypreschoolyyc.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 2020)

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@discoverypreschoollyc.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@discoverypreschoollyc.com.



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

February 6, 2019

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 blue ink, appearing to read "MJ", is written over a horizontal line.

Michael James
Police Check Coordinator
Discovery Preschool Society of Calgary
mgjames@gmail.com

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).

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 and completed the Volunteer Orientation. 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.
- 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.

Volunteers are required to arrive 15 minutes early for set-up and remain after class for up to 15 minutes for clean-up if needed. It is extremely important that Volunteers assist the Teachers by showing up on time. Volunteers may not bring siblings/additional children to attend class unless it is a special event as designated by the Teachers.

Volunteer shift trades are the sole responsibility of the parent requesting the trade. Changes must be documented on classroom schedule.

If Volunteers 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 Parent (who has a Police Check and completed the Volunteer Orientation) may step in to act as the Volunteer and stay..

The parent who fails to show up or is significantly late 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 may be displayed on the classroom walls and in the mudroom, and posted in the 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

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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

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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 2019-2020 school year by e-transfer on or before June 1, 2019. If the payment is not received by June 1, 2019, the spot may be forfeited to someone else.

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

Signature

Date

FOIP Notification Statement

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DISCOVERY PRESCHOOL FACEBOOK 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 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

FOIP Notification Statement

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We look forward to meeting you!

OPEN HOUSE

Thursday, January 17, 2019

12:00 – 1:00 pm

REGISTRATION FOR NEW STUDENTS

Wednesday, February 6, 2018

12:00 – 1:30 pm

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

- Completed Registration form online
- Complete, sign and hand in all waivers (pages 6-12)
- Non-refundable \$100 registration fee dated February 6, 2019
- Tuition cheques **OR** signed e-transfer form (see page 1 for details)
- \$25 Field Trip Fee, postdated September 1, 2019

**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 take can take upwards of 2 months to be returned, so please do this in the late spring or early summer before the start school.