



8530 – 101 Street
King Edward Elementary School
Edmonton, Alberta T6E 3L3
Phone: 432-9226

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Dear Parents & Guardians:

The first five years of a child's life are filled with incredible growth and development. Your child is changing daily: constantly learning new words, mastering new skills, and grasping new concepts. We, at the Strathcona Nursery School, are honoured that you are considering sharing your children with us at this exciting and important time in their lives.

The Strathcona Nursery School accepts children aged 2½ to 5 years, and offers a number of features to meet your needs:

- A creative and dynamic teacher and teacher's aide, who foster a nurturing setting in the classroom based on warmth, care, and trust.
- A positive and respectful environment that allows children to explore and understand their surroundings at their own pace.
- Mixed age classes that allow younger siblings to participate in the same class as older siblings.
- 2½ hour sessions that include outdoor play time, story time, free play, art, and music time, where children are encouraged to be creative with their own ideas and skills.
- Flexibility to select morning or afternoon session times based on your schedule.
- Free drop-in sessions during the school year for those who wish to come with their child and observe a session in the classroom. (Please phone first for information on session availability).

Strathcona Nursery School is a parent cooperative playschool that began operating in 1978. As a cooperative, we rely heavily on parent involvement to keep our school operating. **Parent contribution, through fundraising, board or committee participation, and toy cleaning requirements, is mandatory and vital to the operation and health of the school.** Fundraising includes, but is not limited to, working at a casino. There are also regular duty parent days in the classroom to ensure a low adult to child ratio. Duty parent days allow you to spend time with your children in a relaxed classroom environment, and to share in their learning experiences.

To register your child(ren) at Strathcona Nursery School, please attend:

Open House & Registration Night:

Wednesday, March 17, 2010

4:00 – 6:00 PM

King Edward Elementary School (lower level)

8530 – 101 Street

Note: If you already have children attending SNS, you may pre-register on:

Wednesday, March 10th from 4:00 – 6:00

Parent Responsibilities

As parents of a child registered at Strathcona Nursery School, you are members of a parent-led cooperative playschool, which means that the existence of the playschool depends on your commitment and dedication throughout the school year. The parent body works together toward common goals, the most important of which is to provide a happy, satisfying playschool for our children. Your annual duties in the cooperative are:

Duty Parenting

Including a duty parent in the classroom allows a ratio of 5-6 children to one adult. In addition to fostering more direct interaction with the children, duty parents bring new and interesting perspectives to the class everyday, and encourage children to share their playschool environment with their caregiver.

Every family enrolled in the playschool is expected to participate in duty days. When the school is at full attendance this is approximately one day/month. If you fail to attend your assigned duty day, your fine cheque will be cashed. Failure to attend three assigned duty days will result in the review of your continued membership; at the discretion of the board, you may be asked to withdraw from the school.

Fundraising

Strathcona Nursery School raises the majority of its budget for teacher salaries by working at a casino once every two years. Failure to provide the appropriate staff for a casino will result in Strathcona Nursery School losing the opportunity to ever do another casino. Other fundraising, such as selling cookie dough and magazine subscriptions, also takes place.

All families are required to participate in fundraising activities. Failure to participate will result in your fundraising fine cheque being cashed; the board may also reassess your family's eligibility for the cooperative.

Toy Cleaning

All toys are cleaned on a monthly basis. Each family is required to participate in a toy cleaning session once per year. Failure to participate will result in your toy cleaning cheque being cashed.

Board or Committee Participation

Strathcona Nursery School operates by a series of volunteer positions. Each family is required to take on a position. This may be a position on the Board, on a committee, or a specific volunteer position. See Page 6 of the Registration Package for more information.

Semi-annual General Meetings

All families are required to attend the semi-annual general meetings held each fall and spring. The spring SAGM is scheduled for June 9th, 2010.

Further details on all these topics are contained in the Parent Handbook.

Student Eligibility

Regular Program (Mixed-Ages): Children must be at least 30 months of age to enroll.

Enriched Program (Age 4+): Children must be 4 years of age before March 1st of the school year to enroll.

Class Sessions

A “session” is one morning or afternoon per week. Sessions can be mixed and matched to suit your needs. The following session times are available to choose from when creating your child(ren)’s timetable(s). Please note that Monday afternoons are scheduled for teachers’ preparation.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:15 – 11:15 AM	Regular	Regular	Regular	Regular	Regular
1:15 – 3:45 PM	NO CLASS	Regular	Enriched	Regular	Enriched

The number of sessions your child(ren) may attend depends on their age & the program – see chart below. Children in the Enriched Program **must** attend Wednesday and Friday afternoon sessions, as well as one or two days of regular programming.

Age	Program	Min	Max
2½ year olds	Regular (Mixed Ages)	1	2
3 - 5 year olds	Regular (Mixed Ages)	1	4
4-5 year olds	Enriched (4yrs +)	3	4

Fee Schedule

- \$30 registration fee (non-refundable)
- Program fees are charged on a monthly basis based on the total number of classes children in your family are enrolled in:
 - one session per week \$ 45/month
 - two sessions per week \$ 90/month
 - three sessions per week \$ 125/month
 - four sessions per week \$ 155/month
 - each additional session per week \$30/month for each additional session

Example: One family has two children in school, each attending three times/week for a total of six sessions per week. Fees are \$215/week (\$155 for 4 sessions + \$60 for 2 additional sessions)
- You may withdraw at any time, however fees are only refundable if you give **one full calendar month notice is required to vacate a space.**
- The following fines will be charged **only** if a parent misses a cleaning bee, duty day, or a fundraising event without making alternate arrangements.
 - \$150 toy cleaning fine
 - \$100 fundraising fine; chargeable up to two times per year (total = \$200)
 - \$50 duty parent fine; chargeable up to three times per year (total = \$150)
 - \$800 casino fundraising fine (only applicable in casino years)
- \$80 field trip fee - Enriched Program only

Section 1: Family Information

Child's Name (in full)	Please circle desired sessions *Wednesday & Friday afternoon sessions are Enriched Program only.* There is no Monday afternoon session.					Date of Birth	Gender	Age on Sept 30 th
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>			
1.	Morning	Morning Afternoon	Morning *Afternoon*	Morning Afternoon	Morning *Afternoon*			
2.	Morning	Morning Afternoon	Morning *Afternoon*	Morning Afternoon	Morning *Afternoon*			
3.	Morning	Morning Afternoon	Morning *Afternoon*	Morning Afternoon	Morning *Afternoon*			
Primary Contact Address:			City & Postal Code			Home telephone number:		
Mother's name (in full):			Cell Phone:		Work Phone:		Home Phone (if different)	
Father's name (in full):			Cell Phone:		Work Phone:		Home Phone (if different)	
What custody or access rights should Strathcona Nursery School be aware of?								
Does either parent have a certificate in First Aid in Childcare?								
If you have E.C.D. training or a B.Ed, would you be willing to work as a substitute?								

Who is the best person to contact in the event of an unanticipated class cancellation?

Parent at home phone number OR Contact person: _____ Phone: _____

Most SNS correspondence is sent by email. This includes duty parent assignments, committee notices, monthly newsletter, field trip details, etc. By supplying your email address below you acknowledge and accept responsibility for reading the information contained in periodic emails.

Primary Contact Email: _____

Additional Email (optional): _____

Section 2: Emergency Contact and Medical Information

Family Name: _____

Names of people who may pick up your child(ren) at school – **other than parents:**

Emergency Contacts:
 Our licensing agreement requires that you provide two Emergency contacts. They cannot be the parents or person at the children’s home.

Name: _____ Phone: _____

Name: _____ Phone: _____

Medical Contact:

Children’s physician:	Physician’s phone number:
_____	_____
Child’s Name	Personal Health Number
_____	_____
_____	_____
_____	_____

Are your child’s immunizations up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, which immunizations are missing?
Is your child taking any ongoing medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list all on-going prescribed medications your child receives and the frequency with which they are administered.
Do your child have any allergies, including food?	List any food restrictions.
List all disabilities, special needs, emotional or medical conditions.	

Section 3: Other Information

Family Name: _____

Please describe your child(ren):

Do(oes) your child(ren) have any fears the playschool should be aware of?

Are there any potty training concerns the playschool should be aware of? (Children do not have to be potty trained to attend Strathcona Nursery School)

What themes do you think would be of interest to your child(ren)?

What are your reasons for enrolling your child(ren) in playschool?

What special interests would you be willing to share with the class?
(eg. music, crafts, hobbies, cultural)

How did you hear about Strathcona Nursery School?

Family Name: _____

Section 4: Parent Authorization – Please note YOU MUST SIGN IN EVERY BOX (four times)

Leave and Medical Consent

I, _____, hereby give my consent for my child(ren), _____, to leave the Strathcona Nursery School (“SNS”) classroom premises on outings under the supervision of the SNS staff, within the school grounds, including the grounds of King Edward School, Strathcona Community Centre, and The Academy at King Edward.

All walking distance and traveling field trips outside of Strathcona Nursery School property require separate permission for each outing.

In case of an accident, I also give consent for any emergency medical treatment as may be deemed necessary by the SNS staff.

Date Signature of parent/guardian

Photo Consent

I, _____, hereby give my consent for photos of my child(ren), _____, to be used for the following purposes (please check below):

- For Strathcona Nursery School purposes (bulletin board or album)
- For newspapers or TV (prior notice will be given)
- I **DO NOT** give my consent for photos of my child(ren) to be used

Date Signature of parent/guardian

Policy Agreement

I have read, understand, and agree to abide by all the policies and instructions as written in the *Strathcona Nursery School Parents’ Handbook*. (A copy of the handbook can be obtained at www.strathconanurseryschool.com)

Date Signature of parent/guardian

Privacy Policy

The information you supply in this registration form will be made available to the teachers and to all the board members.

We also publish a class list and a contact list of all the families within the cooperative. We do this so that you can exchange duty days amongst yourselves, and so that you can arrange playdates with your child(ren)’s classmates. You can refrain from having your name published on the class phone list by checking the box below.

- YES, you may publish my name, phone & email on the contact list**
- DO NOT** publish ANY of my contact info on the class contact list
- DO NOT** publish my email address on the class contact list (you may publish my name & phone number)

Date Signature of parent/guardian

Family Name: _____

Section 5: Parent Involvement

Strathcona Nursery School is a parent cooperative in which the parents are actively working and sharing skills to create the best possible experience for all our children. To help achieve these goals, please let us know a little bit about you and/or your spouse. Occupation, hobbies, artistic abilities, ethnic heritage, professional skills, computer skills, community help and other special interests that would be of benefit.

SNS Board Positions

The Board oversees all aspects of school management. They meet once/month to conduct the business of SNS. If you are interested in serving on the board, please indicate which positions you would be willing to fill. Elections are held at the June SAGM. You will be contacted before that time to confirm your interest and the available positions.

- | | |
|--|---|
| <input type="checkbox"/> President - oversees administration of preschool, chairs board meetings & SAGMs | <input type="checkbox"/> Vice President - Assists president, board liaison for social committee |
| <input type="checkbox"/> Treasurer - manages all financial items for the pre-school | <input type="checkbox"/> Co-Treasurer - Assists treasurer |
| <input type="checkbox"/> Registrar - registers students, handles inquires & changes to student registration | <input type="checkbox"/> Co-Registrar - Assists registrar, coordinates web updates |
| <input type="checkbox"/> Secretary - takes minutes at all meetings, organizes administrative paper work | <input type="checkbox"/> Co-Secretary - Assists secretary, produces monthly school newsletter |
| <input type="checkbox"/> Fundraising Coordinator - organizes 2-3 fundraisers for preschool, with committee | <input type="checkbox"/> Duty Roster Coordinator - organizes duty roster, oversees parental duty day commitments |

Other Volunteer Positions - Please indicate below, by number, your first three choices OR check all that you would be willing to do.

_____	Volunteer Coordinator	Organizes and oversees parent volunteer positions and one-time duties
_____	Cleaning Bee Coordinator	Organizes times and volunteers for monthly classroom cleaning
_____	Website Coordinator	Updates and maintains SNS homepage, checks and forwards board e-mail
_____	Supplies/Materials Purchaser	Buys pre-school supplies as instructed by teachers
_____	Fundraising Committee	Assists the Fundraising Coordinator
_____	Phone-Out Coordinator	Finds extra duty parent when teacher is ill and informs parents of class cancellation
_____	Social Events Coordinator/Committee	Plans & implements 2 to 3 social events for all pre-school families.
_____	Field Trip Coordinator	Seeks out activities for and organizes field trips
_____	Teachers' Helper	Assists with preparation for craft projects, bulletin board displays & other tasks
_____	Recycle Return	Takes recycling home once a week and returnables in as needed
_____	Sewing	Uses own sewing machine to make projects as instructed by teachers
_____	Photo Committee	Takes photos during class time and assists in creating photo project
_____	Maintenance	Completes minor repairs and maintenance using basic carpentry & painting skills
_____	Playdough Maker	Makes and brings playdough to pre-school
_____	Laundry	Collects dirty laundry from teachers on Friday and returns it cleaned on Monday
_____	Librarian	Organizes pre-school books according to teacher directions

Section 6: Fees and Fines Checklist

Family Name: _____

- Make all cheques payable to **Strathcona Nursery School**
- Indicate child(ren)'s name on each cheque

<u>Amount</u>	<u>Purpose</u>	<u>Date</u>
Non-Refundable Fees		
<input type="checkbox"/> \$30	Registration fee	Date of Registration
<input type="checkbox"/> \$80	Field Trip Fee – Enriched Class Only	September 1, 2010
Session Fees – cheques will not be cashed if one calendar month notice given of withdrawal.		
<input type="checkbox"/> \$_____	September fees	September 1, 2010
<input type="checkbox"/> \$_____	October fee	October 1, 2010
<input type="checkbox"/> \$_____	November fee	November 1, 2010
<input type="checkbox"/> \$_____	December fee	December 1, 2010
<input type="checkbox"/> \$_____	January fee	January 1, 2011
<input type="checkbox"/> \$_____	February fee	February 1, 2011
<input type="checkbox"/> \$_____	March fee	March 1, 2011
<input type="checkbox"/> \$_____	April fee	April 1, 2011
<input type="checkbox"/> \$_____	May fee	May 1, 2011
<input type="checkbox"/> \$_____	June fee (<i>NOTE CHEQUE DATE</i>)	September 1, 2010
Fine Cheques – only cashed if you do not fulfill obligations as outlined in parent handbook		
<input type="checkbox"/> \$50	Duty parent fine #1	September 1, 2010
<input type="checkbox"/> \$50	Duty parent fine #2	December 31, 2010
<input type="checkbox"/> \$50	Duty parent fine #3	December 31, 2010
<input type="checkbox"/> \$150	Toy cleaning fine	December 31, 2010
<input type="checkbox"/> \$100	Fundraising fine #1	September 1, 2010
<input type="checkbox"/> \$100	Fundraising fine #2	December 31, 2010
<input type="checkbox"/> \$800	Casino fundraising fine	November 1 (casino years only)