

Mon Grand Debut

2016/17 School Year

Hello! Bonjour! My name is Lisa Makin and I own the amazing preschool at École Père Kenneth Kearns Catholic School. I have also been operating and teaching at my preschool in Fort Saskatchewan since 2011. I am very pleased and excited with the program we started here in 2015 offering a Catholic French Immersion Preschool opportunity right here at EPK! I myself am not French however am very excited to work with a French bilingual teacher Madame Margaret who has brought years of French preschool experience to our well respected early literacy focussed program. This is an amazing French Immersion opportunity for young children that also provides a foundation for their faith journey throughout school.

It is a requirement for parents to roster in our classrooms. We appreciate and value the time you spend in the classroom as the extra eyes and hands allows us to do more one-on-one work with our students. The requirement is approx. 6-8 times for the whole school year. We do not schedule your times, you will be given the opportunity to consult your schedule and fill in dates you are available. Those who do not sign up on their own will be scheduled. If it cannot be helped a younger sibling can attend with you during roster days however please do try to make other arrangements. If you cannot roster yourself please feel free to invite other relatives to come in your place or discuss with other parents in the classroom to see if anyone would be willing to volunteer extra times for you.

Throughout our 3 and 4 year old programs we focus on social and emotional development, communication, early literacy, kindergarten preparedness, as well as a focus on Catholic values.

At time of registration the \$50 registration fee and 1st month tuition are required.

Registration begins January 4th, 2016 on a first come first serve basis. Confirmation of enrollment will be the deposit of your cheque. Please note you will not get further confirmation until August, 2016 when the start-up emails go out. If I need to enroll you in your second choice I will contact you before depositing your cheque.

Cancellation Policy- The \$50 registration fee is non-refundable from time application is submitted. The first month tuition will be refundable only until April 30th, 2016. In September you will pay for June's tuition which is also non-refundable. (Essentially you will

have paid first and last month up front). After that you can cancel at any time with 30 days notice.

Registration Checklist

- Completed Forms (fill out ALL spaces before handing in forms) **THIS INCLUDES AHC# ASWELL AS A FULL MAILING ADDRESS FOR YOUR ALTERNATE EMERGENCY CONTACT**
- Attach VOID cheque or Direct Debit Form from Bank
- Attach cheque for \$50 registration plus 1st months tuition (can be combined in one cheque) **PLEASE MAKE ALL CHEQUES PAYABLE TO HAPPY DAY PRESCHOOL**
- Attach outdoor consent form
- Hand in completed package to ÉPK school office

Program Choices

Four Year Old Program \$1500/Year (Installments of \$150 per month)

Must be 4 by Dec 31st, 2016

Choice

1	Mon/Wed/Fri	900-1130
2	Mon/Wed/Fri	1215-245

Three Year Old Program \$1200/Year (Installments of \$120 per month)

Must Be 3 by Dec 31, 2016

Choice

3	Tues/Thurs	900-1100
4	Tues/Thurs	1245-245

Mon Grand Début Registration Form 2016/17 School Year

Child's Full Name: _____ MALE/FEMALE

DOB: _____ Age As Of Dec 31/2016 _____

Address: _____ City _____

Postal Code: _____ Home Phone: _____

First Choice Class (class number): _____

Second Choice Class (class number): _____

Mother's Name: _____

Home Address: _____

City: _____ Postal Code: _____

Home #: _____ Cell #: _____ Work #: _____

Father's Name: _____

Home Address: _____

City: _____ Postal Code: _____

Home #: _____ Cell #: _____ Work #: _____

Provide One Contact Email address: _____

Child's Alberta Health Care Number: _____

Alternate Emergency Contact: _____ Relationship: _____

Address: _____ City _____

Postal Code: _____

Phone Number: _____ Alternative Phone Number: _____

(Alternate Emergency Contact is someone other than parents or guardians, must provide full physical address- no Box numbers)

Please list the name of anyone authorized to pick up your child. Please think of anyone who you would think to send if you had an emergency. Your child will not be released to anyone other than who is provided on this list. Please note they will be required to provide identification. Those authorized to pick up my child are:

Siblings (Names and Ages): _____

Allergies: _____

Is your child's immunizations up to date: _____

Any other health concerns we should be aware of: _____

By signing below applicant agrees to abide by policies listed in the attached information sheet, including understanding and acceptance of the cancellation policy.

Parent/Guardian Signature: _____ Date: _____

Permission to take pictures in class-These pictures are for internal use only, photos will not be provided to media without prior consent

Parent/Guardian Signature: _____ Date: _____

Permission to add contact info to parent contact list to be used for playdates and for roster switches.

Parent/Guardian Signature: _____ Date: _____

Happy Day Preschool Ltd.

Information Sheet

Registration/Fees

A non-refundable registration fee of \$50 is required when handing in forms and registration will not be processed until it is received. Along with the fee please also include a void cheque for all tuition payments. First Month tuition is also due at time of registration, and is refundable till April 30th, 2016th. After May 1st withdrawal from the program will not get a refund of any kind. **June's payment will come out in September's to avoid any fee collection issues in June, as well as being a non-refundable deposit on the program.** If you are planning to pay for the program up front please attach your cheque dated Sept 1/2016 to the forms. Fees being made monthly will be direct debited on the first of the month. Please provide a VOID cheque at time of registration. All NSF transactions will have a \$25 charge added on to them, and cash will need to be provided within 5 business days. A credit card option is available for payment, however it is only available in September for those wanting to pay the entire remaining balance.

Program Withdrawal

After Sept 1, 2016 if you would like to withdraw your child from the program for any reason we require 30 days notice in writing. For example, if you would like to withdraw from the program for December 1st, we need to receive your withdrawal notice by November 1st or your payment will still be processed. However, if we can fill that spot you will not be charged anything.

Staggered Start

An info email will go out in August 2016 with the start-up schedule and any information you will need.

Transition

Some children will transition harder than others. Please trust us to help your child through this time and attempt quick exits even when they are upset. I have been in your shoes! I remember leaving my screaming little girl and walking away only to have some tears myself in the hallway. They will quickly learn that it is their job to stay and learn and

your job to come back at the end of class. More often than not children calm down once the parent is gone.

Volunteering

We require and value your time in the classroom. With your helping hands we can be more free to provide individual attention to the children in our classrooms. The roster schedule will be posted on the board in the classroom. If you are unable to accommodate us please feel free to sign up grandparents or other family members.

Calendar

We will be following the Elk Island Catholic School Division schedule for school closures. I will send home a copy of that school calendar in September. Please note these days will not be made up. We will also be following early on early out Wednesdays, and early dismissal Wednesday class times will change to 12-2:30 (instead of 12:15 - 2:45).

Preschool Closures

If the school has to close due to weather, the day will not be made up. Please note the following are weather related reasons we close the preschool standing temperature of -32 (before wind chill), wind chills -35 or below, getting a large accumulation of snow in a short amount of time, or serious tornado warnings. Please also note we are legally obligated to close the school if the power goes out, if it is out for a period of 30 mins or more we will cancel classes. (Please note we will be going with the temperature listed by the weather network 1 hour before class start time)

Sick Children

Please help us stop the spread of infection by keeping sick children home. If your child has any of the following symptoms please do not send them to school; fever, diarrhea, vomiting, undiagnosed rash, an obvious infection, persistent pain or cough. If your child is found to have any of these symptoms at the school, he/she will be laid down in the sick bed under the care of school staff until a parent/guardian or emergency contact can pick them up.

Snack

We have a garbage free snack policy. We ask that you send all your child's snack items, including drink in a reusable container. **Do not send juice boxes.** We will send any unfinished snack home so that you are aware of what your child is eating.

What to send

Everyday your child needs to bring indoor shoes (no slippers in case of fire) and snack. 3 year olds all need to have a change of clothes including socks, even if they are fully potty trained. This is a new situation for them and accidents may happen. If you have a 4 year old that is still struggling with potty training please ensure they have a change of clothing as well.

Shared Products

Each class will be designated one shared item to bring. Examples of shared items are Kleenex, wipes, sanitizer, and paper towel. Please do not buy all these items. We will let you know which item your class is asked to bring.

Potty Training

Children do not need to be completely potty training however you do need to be actively working on it. Children not trained must come in pull-ups. We do not change pull ups. If a child has a bowel movement a parent/guardian will be called.

Birthdays

Although we will acknowledge your child's birthday on the day itself, please do not send in treats. We will have a birthday party for all kids at the end of the year and you will be able to sign up to bring in items then.

Assessments

Within the first couple of weeks will be sitting down and/or monitoring your children and taking notes on different aspects of their development. There is no need for you to worry about this or try all summer to teach them things. This will only serve to help us get an idea of where your child is so that we can better develop a plan to suit them individually.

More information will be available on the open house days in September. Please feel free to call anytime with any questions.

Lisa Makin (780)340-0054

Owner

Mon Grand Début o/a Happy Day Preschool Ltd.

Permission to Use Outdoor Space

Throughout the course of the year we will be periodically using outdoor space, on and off the property. These include, but are not limited to, such areas as the parking lot (for fire drills), park equipment, and general area around École Père Kenneth Kearns Catholic School. The risk of these activities is minor however injuries may occur as a result in participating. These risks include but are not limited to:

1. Weather related such as sunburn or high winds
2. Animal or bug bites
3. Slip and fall hazards
4. Sports injuries such as bruises, sprains, or breaks
5. Allergic reactions
6. Injuries involving motor vehicles

These risks result from the nature and location of the activity and can occur without fault of either the student, Happy Day Preschool Ltd (it's employees or agents), or Elk Island Catholic Schools (it's employees or agents).

Lisa Makin

Owner

Happy Day Preschool Ltd. o/a Mon Grand Debut

ACKNOWLEDGEMENT

I acknowledge that by signing this I accept the risks of participating in these outdoor activities for the 2016/2017 School year at Happy Day Preschool Ltd.

Students Name: _____ Date: _____

Parents Name: _____ Parents Signature: _____