

# Welcome families!

Strathcona Nursery School is honoured that you have chosen us as your child's preschool. Our preschool encourages development through play in a nurturing, positive and respectful environment. Strathcona Nursery School is also a parent cooperative preschool. This means we are at our best when we have parent engagement and involvement. Parent contribution, through fundraising, board, committee, or volunteer role participation is mandatory, and it is vital to the operation and health of the school. Parents may also be required to help out in class as the "duty parent" on a rotating monthly schedule.

Below is a summary of key information, and more details can be found in our [parent handbook](#) and on our [website](#).

## Fee Schedule

A one-time yearly registration fee of \$50 is due upon registration. Program fees are charged on a monthly basis calculated by the total number of classes children in your family are enrolled in. Note: 2024/2025 monthly fees will be reduced by \$75 monthly for all families as SNS qualifies for the Affordability Grant (shown in brackets below). Families may also qualify for the Government of Alberta monthly child care subsidy; it is \$125 for qualifying families who have an annual income less than \$180,000. Application can be found at: [www.alberta.ca/child-care-subsidy.aspx](http://www.alberta.ca/child-care-subsidy.aspx)

1 session per week	\$ 82/month (less \$75 affordability grant = \$7)
2 sessions per week	\$ 154/month (less \$75 affordability grant = \$79)
3 sessions per week	\$ 221/month (less \$75 affordability grant = \$146)
4 sessions per week	\$ 278/month (less \$75 affordability grant = \$203)

## Student Eligibility

Children must be at least 30 months (2½ yrs) of age on their first day of attendance. Children 30 - 36 months of age may only attend 2 morning sessions (Tuesday and/or Thursday morning). Children are permitted to attend up to 4 sessions a week after their 3<sup>rd</sup> birthday (subject to availability).

## Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b> 9:15 – 11:45 AM	3 to 5 years	2½ to 5 years	3 to 5 years	2½ to 5 years	3 to 5 years
<b>Afternoon</b> 1:15 – 3:45 PM	3 to 5 years	3 to 5 years	3 to 5 years	NO CLASS	3 to 5 years

The following 3 pages of forms must be filled out and submitted in order to complete your child's registration at Strathcona Nursery School. Registration is on a first come first served basis. If classes become full, families have the option to be put on a waitlist. Any questions or concerns can be sent to: [registrar@strathconanurseryschool.com](mailto:registrar@strathconanurseryschool.com)

# Parent Authorization

Child's Full Name:

COMPLETE AND RETURN THIS FORM

## 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 Strathcona Community League building, as well as the playground and grounds of both Strathcona Community League and adjacent King Edward School. 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 give consent for any emergency medical treatment as deemed necessary by the SNS staff. Additionally, I understand if an ambulance is required, I bear responsibility for the ambulance fees.

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):

- Internal Purposes (ex: SNS newsletter)
- External Purposes (ex: Social Media)
- DO NOT give my consent for any photos of my child(ren) to be used

Date

Signature of parent/guardian

## Privacy Policy

The information you supply in Online Registration and this package will be made available to the teachers and to all the board members. For questions regarding the use of your information, contact [info@strathconanurseryschool.com](mailto:info@strathconanurseryschool.com). We produce a class list and a contact list of all the families within the cooperative. We do this so that you can exchange parent helper amongst yourselves, and so that you can arrange playdates with your child(ren)'s classmates. Please note the contact list includes child & parent names and email addresses only. We also maintain an Alumni email list of past SNS families.

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 [here](#), or at [www.strathconanurseryschool.com](http://www.strathconanurseryschool.com)

Date

Signature of parent/guardian

# Pre-Authorized Debit Agreement

Child's Full Name:

COMPLETE AND RETURN THIS FORM

EFT Canada has been contracted by Strathcona Nursery School. I hereby authorize EFT Canada the debiting of my account by method of Electronic Funds Transfer for the amounts and on the dates as listed. EFT Canada may appear in your banking information as the debtor of the PAD. I/We confirm that I/We have authority under the terms of my/our account agreement to authorize this debit. I understand that Fine Fees will only be debited in the event that I have not fulfilled my obligations as outlined in the parent handbook. Prior to debiting my account for Fine Fees, I will be given notice by Strathcona Nursery School and one calendar week to object.

MONTHLY FEES	Description	Amount	Date of Withdrawal	OFFICE USE ONLY
	September Fees		September 1, 2024	
	October Fees		October 1 2024	
	November Fees		November 1 2024	
	December Fees		December 1, 2024	
	January Fees		January 1, 2025	
	February Fees		February 1, 2025	
	March Fees		March 1, 2025	
	April Fees		April 1, 2025	
	May Fees		May 1, 2025	
	June Fees		June 1, 2025	
ONE TIME FEES	Registration Fee	\$50	Time of registration	non refundable
	Paid by: <input type="checkbox"/> Pre-authorized Debit			
	Field Trip Fee	\$50	September 1, 2024	non refundable
	Fundraising Fee #1	\$100	October 15, 2024	non refundable
	Fundraising Fee #2	\$100	April 15, 2025	non refundable
~Fundraising Fees will be prorated for late enrollment~				
FINE FEES	Duty Parent Fine #1	\$75	Only if required	
	Duty Parent Fine #2	\$150	Only if required	
	Duty Parent Fine #3	\$250	Only if required	
	Volunteer Non-Participation Fine	\$100	Only if required	
	Casino Fundraising Fine	\$800	Only if required	
~Admin & banking fees will be charged for NSF cheques ~				

In an event of a change of session that results in a change of fees (dropping or adding classes) I must give written notice in the form of a Change of Session Notification Form. Once approved by the Registrar, this form will automatically authorize a change in my payment amount in accordance with the Fee Schedule below.

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- Two consecutive missed payments will result in removal of participation in the payment plan option.
- It is the responsibility of the participant to notify Strathcona Nursery School of any changes to bank account or credit card information at least two weeks in advance of the next scheduled payment.
- Monthly withdrawals will appear as Strathcona Nursery School on bank statements.

I (we), \_\_\_\_\_, have read and understood the terms and conditions of the Pre-Authorized Debit Agreement and authorize my/our financial institution to debit my/our account for the monthly payment payable to Strathcona Nursery School. I may revoke this authorization at any time, subject to providing 30 days written notice.

Date	Signature of parent/guardian
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## Banking Information

Please complete the following OR attach a void cheque

Bank Institution # -----	Bank Transit # -----
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Account #  
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(All numbers must be provided)

Name of Bank:	Bank Address::
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The participant has certain recourse rights if any debits do not comply with this agreement. For example, the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement. To obtain a form for a Reimbursement Claim, or for more information on recourse rights, contact your financial institution or visit [www.payments.ca](http://www.payments.ca)

# Parent Participation

COMPLETE AND RETURN THIS FORM

Child's Full Name:

As a parent co-operative, the families run the business of the school. Parents are expected to both volunteer and attend parent duty days. Details on volunteer expectations will be further outlined in the [parent handbook](#) provided to registered families. There are a variety of volunteer roles available, from board membership to classroom maintenance. Each role has an expectation of time commitment, and helps to ensure the continued administration of the school. At least **one member** of your family should participate in a volunteer role.

## What area of the school would you be willing to assist with?

We will assign volunteer roles based on the interest you express here. You must select at least one role from A, B or C.

**Please mark your choices #1, #2, #3 in order of first preference.**

### A) Board Members

Board positions are critical to the running of the school.

**Parents are strongly encouraged to consider a board position**, these positions are a great option for people that are unable to volunteer during the day but still want to take an active role in their child's school.

- President:** Oversees administration of preschool. Chairs board meetings, SAGMs and Personnel Committee
- Vice President:** Assists President and functions as Volunteer Coordinator.
- Registrar:** Registers students, plans open house with communications.
- Co-Registrar:** Assists Registrar
- Secretary:** Takes minutes at all preschool meetings, organizes administrative paperwork.
- Treasurer:** Manages all financial items for the preschool, pays bills.
- Co-Treasurer:** Handles fees withdrawals, assists Treasurer.
- Fundraising Chair:** Organizes fundraisers for school.
- Communications Chair:** Promotes the school, online and through social media.
- Social Chair:** Plans social events and keeps us connected.
- Casino Coordinator**

*note: this list is not exhaustive and we may add co-chairs and members-at-large as necessary.*

### B) In-Class Volunteers

Most families will volunteer in-person by attending as the "parent helper" one day per month. Grandparents and other caregivers are welcome to fulfill this role.

- Parent Helper

*note: parent helpers are only required for morning sessions*

### C) Other Support

These positions are for families that attend in the **afternoons**, or have new siblings (<6 months old).

- Maintenance, small classroom mending etc.
- Purchasing Materials
- Laundry

### D) Substitute Teachers' Aide

- Short notice support in the event of teacher illness or absence. Can be a parent, grandparent or other caregiver. Will require CPR certification and vulnerable sector criminal record check.

### Something else?

If you have a special skill that's not included above, let us know here - and influence your child's experience at SNS. We are always looking for volunteers to help with fundraising, events and our yearly open house.

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