

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.

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

Fee Schedule

Registration Fee

A one-time yearly registration fee of \$100 is due upon registration.

Program Fees

Program fees are charged on a monthly basis calculated by the total number of classes a given child is enrolled in. The cost shown below is the cost paid by you, which is the Program Fee less the \$100/month Alberta Government Affordability Grant.

Sessions attended per week	The cost paid by you (Program fee less the \$100/month affordability grant)
1	Free
2	\$90/month
3	\$180/month
4	\$260/month
5	\$345/month

Fundraising Fee

A one-time yearly fundraising fee of \$150 is due in September to reduce the need for parent fundraising.

Student Eligibility

Children must be at least 30 months (2½ yrs) of age on their first day of attendance. Children aged 2½ years and older may register in every class except Monday and Wednesday afternoon sessions. Monday and Wednesday afternoon sessions may only be attended by children who are age 4 and older. Monday and Wednesday afternoon sessions for children 4 and older are designed for a more enriched program that allow for more specific guided learning.

Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8:45 – 11:15 AM	2 ½ to 5 years	2½ to 5 years	2 ½ to 5 years	2½ to 5 years	2 ½ to 5 years
Afternoon 12:45 – 3:15 PM	4 to 5 years	2 ½ to 5 years	4 to 5 years	NO CLASS	2 ½ 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

Parent Authorization

COMPLETE AND RETURN THIS FORM

Child's Full Name:

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. We produce a class list and a contact list of all the families within the cooperative. 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

Date

Signature of parent/guardian

Pre-Authorized Debit Agreement

COMPLETE AND RETURN THIS FORM

Child's Full Name:

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, 2025	
	October Fees		October 1, 2025	
	November Fees		November 1, 2025	
	December Fees		December 1, 2025	
	January Fees		January 1, 2026	
	February Fees		February 1, 2026	
	March Fees		March 1, 2026	
	April Fees		April 1, 2026	
	May Fees		May 1, 2026	
	June Fees		June 1, 2026	
ONE TIME FEES	Registration Fee = \$100 (Paid at time of registration, non-refundable) Paid by: <input type="checkbox"/> Pre-authorized Debit			
	Fundraising Fee	\$150	October, 2025	non-refundable
FINE FEES	Casino Fundraising Fee	\$800	Only if required	Non-refundable
~Admin & banking fees will be charged for NSF cheques ~				

In the 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

Bank Institution #

— — — —

Bank Transit #

— — — — —

Account #

— — — — —

(All numbers must be provided)

Name of Bank:

Bank Address::

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

Parent Participation

COMPLETE AND RETURN THIS FORM

Child's Full Name:

As a parent co-operative, the families run the business of the school. Board positions are essential to ensure that the nursery school runs smoothly year to year. Details on volunteer expectations will be further outlined in the [parent handbook](#) provided to registered families. Volunteering is a great way to learn new skills, build relationships, get involved, and help to make key decisions that directly impact the nursery school your child is attending. 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. Please check a box for a board position that you would like to be responsible for. It is also important to note that once in a board position, there will be a period of learning from a previous member. All board members are expected to hand over roles in a way that sets up the new member for success to the very best of their ability.

Board Positions:

- ☐ **President:** Oversees administration of preschool, chairs board meetings, SAGMs and personnel committee, coordinates communication within the nursery school and with staff. Time: ~ 10 hours/month
- ☐ **Vice President:** Assists President and functions as president when the president is unable to attend board meetings. Time: ~ 2-5 hours/month
- ☐ **Registrar:** Registers students, sends information to registered families, plans open house. Time ~ 5-10 hours/month
- ☐ **Co-Registrar:** Assists Registrar. Time ~ 2-5 hours/month
- ☐ **Secretary:** Requests and sends out agenda and any links before board meetings, takes minutes at all board meetings, sends out adds minutes to the google drive folder. Time ~2-3 hours/month
- ☐ **Treasurer:** Manages all financial items for the preschool such as keeping a budget, submitting important financial documents when they are due, pays bills, will be added to the school accounts and has signing authority. Time ~5-10 hours/month
- ☐ **Co-Treasurer:** Handles fees withdrawals, assists Treasurer. Time ~2-3 hours/month
- ☐ **Fundraising Chair:** Organizes fundraisers for school. Time: ~ 5- 10 hours/month
- ☐ **Communications Chair:** Promotes the school, online and through social media. Time: ~2-5 hours/month
- ☐ **Social Chair:** Plans social events and keeps us connected. Time: ~2-5 hours/month
- ☐ **Casino Coordinator:** Is aware of communication with the AGLC, knows the login information, submits forms, and correspondence, volunteer sign up and coordination. Note: Casino events are every 2 years and the funds are crucial. Time: ~ 10 hours one month, every 2 years. Non-casino years ~ 1-2 hours occasionally
- ☐ **Other:**

If you have a special skill, let us know and influence your child's experience at SNS. We are always looking for volunteers to help with fundraising, events and our yearly open house.