

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 vital to the operation and health of the school.

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

Fee Schedule

Registration Fee

A one-time, non-refundable 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. The Alberta Government Affordability Grant covers \$100 of the program fee.

Sessions attended per week	The cost paid by you (Program fee less the \$100/month affordability grant)
1	Free
2	\$99/month
3	\$194/month
4	\$278/month
5	\$367/month

Fundraising Fee

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

NSF Fees and Consequences

If a family's bank account has insufficient fees (NSF charge) to pay for one month's tuition, a \$35 fee will be added to the following invoice to cover the fees that we are charged when that occurs. If an NSF fee occurs 3 months in a row for a particular family, your family will be asked to leave the school.

Student Eligibility

- Children must be at least 30 months (2½ yrs) of age to attend.
- Children can enroll in up to 5 classes per week but cannot be enrolled in both the morning and afternoon classes on the same day.
- Does not need to be potty trained. Families can discuss with teachers on how diapering and potty training is navigated at preschool.

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 11:45 – 3:15 PM	2 ½ to 5 years	2 ½ to 5 years	2 ½ to 5 years	NO CLASS	2 ½ to 5 years

Complete and sign the 3 following forms and submit to registrar@strathconanurseryschool.com. Once the forms are received, the Registrar will send an additional online form to be filled out. Registration is complete for your child(ren) when an e-transfer for the registration fee is received. If classes are full, families can be asked to be put on a wait-list. Contact the Registrar for any questions or concerns.

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	
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, 2026	
	October Fees		October 1, 2026	
	November Fees		November 1, 2026	
	December Fees		December 1, 2026	
	January Fees		January 1, 2027	
	February Fees		February 1, 2027	
	March Fees		March 1, 2027	
	April Fees		April 1, 2027	
	May Fees		May 1, 2027	
	June Fees		June 1, 2027	
ONE TIME FEES	Registration Fee = \$100 (Paid at time of registration, non-refundable) Paid by: ☐ Pre-authorized Debit			
	Fundraising Fee	\$150	October, 2026	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:

Registered name on bank account:

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 cooperative program, parents and families are a big part of the children's success. The extra support from parent volunteers help keep the school's operational costs low and the quality of education is elevated with the knowledge you bring to the organization. Volunteering is an opportunity to be hands-on in your child's early education experience by helping make key decisions that directly impact the Strathcona Nursery School.

Additional details on board and committee positions can be found [here](#). The board meets monthly and determines changes in policies, fees, fundraising requirements, oversees preschool operations and organizes family social events. Elections for board positions are held at the Semi Annual General Meeting at the end of the school year.

We expect all families to volunteer in some capacity as we strive to build a vibrant community where our children can learn and grow. We are always looking for volunteers to help with fundraising, events, social media content and assistance with the yearly open house!

Please indicate on this form the positions you might be interested in.

Board Positions:

- | | |
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| ☐ <u>President:</u> Oversees administration of the preschool; chairs board meetings, SAGMs and personnel committee; coordinates communication within the preschool and with staff. | ☐ <u>Assistant Treasurer:</u> Manages routine invoice and salary payments for the preschool. |
| ☐ <u>Vice President:</u> Assists President and functions as president when the president is unavailable. | ☐ <u>Fundraising Chair:</u> Organizes fundraisers for the preschool. |
| ☐ <u>Registrar:</u> Registers students and sends information to inquiring families. | ☐ <u>Communications Chair:</u> Promotes the preschool and will have access to the preschool's social media account. |
| ☐ <u>Co-Registrar:</u> Assists Registrar. | ☐ <u>Social Chair:</u> Plans social events and keeps families connected. |
| ☐ <u>Secretary:</u> Reviews agenda items for board meetings and takes minutes at meetings. | ☐ <u>Casino Coordinator:</u> Will be in communication with the AGLC; expected to recruit casino events volunteers; and submit relevant forms and correspondence. Casino events are held every 2 years. |
| ☐ <u>Treasurer:</u> Manages overall finances, required financial reporting, and budget. | |