



8530 – 101 Street
King Edward Elementary School
Edmonton, Alberta T6E 3Z5

Phone: 432-9226

Web: www.strathconanurseryschool.com

Email: info@strathconanurseryschool.com

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. Here are some of the highlights of our program:

- Mixed age classes which allow younger siblings to participate in the same class as their older siblings.
- 2½ hour sessions that include outdoor play time, free play, craft, and music time.
- A nurturing, positive and respectful environment that encourages children to explore and be creative.
- Flexibility in session times - choose morning or afternoon sessions based on your schedule.
- A developmentally appropriate program.
- Two creative and dynamic teachers who complement one another

Strathcona Nursery School is a parent cooperative playschool. This means that we rely heavily on parent involvement to keep our school operating. **Parent contribution, through fundraising, board committee or volunteer role participation, and cleaning bee requirements, is mandatory and vital to the operation and health of the school.** Fundraising may include, but is not limited to, working at a casino. There are also regular **duty parent days morning classes only** 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.

Registration is on a first come first served basis. If classes become full, families have the option to be put on a waitlist.

To register your child(ren) at Strathcona Nursery School for 2019/20 please attend:

Open House & Registration Night
Wednesday, February 27th 2019 from 4:30 – 6:00 PM
King Edward Elementary School (lower level)
8530 – 101 Street

Pre-Registration

Current & alumni families may pre-register beginning the week of January 28, 2019.

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 For Morning Sessions

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 every day, and encourage children to share their playschool environment with their caregiver.

Every family enrolled morning sessions at the playschool is required 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 amount will be processed. 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. As such, participation is mandatory. The other major fundraiser is a Spring Carnival where all families must take on a volunteer role. Both of these events have an associated fine for non-participation (Casino Fine & Volunteer Participation Fine)

Minor fundraising activities (i.e. selling cookie dough, gift wrap, etc.) have been eliminated in favour of a required semi-annual fundraising fee.

Cleaning Bee

Classroom toys are cleaned on a weekly-basis by teachers. Each family is required to participate in a classroom Cleaning Bee once or twice per year. Failure to participate will result in your cleaning bee fine being debited from your account.

Board or Committee Participation

Each Strathcona Nursery School family is required to take on a volunteer position. This may be a position on the Board, on a committee, or a specific volunteer position. There is an associated fine for non-participation in your volunteer role. See Page 5 of the Registration Package for more information.

Semi-Annual General Meetings

All families are expected to attend the semi-annual general meetings held each fall and spring. The spring SAGM will be in early June 2019.

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

Student Eligibility

Children must be at least 30 months (2½ yrs) of age to enroll. Children 30 - 36 months of age may only attend the morning sessions. Children are permitted to attend the afternoon sessions after their 3rd birthday (subject to availability).

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). The number of sessions your child(ren) may attend depends on their age .

Age	Program	Min	Max
2½ year olds	AM only	1	2
3 - 5 year olds	AM or PM	1	4

	Monday	Tuesday	Wednesday	Thursday	Friday
9:15 – 11:45 AM	2½ to 5 years	2½ to 5 years	2½ to 5 years	2½ to 5 years	2½ to 5 years
1:15 – 3:45 PM	3 to 5 years	3 to 5 years	3 to 5 years	NO CLASS	3 to 5 years

Fee Schedule

Program fees are charged on a monthly basis based on the total number of classes children in your family are enrolled in:

1 session per week	\$ 65/month
2 sessions per week	\$ 130/month
3 sessions per week	\$ 180/month
4 sessions per week	\$ 220/month
each additional session per week	\$45/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 \$310/month (\$220 for 4 sessions + \$90 for 2 additional sessions)

Withdrawals

One full calendar month's written notice is required to withdraw your child from the program. If your child is registered in September and you wish to withdraw him/her, you must inform the Registrar by July 31, otherwise September program fees will be charged. **Withdrawals effective after March 31st will be charged April, May and June fees.**

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

Child's Last Name: _____

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):

- Strathcona Nursery School purposes (bulletin board or album)
- For newspapers or TV (prior notice will be given)
- For Strathcona Nursery School purposes (website and Facebook)
- 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, please contact 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 duty days amongst yourselves, and so that you can arrange playdates with your child(ren)'s classmates. You can refrain from having your name included on the class phone list by checking the box below.

- YES, you may include my name, phone & email on the contact list**
- DO NOT** include ANY of my contact info on the class contact list

We also maintain an Alumni List of past SNS families. We do this to periodically advertise public events such as the Spring Carnival, Open House Registration and the Annual Giving Campaign.

- I would like to be placed on the Strathcona Nursery School Alumni email List after my child(ren) are no longer registered.**

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



PRE-AUTHORIZED DEBIT AGREEMENT

8530 – 101 Street
 King Edward Elementary School
 Edmonton, Alberta T6E 3Z5
Phone: 432-9226
Web: www.strathconanurseryschool.com
Email: info@strathconanurseryschool.com

Student Name: _____

I hereby authorize *Strathcona Nursery School* the debiting of my account by method of Electronic Funds Transfer for the amounts and on the dates as listed below. 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 of my account for Fine Fees, I will be given notice by Strathcona Nursery School and one calendar week to object.

	Description	Amount	Date of Withdrawal	OFFICE USE ONLY
MONTHLY FEES	September Fees		September 1, 2019	
	October Fees		October 1, 2019	
	November Fees		November 1, 2019	
	December Fees		December 1, 2019	
	January Fees		January 1, 2020	
	February Fees		February 1, 2020	
	March Fees		March 1, 2020	
	April Fees		April 1, 2020	
	May Fees		May 1, 2020	
	June Fees		June 1, 2020	
ONE TIME FEES	Registration Fee	\$40	Time of registration	non refundable
	Paid by: <input type="checkbox"/> Pre-authorized Debit			
	Field Trip Fee	\$50	September 4, 2019	non refundable
	Fundraising Fee #1	\$100	October 15, 2019	non refundable
	Fundraising Fee #2	\$100	February 15, 2020	non refundable
<i>~Fundraising Fees will be prorated for late enrollment~</i>				
FINE FEES	Duty Parent Fine #1	\$50	<i>Only if required</i>	
	Duty Parent Fine #2	\$50	<i>Only if required</i>	
	Duty Parent Fine #3	\$50	<i>Only if required</i>	
	Cleaning Bee Fine	\$150	<i>Only if required</i>	
	Volunteer Non-Participation Fine	\$100	<i>Only if required</i>	
	Casino Fundraising Fine	\$800	<i>Only if required</i>	
<i>~Admin & banking fees will be charged for NSF cheques ~</i>				

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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In an event of a change of session that results in a change of fees (dropping or adding classes) I must give one month’s 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.

- ❖ 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.

Account holder signature

Date of signature

BANKING INFORMATION: Please complete the following OR attach a VOID cheque

Bank Institution #

--	--	--

Bank Transit #

--	--	--	--	--

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(All numbers must be provided)

Account numbers are available from your institution or on the bottom edge of your cheque. The first 3 digits on the far left are the cheque number, followed by a 5 digit transit number, then a 3 digit institution number and finally your account number.

Name of Bank: _____

Bank Address: _____

City, Province: _____ Postal Code: _____

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.cdnpay.ca.