



### 2018 – 2019 Registration Information

Thank you for allowing us to be a part of your child’s early education.

Below is the current Preschool Executive Board and the Board positions available for 2018/19:

*\* Please note that the vice-president and secretary positions must be filled prior to registration commencing – a detailed list of these volunteer roles is attached – please review them and join us!*

	2017/2018	2018/2019
PRESIDENT	Kylee Norris-Brown	Kylee Norris-Brown
VICE-PRESIDENT	Jen Singer	
SECRETARY	Carrie Bullee	
TREASURER	Shanna Lachance	Shanna Lachance
EVENTS COORDINATOR	Andrea Sereda	Andrea Sereda
BOOK CLUB COORDINATOR	Jen Park	
FUNDRAISING COORDINATOR	Carlyn Harris	
BVAS REPRESENTATIVE	Kirby McGaffin	Kirby McGaffin
ADVERTISING COORDINATOR	Nadine Aljubori	
JACK OF ALL TRADES	Leigh-Ann Morris	N/A
PAST EXECUTIVE MEMBER	N/A	N/A

#### **Indus Preschool Executive Board Member Roles**

##### **The President:**

- Supervises the affairs of the Board;
- When present, chairs all meetings of the Society and the Executive Committee;
- Is an ex officio member of all committees;
- Acts as a spokesperson for the Society;
- Accepts registrations and provides information to potential members after registration night and throughout the school term;
- Has charge of the Board's correspondence;
- Makes sure a record of names and addresses of all Members of the Society is kept;
- Assists Treasurer with liaising with Members for late payment of fees, late fees or NSF fees;

- Verifies all bank balances provided by the Treasurer;
- Co-signs the Society's cheques; and
- The President does not vote on matters brought forward by motion except in case of a tie. The President decides, in good faith, any tie or dispute on any vote, and this decision is final.

**The Vice-President:**

- Presides at meetings in the President's absence. If the Vice-President is absent, the Officers elect a Chairperson for the meeting;
- Replaces the President at various functions when asked to do so by the President and the Board;
- Chairs the Langdon Days Float Committee;
- Co-signs the Society's cheques; and
- Carries out other duties assigned by the Board.

**The Secretary:**

- Attends all meetings of the Society and Executive Committee;
- Keeps accurate minutes of these meetings;
- Files amendments to the bylaws, changes in the Directors of the organization, and other incorporating documents with the Corporate Registry;
- Prepares monthly newsletter for distribution to Members;
- Keeps the Seal of the Society; and
- Carries out other duties assigned by the Board.

**The Treasurer:**

- Makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board;
- Makes sure a detailed account of revenues and expenditures is presented to the Board as requested;
- Provides an operating budget to the Board at the first board meeting of each new school year;
- Makes sure a statement of the financial position of the Society is prepared and presented to the Annual General Meeting;
- Files the annual return;
- Verifies Scholastic Book Club Bonus Bank balances provided by the Book Club Coordinator;
- Supervises spending of monies, and submits all bills for approval of payment to the Board;
- Liaises with Members for late payment of fees, late fees, or NSF fees;
- Prepares letters to be sent to Members regarding payment issues;
- Issue receipts to Members in December for all fee payments received from September to December, and in June for all fee payments received from January to June, and a receipt for each cash payment received;
- Files all Workers' Compensation Board paperwork;
- Co-signs the Society's cheques; and
- Carries out other duties assigned by the Board.

**The Events Coordinator:**

- Organizes special events for the Society, including but not limited to Christmas and year end class parties;
- Coordinates and liaises with teachers, Officers, and Members in regards to special events; and
- Carries out other duties assigned by the Board.

**The Book Order Coordinator:**

- Distributes ordering literature to the Members;
- Conferences with the teacher regarding school needs;
- Organizes and orders all merchandise for the Members;
- Keeps detailed digital record of bonus bank balances;
- Provides the Treasurer with Scholastic Book Club bonus bank balances;
- Distributes all merchandise to the Members; and
- Carries out other duties assigned by the Board.

**The Fundraising Coordinator:**

- Organizes fundraising for the Society;
- Coordinates and liaises with Officers and Members regarding fundraisers;
- Attends fundraisers or ensures that another Officer will perform this duty; and
- Carries out other duties assigned by the Board.

**The Bow Valley Agricultural Society (BVAS) Representative:**

- Attends BVAS meetings each month and reports on the Society's activities and important matters;
- Reports back to executive board on BVAS activities;
- Is responsible for all BVAS fundraisers including, but not limited to, the BVAS Men's Auction, BVAS 50/50, etc.
- Liaises with BVAS members for mutual needs; and
- Carries out other duties assigned by the Board.

**The Advertising Coordinator:**

- Organizes advertising as required for Society and liaises with advertisers as necessary;
- Maintains and updates website for Society with current needs;
- Maintains social media for Society; and
- Carries out other duties assigned by the Board.

**The Jack of All Trades:**

- Receives police clearance requests, creates police check letters and emails member back regarding pick up of police check letters;
- Supports other board members as required; and
- Carries out other duties assigned by the Board.

**The Past Executive Member:**

- An Executive Officer from the prior year joins the new executive committee to assist in transition;
- Must attend the first three (3) meetings of the new Board of Directors. The meetings are then optional unless it is requested by the Board to attend other meetings;

- This Officer may volunteer to remain with the board beyond the requirements if they are an eligible member of the society; and
- Carries out duties assigned by the Board.

**Unfilled Positions**

The duties and responsibilities of any position that has not been filled by an eligible Member must be assigned to an existing Officer.

## Things to remember while completing the 2018/2019 Registration Form

- We will fill classes on a first-come, first-served basis as per the number on your form with priority being given to returning students.
- Make sure to indicate a 1st and a 2nd choice class as some classes may fill up and we may be required to place your child in another class.
- All AM classes meet from 8:45 am – 11:15 am and all PM classes meet from 12:00 pm – 2:30 pm.
- The T/Th pm and T/W/Th pm classes are only offered to children who will be 4 years of age by December 31, 2018.
- If your child is a returning student or a sibling of a current student, please be sure to note this on the front page of your form.
- If your child needs to be in a class with another child due to dayhome or daycare situations please be sure to note this on the front page of your form.
- Be sure to complete every line on your form as we are audited by Alberta Social Services and this is one of their requirements. If a line does not pertain to you, please enter N/A.
- Include a current email address (**please print clearly**), as this is how you will receive confirmation of which class your child is placed in, as well as other important communications throughout the school year.
- Indus Preschool monthly tuition is as follows: 1 Day Program - \$50/month, 2 day program \$100/month, and 3 day program \$145/month.
- In regards to payment, we require the following:
  - A **non-refundable** registration fee of \$40 plus a **non-refundable** September payment (\$50, \$100 or \$145) that will be credited towards your first month's tuition, **payable on February 28<sup>th</sup>, 2018.**
  - Post-dated cheques for the remainder of the year. They must be dated for the 1<sup>st</sup> of every month from October 2018 through to June 2019. Anyone wanting to pay the full year's fees in one or two or more lump sums may do so.
  - We have also set up direct debit to withdraw funds from parent accounts on the 1<sup>st</sup> of each month. Electronic money transfer are no longer an option. If you are choosing this option, please email [induspreschool@hotmail.com](mailto:induspreschool@hotmail.com) to request a Payor's PAD Agreement to bring with you on registration night.
  - Any fees that are not paid in full by the 1<sup>st</sup> of the month previous will have a \$40.00 late fee applied. There is also a \$40.00 charge for all NSF cheques. **Any three NSF cheques will result in your child being immediately un-enrolled from the preschool program.**
- Expect a confirmation email within **7 - 10 days** of Registration Night, and an additional email in **mid-late August** containing important information about the preschool.

### Start of Classes

Teachers Linda and Carrie will be hosting a "Meet and Greet" drop-in for all new and returning students in May before classes commence. All children, accompanied by their parents or caregivers, are welcome to spend time in the classroom, learn through play, and familiarize

themselves with the environment and the teachers. Please watch your email in April for further details.

The first day of Preschool will be Wednesday, September 5 or Thursday, September 6, 2018.

**Contact Information for Indus Preschool**

Teacher Linda Smart

Phone: 403-936-5474, ext. 4 (during school hours only)

Board President: Kylee Norris-Brown

Email: [info@induspreschool.com](mailto:info@induspreschool.com)

Phone: 403-936-0694

Look for Indus Preschool on Facebook to connect with board members and other parents!

New Student \_\_\_\_\_  
Returning Student or Sibling \_\_\_\_\_

Carpooling with another student? \_\_\_\_\_  
Please list: \_\_\_\_\_

## Indus Preschool Registration Form 2018-2019

### 1st choice of class (circle one)

M pm    M/W am    M/W pm    T/Th am    \*T/Th pm    \*T/W/Th pm

### 2nd choice of class (circle one)

M pm    M/W am    M/W pm    T/Th am    \*T/Th pm    \*T/W/Th pm

\*T/Th pm & T/W/Th pm classes are for 4 year olds ONLY (must be 4 by Dec 31, 2018)

*Please print clearly. All spaces must be filled out for your registration to be processed. If a question does not apply to your situation, please indicate so with "N/A". This information is a requirement of Alberta Social Services. The form will be kept on school premises.*

Child's Full Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (if different from Mailing Address): \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Email address of primary contact: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Mother's place of work: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full work address: \_\_\_\_\_

Home address (if different than child): \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Father's place of work: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full work address: \_\_\_\_\_

Home address (if different than child): \_\_\_\_\_

Do you have any specific concerns pertaining to your child of which you would like the teachers to be aware? \_\_\_\_\_

**Health Information (all lines must be filled in completely)**

Alberta Health Care Number: \_\_\_\_\_

Are your child's immunizations up to date? YES NO

Does your child have any allergies or medical conditions?

\_\_\_\_\_  
\_\_\_\_\_

Are there any medications administered to your child on a regular basis (other than pain relief, cold/flu, etc.)? If so, please list:

\_\_\_\_\_  
\_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Full Street Address: \_\_\_\_\_

City: \_\_\_\_\_

**Emergency Contact Persons (other than parents)**

1. Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Full Street Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Full Street Address: \_\_\_\_\_

Will anyone, other than the parents, be picking the child up from school on a regular basis?

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

For Indus Preschool use only:

Form filled out legibly and in full \_\_\_\_\_

Registration Fee paid \_\_\_\_\_ Chq/Cash/E-transfer September Fee Paid \_\_\_\_\_ Chq/Cash/E-transfer

Remaining months received \_\_\_\_\_ Chq/Cash/Direct withdrawal PAD Agreement



## Consent Forms

**Please read the following consents carefully prior to signing!!**

### Medical Consent Given to Indus Preschool

I give consent to Indus Preschool to transport my child to the Strathmore Hospital, Alberta Children's Hospital, or South Health Campus for medical treatment, if deemed necessary. This consent is given in the event that the Preschool is unable to contact the parent(s) or Emergency Contact persons.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Personal Information Protection Act (PIPA)

I consent to having my child's name, parents' names and home or cell phone numbers compiled on a list to be distributed to the class phone parent(s). The list may be used to contact me in the event of an unplanned school closure or other situation that requires my attention. This list will NOT be used for distribution to other classes, or for soliciting in any way.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Pledge of Confidentiality

In the course of my interaction with the Preschool, I may occasionally see or hear information of a private nature concerning children and/or their families. This is confidential information and must not leave the classroom. As part of my involvement with the Preschool as a parent or as a volunteer, I pledge to maintain confidentiality at all times, or risk having my child removed from the preschool.

Signature \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about Indus Preschool's Registration Night? (please circle)

Community Newsletter

Social Media

Poster

Preschool Website

Postcard Mailout

Indus Rec Centre Road Sign at Hwy 791

Word of Mouth

Other \_\_\_\_\_