



PuddleDucks Preschool

4612 Varsity Drive NW

403-909-9588

SEPT 2026 to JUNE 2027

Child's Information

Full Name: _____ Date of Birth: _____
Last First Middle Initial. (DD/MM/YYYY)

Address: _____
Street Address Apartment/Unit #

City Province Postal Code

Does your child have any medical conditions (e.g., asthma, epilepsy)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does your child take regularly prescribed medication (e.g., Ventolin)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does your child have any allergies?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does your child have any emergency medication (e.g., EpiPen)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does your child have any Dietary Restrictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If yes, please describe: _____

Are your child's immunization records up to date? YES NO

Early Intervention Service: We provide an inclusive classroom for children coming with outside agencies. We limit the number of outside assistants in each classroom. Please indicate if your child is receiving funding and will be attending with assistance. YES NO

Developmental Information and Funding: A limited number of children in our preschool can qualify to receive mild/moderate or PUF assistance in the classroom through provincial government funding. Is your child currently undertaking, or has undergone, assessments to support any particular developmental areas such as speech, occupational therapy, physical therapy or social-emotional development? If yes, please make us aware of your child's needs at the time of registration itself, as the number of spaces available for funding are limited. We limit funded spaces to ensure that we can provide a high quality of service and fulfill the needs of all our children. (There is space at the end of this document if you wish to share more information with us) YES NO

Parent Information

Parent/Guardian's Name: _____

Primary Phone: _____ Alternate Phone: _____

Address: _____
(If different from child's)

Parent/Guardian's Name: _____

Primary Phone: _____ Alternate Phone: _____

Address: _____
(If different from child's)

Are there any custody arrangements/restrictions we should be aware of? YES NO

If yes, please describe: _____

Emergency Contact

You **MUST** list one **LOCAL** person (within 1 hour drive of child) who may be contacted in case of an emergency when a Parent/Guardian **cannot** be reached.

Full Name: _____ Phone: _____

Address: _____ Postal Code: _____

Authorized Pick-Up Persons

Parents must list on the form the names of all persons (**other than parents**), who are permitted to pick-up their child. We require parents to notify the Preschool staff if someone else will be picking up their child. In a rare emergency situation, arrangements can be made verbally. If the person picking up the child is not known to the teacher, information must be provided, including their name and phone number. This person will be required to show picture ID upon first pick-up.

Full Name: _____

Relationship: _____ Phone: _____

Full Name: _____

Relationship: _____ Phone: _____

Full Name: _____

Relationship: _____ Phone: _____

Correspondence

All preschool newsletters, reminders, and important correspondence will be sent via email. Your email will only be used for Preschool use and will not be distributed outside of the Preschool.

Primary Email: _____

Secondary Email: _____

In rare instances (such as closure due to severe weather conditions) it may be necessary to also send out a text message to ensure everyone has been notified. Please provide at least **ONE mobile** phone number for these emergency messages to be sent.

Phone: _____

Tuition and Enrollment Agreement

Our currently enrolled families will be invited to register first for upcoming sessions. We will then open our registration to the public on a first come first served basis. If none of your time preferences are available, you will be placed on a waiting list.

Registration Fees:

A fee of **\$300 is due at the time of registration**. This fee includes a **\$125 non-refundable registration fee** and a **\$175 prepaid tuition deposit**, which will be applied to **June tuition of the current school year**. The tuition deposit is non-refundable, non-transferable credit and is required to confirm your child's registration and secure their spot at Puddleducks Preschool. Registration confirmations will be sent via email.

September 2026 Tuition:

Tuition for the first session (September 2026) is due on **August 1, 2026**.

Monthly Tuition:

Monthly tuition is due on the first day of each month, from October through June. While the number of instructional days may vary from month to month, the monthly tuition rate remains the same.

A late fee of \$25.00 will be applied to any payment not received by the due date.

Payment may be made by e-transfer to info@puddleduckspreschool.ca or by post-dated cheques.

Credit cards are not accepted.

Enrollment Agreement:

1. There will be a \$25.00 fee for each late payment.
2. There will be a \$50.00 fee for returned NSF funds.
3. Our budget is based on the number of children enrolled and the tuition paid. Our expenses do not change if a child is absent, therefore there are no tuition reductions for vacations, illnesses, etc., and no make-up days for any reason.
4. The center follows the CBE schedule, and will be closed for all statutory holidays, Spring Break, Teacher's convention, and for Christmas break. Tuition will remain the same.
5. If the school is unable to open due to extreme weather conditions, water main breaks, or other unforeseeable incidents, there will be no make-up days.
6. To withdraw a child from the program at any time, parents must give written notice **ONE FULL** month before the 1st of the month they wish to leave. For example, to withdraw in September, notice must be received before August 1st.

I have read and understand and agree to the Registration & Enrollment terms.
(Please sign and date on the line below)

Child Care Grant: Puddleducks is an Alberta licensed facility-based preschool program. Eligible Alberta families automatically receive the grant for their child/children.

Class Selection

Please carefully select the class and/or classes that you would be willing to register in and list them in order of preference. If you are planning to enroll in multiple classes, please number each class.

Please note that tuition amounts listed are before each student receives their \$100 monthly grant (as part of the Federal-Provincial Childcare Agreement). The parent portion paid monthly will be the amounts shown below in brackets, the \$100 has already been removed.

Mornings-3.5 Hours – 8:30 AM-12PM:

___ Monday, Wednesday, Friday AM \$435.00 (\$335)

___ Tuesday, Thursday, AM \$315.00 (\$215)

___ 5 Mornings/ Week, AM \$725.00 (\$625)

Afternoons 3 Hours – 1:00-4:00PM:

___ Monday, Wednesday, Friday PM \$385.00 (\$285)

___ Tuesday, Thursday PM \$275.00 (\$175)

___ 5 Afternoons/Week, PM \$630.00 (\$530)

Preschool Prep Class: (24-36 months)

___ Two days per week Mon./Wed. or Tues/Thurs AM \$320 (\$220)

___ Three days per week M/W/F AM \$425 (\$325)

___ Four days per week AM \$615 (\$515)

-----Five days per week AM \$695 (\$595)

Pick Up Policy

Emergencies, traffic jams, and life-in-general can occur, please do not hesitate to call or send a text to the preschool if you know you will be late picking up your child so that preschool staff are aware, and accommodation can be made. Please be respectful of this. What may be a couple of minutes late to you is time that teachers lose to have their snack/lunch, go to the bathroom, prep for classes etc.

Please understand however that habitual late pickups will be dealt with in the following manner:

- A. A verbal warning will be given from the teacher.
- B. A written warning will be given from the Director.
- C. If a third late pickup warning is necessary, the school will charge your account \$5.00 for every minute late **At the Preschool's discretion**

The safety of our children is of utmost importance at PuddleDucks Preschool. You must indicate on the registration form and/or provide the Preschool with written notice regarding any new or additional authorized persons who may pick-up your child. We require the names and contact information of authorized persons to be kept on file. Please notify your preschool teacher if and when someone other than yourself (the parents) will be picking up your child – indicate this person's full name and their relationship to your child. Photo identification WILL be required to release your child, the preschool staff will not release the child without the ID.

Cancellation & Readiness Policy

We want preschool to be a positive experience for children. Our teachers are fully trained and qualified and have a variety of strategies to help children transition into an unparented preschool program such as ours and we will do everything we can to help this process. We want to work closely with parents and on occasion may require their assistance in the classroom if a child is struggling with separation issues or behavioral issues.

Due to ratios required by Alberta Children's Services, we cannot accommodate a child who requires consistent one-on-one attention. If a child does require one-on-one, parents will be contacted and offered some suggestions and resources to help the child attend, the administration reserves the right to cancel the child's registration. The monthly fee will be refunded in this case.

I have read the above and agree _____

Sickness Policy

It is an Alberta regulation that children with diarrhea, fever, vomiting, unexplained cough/rash and any other symptoms associated with a communicable disease must be kept away from preschool until they are free of symptoms for 24 hours. In order to keep the children and staff healthy, children with obvious signs of illness should not be brought to school.

If a child becomes ill with diarrhea, fever, vomiting, unexplained cough/rash or other symptoms associated with a communicable disease, the teacher must isolate the child from other children within the facility. The sick child can also be defined as a child requiring greater attention than can be provided without compromising the care of other children in the preschool; or displays any other illness or symptoms that a teacher knows or believes may indicate they pose a health risk to people on the program's premises.

In addition, if a child within the preschool shows signs of illness, then the teacher must make a record of the illness and advise the parent/guardian immediately that the child is ill and the parent/guardian must make arrangements to pick up the child from the facility within one hour of notification.

A child may return to program if the teacher is satisfied that the child does not pose a health risk to other children or caregivers. A parent may provide a physician's note, or a parent can report to the preschool that the child has been symptom-free for a period of not less than 24 hours.

I have read the above and agree _____

Toileting Policy

Many preschool programs will not accept children who are not Potty Trained. Puddleducks Preschool understands that not all children move through their developmental stages at the same pace. Your child does NOT need to be Potty Trained to come to Puddleducks Preschool. As we have a smaller class size and higher teacher to child ratio, it is much easier for us to manage this.

Toileting Accidents – If we notice a child has had an accident, the child will be changed, or assisted, by a teacher. Children will be changed privately in the washroom, however the washroom door will remain open so other staff members can be close by, within sight or hearing to observe and confirm child protection issues have been addressed. Staff and child will wash their hands after changing.

Families are encouraged to:

- A. Teach children to pull pants up/down, wipe, flush toilet etc.
- B. Dress child in clothing that is easy for them to manipulate independently.
- C. Provide spare clothing in their child's bag in the event that clothing needs to be changed.
- D. To have their child use the bathroom before arriving at school

Children are encouraged to:

- A. Be independent and self-manage toileting where possible.
- B. To wipe themselves and to flush toilet after use
- C. To wash hands properly after toileting

Discipline Policy

At PuddleDucks Preschool Inc., we strive to provide a positive approach to discipline. We guide children toward acceptable positive behavior and encourage children to problem solve together by setting up clear, simple expectations and emphasizing the importance of using our words. Preschool staff will maintain calm and gain the child's attention by saying his/her name, bending down to establish eye contact, and speaking in a calm and controlled voice. We take the time to talk and listen to help resolve the situation. We acknowledge the child's feelings and try and focus on the behavior being unacceptable, not the child or his/her character. Finally, we will reassure the child(ren) as they re-enter the activity and observe to ensure the problem has been fully resolved.

Sometimes behavior may escalate, and children need time to calm down and regain control. The child may be re-directed to another activity or leave the room or play area with a staff member in order to have the opportunity to successfully become calm. This is considered a break, NOT a punishment, confinement, or isolation. In the event there is an identifiable pattern of behavior of concern, parents will be notified, and we will work together to find a mutually acceptable way of addressing the issue and helping the child grow; this may mean requesting assistance from Early Intervention Society (e.g., Psychologist or Behavioral Interventionist if Speech-Language Pathologist and Occupational Therapist services have already been involved).

Physical punishment is strictly prohibited. Under no circumstance will there be any physical or verbal abuse, emotional deprivation, physical degradation, physical restraint, confinement, or isolation. At no time will we deny or threaten to deny any basic necessity.

I hereby acknowledge that I have read, understand, and accept the discipline policy in place at PuddleDucks Preschool Inc.

Signature: _____ Date: _____

Medical and Emergency Consent

In accordance with Alberta Child Care Licensing practices and in compliance with the Occupational Health and Safety Act, all PuddleDucks Preschool Inc. staff must be First Aid certified. Except in emergency situations and with written parental consent, Preschool staff are not permitted to administer medication. If your child requires emergency medication (e.g., EpiPen), it is required to remain on-site in the designated First Aid Kit with the appropriate documentation.

In case of emergency, all attempts will be made to contact the parents or the emergency contact person.

I hereby authorize PuddleDucks Preschool Inc. staff to administer first aid to my child should the need arise. I grant permission for my child to receive emergency medical services if needed and/or to be transported by vehicle or ambulance to the hospital in the event of serious injury or emergency. I will not hold liable PuddleDucks Preschool Inc., its director, teachers, staff, or parent volunteers.

I understand that PuddleDucks Preschool Inc. will **NOT** administer any medication to my child except as directed in emergency situations. I understand that should emergency medical services be required, costs incurred will be my responsibility as the parent.

Signature: _____ Date: _____

Media Consent

I hereby grant and authorize undefined the right to take, edit, copy, publish, distribute, and make use of any and all pictures or video taken of my (children) to be used in and/or for legally promotional material and digital communications. This authorization shall continue indefinitely unless I otherwise revoke said authorization in writing. I understand and agree that these materials shall become the property of and will not be returned.

Signature _____ Date: _____

Off-Site Consent

Come springtime, PuddleDucks Preschool Inc. will occasionally make use of the nicer weather to take a walk around the community and/or go to the playground. Parents will be notified in advance (typically the morning of) if these activities will take place. For all of these off-premises activities, the mode of transportation used will be walking **only**, and will never be farther than 3 blocks away. Any other special excursions that would be farther away than 3 blocks from the premises will require a separate consent form to be filled out and signed prior to the planned excursion.

By signing I acknowledge that I understand that there are risks associated with the aforementioned activities. If any accident or personal injury to my child occurs, I hereby release and discharge PuddleDucks Preschool Inc. or any of its directors, teachers, staff, or parent volunteers of any claims, actions, and causes of action arising from any accident or loss caused by the participation of my child during any activity held at this location or during any off-premises outing or at any location where the program is held, or on route to/from any activity.

I hereby grant permission for my child to leave the school premises (4612 Varsity Drive NW) under the supervision of PuddleDucks Preschool Inc. staff for nature walks, outings to community playgrounds, outings to local community businesses, road safety awareness activities and the like. I understand that my child will be always supervised.

Signature: _____ Date: _____

Portable Record Form

Alberta Child Care Licensing requires this separate form to be filled out **completely**. This is the record we take with us when we leave the preschool for nature walks, outings to local businesses, and in case of an emergency evacuation.

Child's Information

Full Name: _____ Date of Birth: _____
Last First Middle Initial. (DD/MM/YYYY)

Address: _____
Street Address Apartment/Unit #

City Province Postal Code

Allergies, Medications,
Health Concerns: _____

Are your child's immunization records up to date? YES NO

Parent Information

Parent/Guardian's Name: _____

Primary Phone: _____ Alternate Phone: _____

Address: _____
(If different from child's)

Parent/Guardian's Name: _____

Primary Phone: _____ Alternate Phone: _____

Address: _____
(If different from child's)

Emergency Contact

Full Name: _____ Phone: _____

Address: _____ Postal Code: _____

Tell Us More About Your Child

What name do you use at home when referring to the following family members:

Mother: Father:
(Bonus) Mother: (Bonus) Father:
Grandmother: Grandmother:
Grandfather: Grandfather:
Other:
(siblings, aunts, uncles, pets, etc.)

What is your child's first language at home & how old was your child when they began speaking in their first language?:

What does your child like to play with at home? Do they have a favorite toy and/or stuffed animal? What do they call their comfort toy?:

What religion(s) are followed at home? If non-religious, what holidays do you celebrate? What holidays do you NOT participate in that are common in Western culture?:

Has your child had previous opportunities to socialize with peers? (unparented swim or sport classes; church groups; etc.):

What fears does your child exhibit? How do they react, and how do they like to be comforted when upset?:

How does your child react to being told "no" and/or with transitions? How do they calm down when escalated?:

Does your child have any special interests?:

Have you observed any behaviors or habits that concern you?:

How would you describe your child? Friendly and outgoing with others; more reserved and quiet?:

Please add anything more you think we should know about your child and/or family:
