

Green Circle Preschool Association

6703-112 Street
Edmonton, Alberta
Room 15 Parkallen School
Phone: 780-435-3129
www.greencirclepreschool.ca

Green Circle Preschool started in 1970's as a parent run co-operative. Its guiding principle is to provide children with a creative preschool experience that emphasizes intellectual, emotional, social and physical development. Each class is made up of some routine activities (such as circle time, gym and snack time) and unstructured time where the children are given the opportunity to choose from a wide range of activities (sand and water play, arts and crafts, math and writing games, science, puzzles, carpentry, dramatic play area, blocks and toys), as well as 1 hour of outdoor play. A "learn through play" philosophy is used in all activities.

There is an emphasis on group activities to help the children develop socialization skills as they play and interact with each other. Children are guided through a variety of fun and engaging activities that follow the creative and educational theme.

Classes:

You may register your child for a **maximum of three days** of preschool per week. The class schedule is:

Mondays	9:00 a.m. – 11:30 a.m.
Tuesdays and Thursdays	9:00 a.m. – 11:30 a.m.
Wednesdays and Fridays	9:00 a.m. – 11:30 a.m.

Fees for September 2017 – May 2018 year *(updated January 19, 2015):*

Monday only class	\$60/ month
Tues/ Thurs OR Weds/ Fri	\$120/ month
Monday AND Tues/ Thurs OR Wed/ Fri	\$160/ month

There is a non-refundable registration fee of \$50.00/year

And a field trip/ plate fee of \$40.00/year

A refundable fundraising bond of \$120.00/year

All cheques are to be made payable to "Green Circle Preschool Association".

Withdrawals:

Thirty (30) days written notice must be submitted to the registrar for withdrawals. Withdrawals submitted with less notice will result in the forfeit of one month's fee. The written notice must be received before the first day of the month prior to withdrawal.

Registration:

Registration for the September 2017 school year opens March 8, 2017. Early registration for returning families opens February 8, 2017. Registration forms can be dropped off in person or mailed to Green Circle Preschool Association, Room 15, Parkallen School, 6703-112 Street, Edmonton, Alberta. There will also be on-site registration at our open house March 8, 2017, from 5:00 pm – 7:00 pm.

Parental Responsibilities:

Green Circle is a high quality, non-profit preschool run on a relatively low budget because every family is expected to share in the work. This includes participation in the classroom as a parent helper, cleaning shifts and assigned tasks. Parent helpers are a necessity in order for us to maintain the provincially set staff-to-student ratios (without having a teaching assistant) and to maintain a safe and healthy environment for our children.

- **Parent Helper Days:** For a child attending one class per week, parents can expect 1 parent helper day a month. 1-2 parent helper days can be expected for a registration of two days. If a child attends 3 classes per week parents can expect about 2-3 parent helper days per month. If more than one child attends from a family, then parent helper days are increased accordingly. The parent helper day shift starts at **8:45 a.m.** and finishes at **11:45 a.m.** During that time parents assist in the classroom by helping children interact safely and respectfully, assisting with crafts and games, preparing snack and cleaning the classroom.

Parent helpers are also responsible for supplying cheese for snack and paper towels on their parent helper day. *If you are unable to be present on a parent helper day, it is your responsibility to find a replacement or switch days with another parent and to notify the class scheduler.* The September parent helper schedule will be sent out in the welcome package. Monthly schedules are sent out a week before the new month begins.

- **Assigned Task:** Each family will be assigned at least one task that they will be responsible for throughout the year. The complete task list is on page 8.
- **Cleaning Afternoons:** Every Friday a parent will spend two-three hours cleaning the classroom before the school closes. Each family is expected to have up to three cleaning afternoons over the course of the year (with the exception of the Executive Board).
- **Attendance at Meetings:** There will be an orientation meeting early in September. There will be two general meetings and one annual general meeting a year. The purpose of these meetings is to pass on information and discuss business relating to the preschool. Families are expected to send one representative to each meeting.
- **Fundraising:** Although most of our budgeted income results from monthly fees, fundraising is an important activity to maintain the high quality of classroom activities and reduce the cost of monthly fees. In response to parental requests, Green Circle is pleased to offer our fundraising bond as an option for families who do not wish to fundraise or who do not fundraise enough to meet our preschool budget. Families provide a post-dated cheque for \$120 at the beginning of the year which will be ripped up when the family meets or exceeds its fundraising goal (set by the executive in September). Families can choose to have their cheque cashed as an alternative to fundraising. Past fundraisers have included gift card, poinsettia and tomato seedling sales.
- **Snack:** Snacks are a shared experience at Green Circle. Each family will be assigned one day per week to bring a small contribution for snack time (i.e. one piece of fruit, vegetable, cheese, pickles, etc).
- **Pick-up:** You must be punctual in collecting your child at the end of class at 11:30 a.m. If the teacher does not know the person picking up the child, ID will be required.
- **Suggestions /Concerns:** Please feel free to address any concerns with the Executive Board and the teacher.

Completing these duties is the responsibility of the parent(s), however we will happily accommodate grandparents, aunts, uncles and friends as designates. Please inform your replacement about the details of your duties.

Please do not enrol your child if you are not able to fulfill these commitments.

Other Notables:

- Our licensing and insurance regulations **DO NOT** allow siblings to accompany parents on parent helper days or to attend field trips.
- Children must have an indoor only pair of shoes with non-slip soles with closed toes, which will remain in the classroom.
- Children must bring weather-appropriate outdoor clothing, as they spend a portion of each day outside (weather permitting).
- The teacher is to be advised if your child has been exposed to a communicable disease (i.e. lice, strep throat, pink eye). The registrar and the teacher are to be informed of any allergies or other conditions. Please keep ill children home to prevent the spread of viruses.

Registration Information

Please read the following information in this registration package carefully and retain for your future reference. If you have any questions, please email the Registrar: Carrie Quilley at carriequilley@gmail.com

- **Registrations must be made in person.**
- **Registrations are not complete and will not be accepted unless accompanied by the requirements in the box below.** Please use it as a checklist.
- **No exceptions will be allowed.**

Registration Requirements Checklist

- Completed Registration Form, Duty Form and Permission Form (pages 5-12)
- Copy of your child's up-to-date immunization record
- Registration fee (*non-refundable, dated at time of registration*)
- Appropriate class fees. *We require post-dated cheques for September - May at time of registration. You may combine the cheques if you wish (i.e. one cheque for the year, or one cheque per term)*
- One post-dated cheque for the field trip/ plate fee, dated September 1
- One post-dated cheque for the fundraising bond, dated March 1

More information on fees can be found on Page 1 of the information package.

Enrolment Policies:

- Enrolment is on a first come, first served basis.
- Continuing students and returning families can register prior to the Open House.
- All children must be three years of age before September 1st.
- Children with birthdates between September 1st and December 1st may be able to register if there are spots available. They may not start until their birthday.
- Children must be fully immunized (*according to the AHS standard immunization schedule or a documented medical reason for non-immunization must be provided*).
- It is preferred that children be fully toilet trained (*if this is an issue for your child, please discuss with the teacher*).

Special Needs Policy:

The registration of children with special needs will be on an individual case basis. The Executive Board will ensure there is an appropriate match between the child's needs and what Green Circle can offer. Children with special needs would be subject to the same registration procedures and discipline policies as all other children, with the following restrictions:

- a) One child with special needs per class
- b) A qualified aide provided by the child's family or appropriate agency must accompany the child with special needs, unless the Executive Board and the teacher agree that an aide is not required in the individual's case.

Registration Date (Admin) _____

Attending (Admin) _____

Green Circle Preschool Association 2017-2018 Registration Form

Name of Child _____

Date of Birth Month _____ Day _____ Year _____

Gender MALE FEMALE

Primary Address _____

Postal Code _____ Primary Phone _____

Parent #1

Name _____

Primary Phone _____ Alternate Phone _____ Work Mobile

Email Address _____ First Aid/CPR Current YES NO

Parent #2

Name _____

Primary Phone _____ Alternate Phone _____ Work Mobile

Email Address _____ First Aid/CPR Current YES NO

Is custody and access an issue that the teacher should be aware of? YES NO

Do either parents have an address separate from the child? Please list.

Emergency Contact

Emergency Contact Name _____

(This MUST be someone other than a parent living within the greater Edmonton Area who may be contacted if the student's parent is unavailable.)

Primary Phone _____ Alternate Phone _____ Work Mobile

Emergency Contact Address _____

Emergency Contact Postal Code _____

Medical Information

Child’s Doctor & Phone Number _____

Child’s Alberta Health Care # _____

Does your child have any allergies or dietary restrictions? YES NO

Please list: _____

If your child has allergies, does he/she require an Epi-pen? YES NO
(*if required it is the parent’s responsibility to provide Epi-pen)

List any communicable diseases your child has had:

Does your child have any special needs? YES NO

If yes, please provide details below (and on back) and ask for the Green Circle “Special Needs Procedure” information.

Is your child’s immunization up to date? YES NO

Is your child on any continuous medication? YES NO

If answer is yes, please list name of medication(s) below:

Please provide any additional information or suggestions regarding the care of your child that might be helpful to the teacher.

Class Requests:

Please pick your TWO preferred class choices, by marking a “1” for your first choice and a “2” for your second choice in the spaces:

___ Monday Only ___ Tuesday/Thursday ___ Wednesday/Friday
 ___ Monday/Tuesday/Thursday ___ Monday/Wednesday/Friday

How did you hear about our Preschool?

Green Circle Preschool Association 2017-2018 Duty Form

PARENT HELPER DAYS

Your family will be assigned **Parent Helper Days**. These are days when you are **required** to come into the classroom and assist the teacher by helping with the daily plan including crafts, snack preparation and cleaning. For more information on Parent Helper Days, please see page 2.

If you have a preference for a parent helper day (due to work commitments, child care, etc.) please circle below. You may pick more than one day.

Monday Tuesday Wednesday Thursday Friday No Preference

ASSIGNED JOBS

You will also be required to take on at least one assigned job. These jobs allow Green Circle to function properly. Some of the jobs require the parent to come into the classroom between 9:00 a.m. and 11:30 a.m. on a regular basis, while other ones can be looked after outside of class time.

Please indicate the positions you would prefer to be assigned to carry out with a check mark. An outline of these job descriptions is available in the classroom.

In Class Positions

- Kitchen Corner, Laundry & Recycling
- Classroom Stations Helper
- Librarian
- Repair Person
- Special Events Helper
- Craft Preparation Helper

Out of Class Positions

- Class Scheduler
- Cleaning Scheduler
- Play Dough Maker (2 positions)
- Scholastic Book Orders
- Financial Auditor (2 positions)
- Fundraising Coordinator (2 positions)
- Year-end Party Planner
- Green Circle Representative (2-4 positions)
- Year-end Scrap-booker (2 positions)
- Bookkeeper
- Executive Board (6 positions – President, Vice-President, Secretary, Treasurer, Registrar, Marketing/Communications)

Green Circle Preschool Association
2017-2018 Informed Consent/Permission Form

Assumption of Risk

The Green Circle Preschool Program strives to provide children with a natural learning environment and opportunities to develop new skills and attitudes in nature. As part of our program children will spend 60 minutes playing outdoors, weather permitting. The teacher and parent helpers will take all precautions to ensure the safety and well being of children during this outdoor time; including cancelling outdoor time if the outdoor temperature including wind-chill is below -20° C or if the Parkallen School cancels their outdoor recess.

In consideration of my child's participation in the Green Circle Preschool program and all related activities, I and my child acknowledge that we are aware of, appreciate and accept the inherent physical risks and the other possible RISKS, DANGERS, AND HAZARDS associated with being a participant, including the possible risk of severe or fatal injury to my child or others. These risks include but are not limited to:

- Bodily injury caused by playing in bushes and around trees
- Foot travel across uneven ground
- Exposure to the elements such as wind, sun and cold air
- Allergens such as insect bites and plants

INFORMED CONSENT FORM

I, _____ (*parent's name*) am aware that there are risks associated with my child,
_____ (*child's name*) participating in the Green Circle Preschool program.

Disclaimer Clause

I understand that Green Circle Preschool and its Executive, teacher, and volunteers are ***not responsible for any injury, loss or damage of any kind sustained by participants during the program or after the program day has ended, except to the extent that such injury, loss or damage was caused by the sole negligence of Green Circle Preschool teacher or volunteers.***

Acknowledgement of Responsibilities

The parent/guardian and the participant understand and acknowledge the following:

1. TO FOLLOW all the instructions and rules given by those responsible for the program. I understand and accept that the instructions and rules are in place to provide a safe environment for the entire program; and
2. TO OBEY all the rules and regulations pertaining to the above noted program and all related activities.

Condition of Registration

The parent/guardian and the participant understand and acknowledge the following:

1. that the participant sees a licensed medical practitioner on a regular basis and to the best of my/our knowledge is physically and mentally able to participate in all activities of this program.
2. should the participant be injured during the program I/we give permission for Green Circle Preschool staff to provide emergency medical treatment.

In the event of _____ (*child's name*) requiring **medical treatment**, every effort will be made to contact me. If the teacher determines that it is necessary to seek **emergency medical treatment** I understand that I will be responsible for any costs incurred (*e.g. ambulance fees*). I also understand that my child will be using the school gymnasium, school playground and Community League playground and adjoining green spaces while attending the preschool.

Parent's signature: _____ Date: _____

Allergy/ Dietary Restrictions

I, _____ (*parent's name*) do hereby give permission for my son/daughter _____ (*child's name*) to participate in snack time with the other children attending Green Circle Preschool. If your child cannot participate in snack program due to dietary restrictions then a snack must be supplied from home.

Parent's signature: _____ Date: _____

Art work

I give permission for _____ (*child's name*) artwork to be displayed outside of the classroom.

Parent's signature: _____ Date: _____

Photo Consent

Please add a checkmark next to your choice below:

_____ **Yes**, I give permission for Green Circle Preschool to photograph my child(ren) during class activities. I am aware that these images may be shared on Green Circle's website/social media sites and printed material used to promote the preschool.

_____ **No**, I do not give permission for Green Circle Preschool to photograph my child(ren) for the above noted purposes.

Parent's signature: _____ Date: _____

Permission to Share Contact Information

I give the executive permission to share my contact information with other parents and agree to use the contact information shared with me by other parents and the Green Circle Executive solely for communications related to Green Circle Preschool and NEVER for soliciting business or garnering support for other personal endeavors..

Parent's signature: _____ Date: _____

Sign-out and Pick-up Permission

Please initial next to the statement(s) that you agree with:

_____ In addition to myself, I give permission for my child to be signed out by any of the following people:

Full Name: _____

Relationship to Child: _____

Contact Phone Number: _____

Understanding of parental responsibilities

I understand that by enrolling my child in Green Circle Preschool that I have **read and understood** this information package and agree to carry out the following responsibilities (please check):

- My assigned parent helper days (or find a replacement)
- My assigned task/ job (or find a replacement)
- Attendance at the Orientation Meeting, General Meetings and Annual General Meeting
- Snacks as scheduled
- Cleaning afternoons as required

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT.

Name of Child: _____

Name of Parent: _____

Parent's signature: _____

Date: _____