

EDELWEISS PREPARATORY SCHOOL

600 Northmount Drive N.W. Calgary, Alberta T2K 3J5

www.epschool.ca epschool@telus.net

School Line: 403-282-4220 School Fax: 403-282-3991

2010/2011 School Year Registration Information & Policies

PRESCHOOL 2 DAY PROGRAM (18 CHILDREN & 2 TEACHERS)

Must be 3 years old by September 10th, 2010. 2.25 hr program

FEE: \$ 160/month

TUES/THURS 8:50 - 11:05 a.m.

TUES/THURS 9:00 - 11:15 a.m.

TUES/THURS 1:00 - 3:15 p.m.

JR. KINDERGARTEN 3 DAY PROGRAM (20 CHILDREN & 2 TEACHERS)

Must be 4 years old by Dec 31st, 2010. 2.5 hr program

FEE: \$245/month

MON/WED/FRI 8:50 - 11:20 a.m.

MON/WED/FRI 9:00 - 11:30 a.m.

MON/WED/FRI 12:45 - 3:15 p.m.

MON/WED/FRI 12:50 - 3:20 p.m.

JR. KINDERGARTEN 2 DAY PROGRAM (20 CHILDREN & 2 TEACHERS)

Must be 4 years old by Dec 31, 2010. 2.5 hr program

FEE: \$175/month

TUES/THURS 12:50 - 3:20 p.m.

KINDERGARTEN 5 DAY PROGRAM (16 CHILDREN & 1 TEACHER)

Must be 5 years old by January 2011. 2.75 hr program

FEE: \$225.00/month

MONDAY - FRIDAY 8:40 - 11:25 a.m.

MONDAY - FRIDAY 12:40 - 3:25 p.m.

A transportation rebate is available for Kindergarten parents only if you live 2.4 km from the school in the amount of approx. \$540/year. Please talk to the office for further details on how to qualify.

HOW TO REGISTER

To ensure a space for your child at Edelweiss Preparatory School, all of the following are required to be brought with you at the time of registration:

Please check off when complete

- \$75 (non-refundable) registration fee per **Preschool & Jr. K** child payable at the time of registration (cash or cheque)
- OR
- \$200 (non-refundable) registration fee for a **Kindergarten** child payable at the time of registration (cash or cheque)
- \$100 special materials fee** for **Preschool & Jr. K** students (on a postdated cheque dated June 1st, 2010 - not refundable or transferable after that time)
- OR
- \$200 special materials fee** **Kindergarten** students (on a postdated cheque dated June 1st, 2010 - not refundable or transferable after that time)
- Completed and signed registration form, child guidance form, personal information & consent form and parent responsibility & consent form.
- Completed and signed Authorization for Direct Debit and attached "VOID" cheque to cover the monthly tuition cost. Direct debit occurs on the first banking day of each month September 1st through June 1st.
- An annual \$10 cheque payable to the CHCA (dated for registration day) unless you produce a Cambrian Heights family community membership. The form is on the last page. Please attach your cheque to the CHCA form.
- A photo of your child's face - passport size attached to the 1st page of the registration form
- **FOR KINDERGARTEN ONLY:** a photocopy of your child's immunization and a photocopy of your child's birth certificate
- **FOR KINDERGARTEN ONLY:** a signed copy of statement that you are not double registering (2nd last page)

****NOTE:** The Special Materials fee includes all school supplies, field trips, a snack box, 2 re-usable drink boxes, and a tote bag (for Pre/JrK) or a book bag and tote bag (for Kindergarten). These items are given at the September Open House to all registered students.

School t-shirts and vests are no longer given out by Edelweiss but can be purchased through Wear It as part of the school uniform.

EDELWEISS PREPARATORY SCHOOL POLICIES

ENTRANCE REQUIREMENTS

Edelweiss accepts all children who can toilet independently and can separate without excessive anxiety from their parent/caregiver. If a child has started our program and it is found to be that the child is not able to toilet independently or cannot separate without excessive anxiety, we will need to cancel your registration until such time as the child is ready. Since all children mature at varying rates emotionally or socially, some children are not ready for our program at age 3 or 4. If after attending our school for a month, and we determine that the child is still very anxious without their parent or if the child's behaviour is having an affect on the class where the teachers are required to give too much one on one attention to the child, then the parents will be contacted to offer suggestions/resources for having the child attend an alternative program such as a parented program where the child can develop at their comfort level with parental guidance. Edelweiss requires a registering student to be able to understand English and be able to speak some English in order to be able to feel comfortable in our program. Edelweiss may decline to accept a child into our program if it is felt we are not equipped appropriately or if we do not have the expertise to adequately provide a program for a particular child's needs.

CANCELLATION POLICY:

90 Days written notice from the first of the month is required for cancellation from Preschool, Jr. Kindergarten & Kindergarten. The registration, materials, and CHCA fees are non-refundable and non-transferable.

METHOD OF PAYMENT:

We require a VOID cheque for the monthly tuition payments. The attached form for Direct Debit payments needs to be completed with a VOID cheque attached. We do not accept postdated cheques for tuition. Registration fees are payable by cheque or cash at the time of registration along with the materials fee cheque. There is a \$25 charge for all NSF cheques or bank debits.

SNACKS

Parents are responsible to provide a nutritious **nut-free** snack along with a drink for Preschool through Kindergarten. Snacks are to be sent in the snack box and juice container given out by the school. When it is your child's birthday, we ask that you send in a nut free snack for each child in the class. All parents need to send in a drink every day. Edelweiss maintains a "no nut" policy which asks that children not bring any snacks that contain nuts due to the high occurrence of nut allergies in children.

MEDICATION:

We do not administer any medication to students. Exceptions are Epi-Pens which will be administered as needed for first aid or puffers given to children to self-administer as needed.

FIELD TRIPS

Preschool students go on 1 field trip (in the Spring), Jr. Kindergarten students go on 2 field trips (in the Spring), and Kindergarten students go on numerous field trips We rent a Chartered Bus for the field trips and ask parents to volunteer if they want to come along. Parents never drive Edelweiss children for our field trips. Siblings are not allowed on field trips. All parents must sign a release for their child to attend field trips.

UNIFORMS:

All Edelweiss students wear uniforms. Uniforms are not included in the tuition fees listed. Please contact WEAR IT for information on uniforms. Parents may select from any of the uniform items offered by Wear It for our school. Their website is www.wearit.ca or by phone 240-2783. Information will also be posted on the website regarding uniforms. There is a used uniform sale each year at the end of June where parents can purchase good quality items from other parents. This year it will be held at 10 am on Monday, June 28th, 2010. Colour days are held once a month when students do not wear uniforms but wear their own clothes of a particular colour.

OPEN HOUSE: MEET THE TEACHER CLASS

All Preschool and Jr. Kindergarten classes have a meet the teacher Open House after Labour Day in September 2010. Parents come with children and they have a shortened "mini class" with parents in the rooms to meet teachers and other families. The classes are as follows:

3 Day Jr K will attend their Open House on Wednesday, Sept 8th, 2010
Preschool & 2 day Jr K will attend their Open House on Thursday, Sept 9, 2010

A PARENT HANDBOOK WILL BE GIVEN OUT TO ALL PARENTS IN SEPTEMBER.

A BACK TO SCHOOL NEWSLETTER WILL BE EMAILED TO YOU IN LATE JULY.

Edelweiss Preparatory School Registration Form

PLEASE PRINT CLEARLY ON THIS FORM & COMPLETE EVERYTHING

Class Registering For: _____ Time: _____ On Wait for: _____

Does your child know anyone else in the class they are registering for? _____

Child's Name: _____ Birth date: _____ Age in Sept: _____
(last) (first) (D / M/ YR)

Please attach a photo of your child that clearly shows his/her face for identification purposes.

What name does your child go by? _____ (ie. Sam or Samuel)

Is the name they go by how you want them to learn to print their name? _____

Father's Name: _____ Mother's Name: _____
(last) (first) (last) (first)

Home Address: _____ Postal Code: _____

Home Phone: () _____ Email Address: _____
(where monthly newsletter will be sent)

Does child live with both parents? _____ If no, with who _____

Mother's Cell Phone: () _____ Father's Cell Phone: () _____

Father's Work: _____
Company Name Address Phone Number

Mother's Work: _____
Company Name Address Phone Number

Emergency Contact (other than Parent) _____ Phone _____

Address of Emergency Contact Person _____

Persons other than parents authorized to pick up child: Please fill out name and relationship to child

1) _____ 2) _____
name relationship to child name relationship to child

3) _____ 4) _____
name relationship to child name relationship to child

What illnesses or medical problems has your child had? _____

Please list allergies, any medication taken at home and any other relevant medical information.

Does your child have an Epi-Pen? _____ If so, you will need to complete a Severe Allergy Alert Form available from the school office and provide the school with an Epi-Pen to be kept at school at all times.

Are all immunizations up to date? Yes _____ No _____ If no, Please explain on reverse

List siblings and their ages _____

Does your child speak and understand English? _____ Please list other language(s) _____

Has your child ever attended preschool? _____ Daycare? _____ Day home? _____

If yes, please specify the name of the school and year(s) attended. _____

Do you anticipate that your child may experience separation anxiety? _____

List five words that best describe your child's character (ie. Sensitive, outgoing)

Is there any other relevant information you would like to tell us about your child?

ATTACH
PHOTO
OF FACE
HERE

**EDELWEISS PREPARATORY SCHOOL
CHILD GUIDANCE FORM**

Parents, please describe the Child Guidance (discipline) method you use with your child:

EDELWEISS CHILD GUIDANCE POLICY

The following Child Guidance Policy is required by Alberta Children's Services for all licensed facilities. Please read the child guidance policy for Edelweiss Preparatory School and sign your name below. Your signature will acknowledge that you are aware of the stated policy, and will signify your acceptance thereof. We expect the children to treat adults and their peers with respect and politeness. We encourage the children to find acceptable ways to handle conflicts/disagreements that may arise during class.

When a child is engaging in inappropriate behavior (i.e. hitting, using inappropriate language, etc.) we would speak with the child; making him or her aware of the fact that the behaviour in which they are engaging is not appropriate. The child would then be redirected to another activity or area of the classroom. Our focus is redirection of behavior rather than time outs. If a child is consistently not adhering to our child guidance techniques, parents will be notified and if improvements in behaviour are not seen, our program will not be able to accommodate the child.

The teachers at Edelweiss Preparatory School **do not** use any type of corporal punishment. Our school aims to provide the best and most positive environment in which children will be happy and thrive on the joy of learning through a combination of fun and educational activities.

Signature of Parent or Legal Guardian _____ Date _____

**EDELWEISS PREPARATORY SCHOOL
PERSONAL INFORMATION AND CONSENT FORM**

Protection of Personal Information and Consent

Edelweiss Preparatory School has a commitment to protect your privacy. We understand and respect your privacy and strive to protect your personal information.

1/We give Edelweiss Preparatory School permission to publish the following on the class list for my child(ren)'s class:

My/our names and child(ren)'s names: ____ YES ____ NO Home telephone number: ____ YES ____ NO.

Address: ____ YES ____ NO Email address: ____ YES ____ NO

Edelweiss offers a fun experience for children and takes pictures for use in promotions that reflects this cheerful atmosphere. By registering at Edelweiss, the parent/guardian gives permission for the photos to be taken. If you do not want your child to participate in the photos, please notify the school administration.

Signature of a Parent or Legal Guardian _____ Date _____

Name of Parent/Guardian (Please print clearly) _____ Name of Student (Please print clearly) _____

**EDELWEISS PREPARATORY SCHOOL SOCIETY
PARENT'S RESPONSIBILITIES & CONSENT**

1. If my child catches an illness, I will keep my child at home for the well being of my child and the other children in the school and will contact the school if my child is going to be away for more than a week from school.
2. I will contact the school immediately if my child contracts any communicable disease.
3. I will not leave the school building until my child is in the care of his/her teachers.
4. I will pick up my child on time and will notify the school of any other individuals that are allowed to pick up my child. I understand that the individual picking up my child must be at least 18 years of age and that the school office must be notified in writing or by phone and in advance of the pick-up.
5. I will not send my child with snacks that contain nuts.
6. I will waive all claims against Edelweiss Preparatory School Society and its Directors in excess of the liability insurance coverage carried by Edelweiss Preparatory School in the case of injury/accident/death to my child while in the custody or control of Edelweiss Preparatory School.
7. I understand that neither Edelweiss Preparatory School nor the Cambrian Heights Community Association will be responsible for any accident involving the welfare of any child while traveling to and from the school prior to and after school hours.
8. I hereby give permission for my child to accompany his/her class under the supervision of Edelweiss Preparatory School teachers on outings during the school year. This includes educational field trips with travel by school bus as well as outside activities adjacent to the Cambrian Heights Community Centre.
9. I agree that my child has permission to engage in all prescribed school activities.
10. I grant permission for Edelweiss Preparatory School staff to perform any medical treatment that the school deems to be reasonably required by the student and to obtain, at my expense, any medical care, including emergency transportation and emergency treatment.
11. By registering with Edelweiss Preparatory School Society, I agree that Edelweiss Preparatory School Society, will not be held responsible for any accident, injury or loss, liability, damage or cost they may incur however caused, whether negligently or intentionally, and agree to release and hold harmless all instructors, staff, volunteers and sponsors from all claims or damages without limitation which may arise as a result of/or by reason of such accident or loss.

I hereby acknowledge that I am the parent or legal guardian of the student. I have fully read and understand all parts of this document prior to signing it and have signed it freely and voluntarily.

Signed this _____ day of _____, 2010 at the City of Calgary in the Province of Alberta
(month)

Signature of Parent or Legal Guardian	Name of Student
Name of Parent or Guardian (Please print clearly)	Witness' Signature

Updated form on Sept _____ 2010 Parent's Signature: _____
Updated form on Jan _____ 2011 Parent's Signature: _____

FOR KINDERGARTEN PARENTS ONLY:

Edelweiss Preparatory School receives funding from Alberta Education towards our Kindergarten program and your child will receive an Alberta Student Number that will carry them through to Grade 12 in the Alberta system. We do not accept registrations from students registered in a second Kindergarten program. Alberta Education requires documentation on every student's cumulative file relating to the Resident Board that School Taxes are allocated to:

Please indicate to which School Tax Jurisdiction your property taxes are paid.

Calgary Board of Education (Public) Calgary Catholic Board of Education
 Calgary school Division #41 (Rockyview) Other

FOR SCHOOL OFFICE INFORMATION:

I first became aware of Edelweiss Preparatory School through:

Friend Sign Calgary's Child Community Newsletter EPS Website
Other

EDELWEISS PREPARATORY SCHOOL
Authorization for Direct Debit
2010/2011

I _____ (parent name), authorize Edelweiss Preparatory School Society to debit my/our bank account for monthly tuition fees for _____ (student name),

during the period of September 1, 2010 to June 1st, 2011. If I incur late fees (\$20 as per the school policy) for picking up my child late, I understand they will be added to the monthly tuition. The tuition is deducted on a monthly basis in the amount of \$_____. The account we authorize to be withdrawn from is indicated by my "VOID" cheque here. I agree that if my debit becomes NSF, I will be charged an additional \$25 fee. I agree that tuition past due over 30 days will be subject to interest at a rate of 2% per month.

PLEASE STAPLE A VOID CHEQUE HERE

This agreement will remain in effect until the end of the time period indicated above or until 90 days written notice from the first of the month for cancellation for Preschool, Jr. Kindergarten, and Kindergarten is received by the school or until the account is paid in full.

Parent(s) Name - Please print

Parent(s) Signature

Date _____

=====

FOR OFFICE USE ONLY:

Registration fee paid: By Cheque _____ By Cash _____

Materials Fee collected: _____ (cheque dated June 1st, 2010)

Community Association \$10 fee paid: By Cheque _____ By Cash _____

For Preschool and Jr. Kindergarten: Tote Bag _____ Snack Box _____ 2 Juice boxes _____

For Kindergarten: Book bag _____ Tote Bag _____ Snack box _____ 2 Juice boxes _____

Edelweiss Preparatory School

FOR KINDERGARTEN REGISTRATION ONLY

Dear Edelweiss Kindergarten Parents:

If you are registering your child in our Kindergarten program for the fall of September 2010, we require confirmation that you are NOT going to register at another school as well as Edelweiss.

Some parents are not aware that a child cannot be funded by Alberta Education at more than one school and register in another program at another school. This is not allowed and the schools end up with a funding shortfall when this happens. We ask that you sign below to confirm that you understand this and that your child is not registered at another school for Sept 2010.

I, _____ parent of _____ have
Registered my child at Edelweiss and I verify that I have not registered nor am I
going to register at another school for the 2010/2011 school year.

Signed: _____ Date: _____
Parent's signature

CAMBRIAN HEIGHTS COMMUNITY ASSOCIATION MEMBERSHIP

Please attach a \$10 cheque payable to the CHCA

CAMBRIAN HEIGHTS COMMUNITY ASSOCIATION MEMBERSHIP FORM IS REQUIRED TO REGISTER YOUR CHILD AT EDELWEISS PREPARATORY SCHOOL

Name: _____
Parent First Name Parent Last Name

Address: _____ Postal Code: _____

Phone: () _____ Email: _____

____ Yes, I am interested in receiving news of community events & meetings by email.

____ Yes, I am interested in volunteering for community events.

____ \$15 Family Membership (only for Cambrian Heights residents)

OR

____ \$10 Associate Membership (for all other communities)

ATTACH \$10 CHEQUE PAYABLE TO CHCA HERE