

EDELWEISS PREPARATORY SCHOOL

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

www.epschool.ca epschool@telus.net

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

2008/2009 School Year

Registration Information & Policies

PRESCHOOL 2 DAY PROGRAM

for 3 years old by September 9th, 2008 with 18 children & 2 teachers FEE: \$ 155/month

TUES/THURS 8:50 – 11:05 a.m.)

TUES/THURS 12:30 – 2:45 p.m.

TUES/THURS 12:40 – 2:55 p.m

JR. KINDERGARTEN 3 DAY PROGRAM

for 4 years old by Dec 31st, 2008 with 20 children & 2 teachers FEE: \$240/month

MON/WED/FRI 8:50 – 11:20 a.m.

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

MON/WED/FRI 12:50 – 3:20 p.m.

JR. KINDERGARTEN 2 DAY PROGRAM

for 4 years old by Dec 31st, 2008 with 20 children & 2 teachers FEE:\$170/month

TUES/THURS 9:00 – 11:30 a.m.

TUES/THURS 12:50 – 3:20 p.m.

SPANISH BILINGUAL JR. K 3 DAY PROGRAM

for 4 years old by Dec 31st, 2008 (class size depends on interest) FEE: \$240/month

MON/WED/FRI 12:45 – 3:00 p.m.

KINDERGARTEN (Must be 5 years old by January 2009) Fee: \$225.00

MONDAY – FRIDAY 8:45 – 11:20 a.m. (max 16 children 1 teacher)

A transportation rebate is available for Kindergarten parents who live 2.4 km from the school in the amount of approx. \$500/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, 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, & a \$200 (non-refundable) registration fee for a Kindergarten child payable at the time of registration.
- A special materials fee** Preschool & Jr.K students \$100 each and Kindergarten students \$200 each (on a postdated cheque dated June 2nd, 2008 – not refundable after that time)
- Completed and signed registration form, child guidance form, personal information form and parent responsibility 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.
- An annual \$10 cheque payable to the CHCA unless you have a Cambrian Heights family community membership. This cheque is to be dated at the time of registration.
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****NOTE: The Special Materials fee includes a school t-shirt, a snack box, 2 re-usable drink boxes, a tote bag (and a book bag & polar fleece vest for Kindergarten), field trip fees and all school supplies. These items are given at the September Open House to all registered students.**

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:

60 Days written notice from the first of the month is required for cancellation from Preschool, Jr. Kindergarten & Kindergarten.

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 no longer 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

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 small snack for each child in the class. All parents need to send in a drink every day.

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, 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. Colour days are held once a month when students do not wear uniforms but wear their own clothes of a particular colour.

Edelweiss Preparatory School

PLEASE PRINT CLEARLY ON THIS FORM FOR OUR RECORDS REGISTRATION FORM

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

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

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? _____

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

Father's Work: _____
Company Name & Address & Phone Number

Mother' Work: _____
Company Name & Address & Phone Number

Emergency Contact Person (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) _____

3) _____ 4) _____

Family Doctor _____ Phone _____ Alberta Health # _____

What illnesses or medical problems has your child had? _____

Please list allergies (and any medication taken at home) _____

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

We require a photocopy of the record for Kindergarten students only.

List siblings and their ages _____

Does your child speak and understand English? _____

What other language(s) does your child know? _____

Has your child ever attended preschool? _____ Daycare? _____ Dayhome? _____

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

In the event of an emergency, I hereby authorize the staff of Edelweiss Preparatory School to give my child emergency care including calling an ambulance at the cost of the parent(s).

Parent's Signature: _____ Date of Registration: _____

Parent's Signature: _____ Updated form in Sept: _____

Parent's Signature: _____ Updated form in Jan: _____

**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.

Mother/Father or Guardian’s Signature: _____ Date: _____

Director’s Signature: _____ Date: _____

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

Protection of Personal Information and Consent

Edelweiss Preparatory School agrees that it will use, retain, and disclose Personal Information received from its school families only in accordance with the Alberta Personal Information Protection Act (PIPA) (“the Act”).

I/We give Edelweiss Preparatory School permission to publish my/our name and child(ren)’s names, address, email address and home telephone number on the class list for my child(ren)’s class.
 Yes No

I/We give Edelweiss Preparatory School permission to use the photographic image of my/our child(ren) for printing in school publications or on the school website for information and promotional purposes. If your child’s image is used, your child will not be identified by name. Yes No

If you answered NO above, do you consent to the schools publication of your child’s picture on their class’ bulletin board? Yes No

Signature of a Parent or Guardian

Date

Name of Parent (Please print clearly)

Name of Student (Please print clearly)

**EDELWEISS PREPARATORY SCHOOL
PARENT'S RESPONSIBILITY**

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.
2. I will contact the school if my child is going to be away for more than a week from school.
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 and in advance of the pick-up.
5. I will contact the school immediately if my child contacts any communicable disease.
6. I will waive all claims against Edelweiss Preparatory School 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. If I have any questions or suggestions for the school, I will share them directly with the school staff to assist in creating the best school possible.

Signature of Parent or Guardian

Date

Name of Parent (Please print clearly)

Name of student (Please print clearly)

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 _____ (specify)

