

A Fairytale Beginning Preschool

2016/2017 School Year

A Fairytale Beginning Preschool has been operating since 2011 out of the Fort Mall. The support from this community has been amazing and we are excited to have moved into our brand new space this past February. The imagination and creativity that has gone into the design of the new classrooms is incredible and we are looking forward to bringing the drawings to life.

We are located on the back side of the mall facing 98 Ave down town Fort Saskatchewan.

There is no mandatory fundraising at AFB. In the past we have done raffles to raise money for causes such as our pen pal preschool in Rwanda however this is completely optional.

It is a requirement for parents to roster in our classrooms. We appreciate and value the time you spend in the classroom as the extra eyes and hands allows us to do more one on one work with our students. The requirement is approx. 5 times for the whole school year. We do not schedule your times, you will be given the opportunity to consult your schedule and fill in dates you are available. Those who do not sign up on their own will be scheduled. If it cannot be helped a younger sibling can attend during roster days however please do try to make other arrangements. If you cannot roster yourself please feel free to invite other relatives to come in your place or discuss with other parents in the classroom to see if anyone would be willing to volunteer extra times for you.

Throughout our 3 and 4 year old programs we focus on social and emotional development as well as early literacy and kindergarten preparedness. We will once again be offering our optional 3rd day for the 4 year old classes only. This is an additional 3 classes per month in a room with a max of 12 students. Due to demand we are happy to introduce a small program for children aged 26-32 months. These new classes will be offered in 4 month segments.

At time of registration the \$50 registration fee and 1st month tuition are required. Please note that the registration fee for the 2 year old program only is \$20.

Registration begins Jan 5th, on a first come first serve basis. Confirmation of enrollment will be the deposit of your cheque. Please note you will not get further confirmation until August, 2015 when the start up emails go out. If I need to enroll you in your second choice I will contact you before depositing your cheque.

Cancellation Policy- The \$50 registration fee is non-refundable from time application is submitted. The first month tuition will be refundable only until April 30th, 2015. In September you will pay for June's tuition which is also non-refundable. (Essentially you will have paid first and last month up front). After that you can cancel at any time with 30 days' notice.

Registration Checklist

- Completed Forms (fill out ALL spaces before handing in forms) THIS INCLUDES AHC# AS WELL AS A FULL MAILING ADDRESS FOR YOUR ALTERNATE EMERGENCY CONTACT
- Attach VOID cheque or Direct Debit Form from Bank
- Attach cheque for \$50 registration plus 1st months' tuition (can be combined in one cheque)
Cheque can be postdated for January or February if necessary
- Outdoor Space permission form

Program Choices

Four Year Old Program \$1200/Year (Installments of \$120 per month)

Must be 4 by Dec 31st, 2016

Choice

1	Once Upon A Time Classroom	Tues/Thurs	9-1130
2	Once Upon A Time Classroom	Tues/Thurs	1215-245
3	Once Upon A Time Classroom	Mon/Wed	1215-245
4	Happily Ever After Classroom	Mon/Wed	900-1130
5	Happily Ever After Classroom	Mon/Wed	1230-300

4 year Old Program Optional 3rd Day (\$375/year installments of \$37.50-3 classes per month)

Max 12 students

Once Upon A Time Classroom	Fridays	9-1130
Once Upon A Time Classroom	Fridays	1215-245

Three Year Old Program \$1100/Year (Installments of \$110 per month)

Must Be 3 by Dec 31, 2016

Choice

6	Once Upon A Time Classroom	Mon/Wed	930-1130
7	Happily Ever After Classroom	Tues/Thurs	900-1100
8	Happily Ever After Classroom	Tues/Thurs	1245-245

2 Year Old Program- 4 month long programs offered Sept- December and Jan- April

\$180 per program (\$45 a month) ***reg fee for this class is \$20 rather than \$50***

Must be 2 years old by first day of class. Recommended age about 26 months plus

9	Sept- Dec (HEA Classroom)	Fridays	900-1100
10	Jan- April (HEA Classroom)	Fridays	900-1100

A Fairytale Beginning Ltd. Preschool Registration Form

Child's Full Name: _____ MALE/FEMALE

DOB: _____ Age as of **Dec 31/2016** _____

Address: _____ City: _____

Postal Code: _____ Home Phone: _____

First Choice Class (class number): _____

Second Choice Class (class number): _____

Check If Interested in Optional Friday (4 year old classes only): _____

Mother's Name: _____

Home Address: _____

City: _____ Postal Code: _____

Home #: _____ Cell #: _____ Work # _____

Father's Name: _____

Home Address: _____

City: _____ Postal Code: _____

Home #: _____ Cell #: _____ Work # _____

Provide One Contact Email address: _____

Child's Alberta Health Care Number: _____

Alternate Emergency Contact: _____ Relationship: _____

Address: _____ **City** _____

Postal Code: _____

Phone Number: _____ Alternative Phone Number: _____

(Alternate Emergency Contact is someone other than parents or guardians, must provide full physical address- no Box numbers)

Please list the name of anyone authorized to pick up your child. Please think of anyone who you would think to send if you had an emergency. Your child will not be released to anyone other than who is provided on this list. Please note they will be required to provide identification.

Siblings (Names and Ages): _____

Is your child potty trained? _____

Allergies: _____

Are your child's immunizations up to date? _____

Any other health concerns we should be aware of? _____

By signing below applicant agrees to abide by policies listed in the attached information sheet, including understanding and acceptance of the cancellation policy.

Parent/Guardian Signature: _____ Date: _____

Permission to take pictures in class-These pictures are for internal use only, photos will not be provided to media without prior consent

Parent/Guardian Signature: _____ Date: _____

Permission to add contact info to parent contact list to be used for playdates and for roster switches.

Parent/Guardian Signature: _____ Date: _____

Permission to Use Outdoor Space

Throughout the course of the year we will be periodically using outdoor space, on and off the property. These include, but are not limited to, such areas as the parking lot (for fire drills), park equipment, and general area around the preschool. The risk of these activities is minor however injuries may occur as a result in participating. These risks include but are not limited to:

1. Weather related such as sunburn or high winds
2. Animal or bug bites
3. Slip and fall hazards
4. Sports injuries such as bruises, sprains, or breaks
5. Allergic reactions
6. Injuries involving motor vehicles

These risks result from the nature and location of the activity and can occur without fault of either the student, A Fairytale Beginning Preschool Ltd (its employees or agents), or Haro Developments o/a Fort Station.

Lisa Makin

Owner

A Fairytale Beginning Ltd.

ACKNOWLEDGEMENT

I acknowledge that by signing this I accept the risks of participating in these outdoor activities for the 2016/2017 School year at A Fairytale Beginning Preschool.

Students Name: _____ Date: _____

Parents Name: _____ Parents Signature: _____

A Fairytale Beginning Preschool/Happy Day Preschool

Information Sheet

Registration/Fees

Registration will open for 2016/17 school year for current students and their families on December 1, 2015. Registration forms will need to be in no later than Jan 4, 2016 for priority registration. After that public registration will start and it will be first come first serve at that point. A non-refundable registration fee of \$50 is required when handing in forms and registration will not be processed until it is received. Along with the fee please also include a void cheque for all tuition payments. First Month tuition is also due at time of registration, and is refundable till April 30th, 2016. After May 1st withdrawal from the program will not get a refund of any kind. **June's payment will come out in September's to avoid any fee collection issues in June, as well as being a non-refundable deposit on the program.** If you are planning to pay for the program up front please attach your cheque dated Sept 1/2015 to the forms. Fees being made monthly will be direct debited on the first of the month, please provide a VOID cheque at time of registration. All NSF transactions will have a \$25 charge added on to them, and cash will need to be provided within 5 business days. A credit card option is available for payment, however it is only available in September for those wanting to pay the entire remaining balance.

Deposit of your registration fee is your confirmation of acceptance into the program, we will only contact you if we need to register you in your second choice or if you are on a waiting list. Info emails regarding startup will come out in early August 2016.

Program Withdrawal

After Aug 1, 2016 if you would like to withdraw your child from the program for any reason we require 30 days' notice in writing. For example, if you would like to withdraw from the program for December 1st, we need to receive your withdrawal notice by November 1st or your payment will still be processed. However, if we can fill that spot you will not be charged anything.

Staggered Start

An info email will go out in August 2016 with the startup schedule and any information you will need.

Transition

Some children will transition harder than others. Please trust us to help your child through this difficult time and attempt quick exits even when they are upset. I have been in your shoes! I remember leaving my screaming little girl and walking away only to have some tears myself in the hallway. More often than not children calm down once the parent is gone. Most children just need to develop the trust that you will return at the end of class.

Volunteering

We require and value your time in the classroom. With your helping hands we can be more free to provide individual attention to the children in our classrooms. If everyone signs up you should only need to come into the classroom once every 6-8 weeks. The roster schedule will be posted on the board in the entrance area. If you are unable to accommodate us please feel free to sign up grandparents or other family members.

Calendar

Due to our own children being in the catholic school system we will be following their schedule for school closures. Sorry for any problems this creates however if we followed both systems we would have too many days off. I will send home a copy of that school calendar in September. Please note these days will not be made up. We will not be closing early on early out Wednesdays.

Preschool Closures

If the school has to close due to weather, the day will not be made up. Please note the following are weather related reasons we close the preschool standing temperature of -32 (before wind chill), wind chills -35 or below, getting a large accumulation of snow in a short amount of time, or serious tornado warnings. Please also note we are legally obligated to close the school if the power goes out, if it is out for a period of 30 mins or more we will cancel classes. (Please note we will be going with the temp listed by the weather network 1 hour before class start time)

Sick Children

Please help us stop the spread of infection by keeping sick children home. If your child has any of the following symptoms please do not send them to school; fever, diarrhea, vomiting, undiagnosed rash, an obvious infection, persistent pain or cough. If your child is found to have any of these symptoms at the school, he/she will be laid down in the sick

bed under the care of school staff until a parent/guardian or emergency contact can pick them up.

Snack

We have a garbage free snack policy. We ask that you send all your child's snack items, including drink in a reusable container. **Do not send juice boxes.** We will send any unfinished snack home so that you are aware of what your child is eating. This is also because we do not have garbage pick-up, and so cannot take a large accumulation of garbage in the classrooms.

What to send

Everyday your child needs to bring indoor shoes (no slippers in case of fire) and snack. 3 year olds all need to have a change of clothes including socks, even if they are fully potty trained. This is a new situation for them and accidents may happen. If you have a 4 year old that is still struggling with potty training please ensure they have a change of clothing as well.

Shared Products

Each class will be designated one shared item to bring. Usually items such as Kleenex, wipes, sanitizer, and markers. Please do not buy all these items. We will let you know which item your class is asked to bring.

Potty Training

Children do not need to be completely potty training however you do need to be actively working on it. Children not trained must come in pull-ups. We do not change pull ups. If a child has a bowel movement a parent/guardian will be called.

Birthdays

Although we will acknowledge your child's birthday on the day itself please do not send in treats. We will have a birthday party for all kids at the end of the year and you will be able to sign up to bring in items then.

Assessments

Within the first couple of weeks will be sitting down and/or monitoring your children and taking notes on different aspects of their development. There is no need for you to worry about this or try all summer to teach them things. This will only serve to help us get an idea of where your child is so that we can better develop a plan to suit them individually.

More information will be available on the open house days in September. Please feel free to call anytime with any questions you have prior.

~Lisa

Lisa Makin (780) 340-0054

Owner

A Fairytale Beginning Ltd.

Office Manager Jenn McNeill 789-589-2665 (admin hours 10-3 Mon-Fri)