



Frequently Asked Questions

General

1) What is so special and different about Malmo Pre-Kindergarten?

Answer:

Malmo Pre-Kindergarten believes that children are unique and special. Their first school experience should be fun and rewarding and should be shared with those special to them. Preschoolers are at the age where they are quite impressionable and they are discovering amazing things about the world around them every day. Malmo Preschool offers parents the opportunity to be involved in shaping and sharing in their child's first school experience. Children's experiences are more enriching if parents show interest and are involved. At Malmo Preschool, the children learn and grow and they do it alongside those most special to them.

2) What are the benefits of being located in Malmo Elementary?

Answer:

In addition to use of the school gymnasium, music room, and playground, the preschool children benefit from being exposed to the school setting and the older children. When the time comes for your child to go to Kindergarten, they will already have some knowledge and confidence about this big life step.

3) What measures are Malmo Preschool taking to prevent the spread of COVID-19?

Answer:

Malmo Preschool has adjusted practices and brought in new equipment to meet and exceed the AHS guidelines, including:

- parents dropping off and picking up children outside the main entrance of the school
- no outside visitors in the classroom (including parents)
- adjusting parent jobs to comply with guidelines
- creating private Facebook groups to keep parents involved and informed
- increased cleaning frequency of toys and classroom
- use of hand sanitizer and increased hand washing at classroom sink
- teachers wearing masks at all times
- spacing children out during snack time
- buying additional supplies so that children do not share certain items (such as individual water or sand bins instead of a shared water or sand table)
- use of microphone set by teacher and increased distance to children during circle time when the teacher is speaking more loudly
- staggered use of playground so that other classes are not present
- not using gymnasium or music room, as per guidelines agreed with Malmo Elementary
- following Edmonton Public School Board COVID-19 guidelines, in addition to AHS guidelines



- 4) On my child's birthday, can I bring in a treat to share with the class?

Answer:

You are most welcome to bring in a special treat on your child's birthday, however, we encourage you to check in with the teaching staff before doing so. Malmo Pre-Kindergarten is a nut-free preschool, but there may also be other dietary restrictions. We want to ensure that all children are included when celebrating a special day with their classmates. Please note that all edible treats brought into the preschool classroom must be store bought and in its original, unopened packaging.

- 5) Why can't my child bring peanut products to class?

Answer:

Malmo Pre-Kindergarten is a nut-free preschool. As nuts can evoke life-threatening reactions from some children, we insist that all snacks brought to the Preschool are nut free. Any snacks that are not nut free will not be opened and will return home in the child's snack/backpack. We want to ensure all our children stay safe so if your child has an allergy that the Preschool should know about, please make sure you advise the Preschool by providing all pertinent health and medical information.

- 6) Does the preschool ever go on field trips?

Answer:

Yes, the preschool usually has several field trips throughout the year. Some places the children visit may include the zoo, library, local grocery store, John Janzen Nature Centre, WEM Marine Land, etc. In some cases, we invite visitors to come visit us at the preschool. For out-of-school field trips, it is the responsibility of the parents to arrange appropriate transportation for their child to/from the field trip.

- 7) My child is very independent and responsible for his age; can I send him to preschool alone?

Answer:

In order to ensure the safety of all children who attend Malmo Pre-Kindergarten, we insist that parents/guardians (or designated adult) escort children to and from the preschool classroom and check in with the teaching staff at drop-off and pick-up. Children can get easily distracted and wander so we want to ensure all children safely get to Preschool and at the end of class, safely get home. Children will not be dismissed without the parent/guardian (or designated adult) first checking in with the Teaching staff.

- 8) What is a Busy Bear day and why is it so important?

Answer:

Our children are special and we want to celebrate that fact by assigning each child a Busy Bear day. When your child is the Busy Bear, they enjoy special privileges (such as sitting at the front of the class in a special chair beside the Teacher, helping the Teacher with special tasks, being the leader in line, bringing a special toy to show and share with the class, etc.).



Fundraising and Volunteering

9) Why is fundraising so important?

Answer:

Malmö Pre-Kindergarten is a non-profit parent cooperative and, as such, we rely on the participation of parents to ensure that the preschool is staffed with quality teachers and the proper resources are in place to deliver a consistent and rewarding program. Registration and program fees only cover a portion of the expenses, which includes the lease for the classroom, insurance, licensing, teaching staff salaries, classroom materials and supplies, toys, field trips, etc. Thus, fundraising allows us to maintain program quality and competitive fees.

10) Why are parent jobs assigned?

Answer:

Malmö Pre-Kindergarten is a non-profit parent cooperative and, as such, we rely on the participation of parents to ensure that the preschool is staffed with quality teachers and the proper resources are in place to deliver a consistent and rewarding program. There are many things that happen behind the scenes to ensure the preschool is properly maintained and operated. Malmö Preschool has a fabulous hired teaching staff to interact and teach the children. In order to keep costs down, the operation, maintenance and administrative aspects of the preschool are handled by the parent volunteer community, led by a volunteer Executive Board. Many of the operational and maintenance aspects can be divided into manageable tasks that can be assigned to families, bearing in mind that all of us do have busy lives. If everyone commits to doing their part, the preschool as a whole is able to operate at a reasonable cost.

11) Are families with more than one child registered in the program required to have two parent jobs, two fundraising shifts, etc.?

Answer:

Yes, a family with more than one child registered in the program will be expected to take on parent jobs, fundraising obligations, etc. corresponding to EACH registered child as required by the preschool.

12) I don't have time to participate in parent jobs or fundraising activities (i.e. working a casino shift), can I just ask that my fine cheques get cashed?

Answer:

Malmö Pre-Kindergarten is a parent co-operative, and as such, requires the participation of all families to ensure the sustainability of our preschool and to provide a fun and memorable experience for our children and families, all while keeping costs down. Your participation is required. Please note that you may enlist other family members, close neighbours or friends, to participate on your behalf. Failure to participate will result in forfeiting your fine amounts. However, repeated failure to participate may result in removal



from Malmo Pre-Kindergarten, at the discretion of the Board. Please refer to the Parent Handbook for more information.

Please note that a requirement for enrolling your child into the Malmo Preschool program is acknowledging, understanding and agreeing to abide by all the policies and instructions as outlined in the Parent Handbook.

13) How often do I need to volunteer as a Parent Helper?

Answer:

Parent Helper days will be posted in advance in the classroom or by email for parents to choose if they are available. Parent Helper days occur once or twice per month. Depending on the size of the class, it is expected that parents will attend one Parent Helper day per school year.

14) What happens when I can't attend my scheduled Parent Helper day?

Answer:

If you cannot make a Parent Helper date, due to an emergency or unforeseeable events (i.e. your child becomes ill), you need to call the Parent Helper Coordinator who uses their list of emergency parent coverage to find a replacement. It is also helpful to call the preschool and let them know that you will not be able to come in and who will be covering for you, if known. It is not the responsibility of the preschool teaching staff to find a replacement Parent Helper, so please connect with the Parent Helper Coordinator so the required number of helpers is reached for each day needed. Parents can sign up to be Emergency Parents on the registration form or can let the Parent Helper Coordinator know that they would be available to help on short notice

15) Can I bring my younger child to class during a Parent Helper day?

Answer:

No, when you are scheduled as a parent helper, siblings are not allowed to come to class with you. As a parent helper, you are assisting the teacher in various classroom tasks and activities, which includes interacting with the children. We kindly ask that you arrange childcare for your other children.

Registration and Fees

16) When can I register my child for your program?

Registration for the new school year typically starts in January for current and alumni families and February for new families. All registrations are accepted on a first-come-first-served basis. If you wish to enrol in the on-going school year, please contact the Registrar.



17) Do I need to pay the \$60 non-refundable registration fee to get on the waitlist?

Answer:

Yes. If you wish, consider contacting the Registrar for details of program availability.

18) Do you provide any subsidies or payment plans?

Answer:

Unfortunately, as a non-profit, we are unable to directly provide financial relief to any families. At this time, the Alberta Government is not providing subsidies for families attending preschool. Please check their website for any future changes to their subsidy program.

19) I really want to enroll my child in the morning program, but only the afternoon program is available. Can I switch to the AM session if there is availability?

Answer:

If there is a spot available in the class of your choice (AM class) and your child is next on the waitlist, then you will be contacted and given an opportunity to switch your child to the class of your choice (AM class).

20) My child won't turn 3 until Jan. 3, can I register him at the preschool?

Answer:

Unfortunately, our policy states that a child must turn 3 before Dec 31 in order to enroll at the preschool.

21) My child turns 4 on Jan 3, should I enroll her in the 3-year program or 4-year program?

Answer:

Our Parent Handbook outlines that children must turn 4 on or before December 31 of the current school year in order to enroll in the 4-year old program, but could enroll in the 3/4 split class.

22) I want to withdraw from the preschool on Dec 15, how much advance notice is required?

Answer:

To allow the Teacher enough time to prepare for your child's departure and the Registrar time to fill the vacancy, the Preschool requires a minimum of one month's advance notice of any withdrawals. Notice must be received by the Registrar before the first day of the month prior to withdrawal. For example, for a December withdrawal, notice must be delivered to the Registrar before the 1st of November. Any intent to withdraw submitted with inadequate notice will result in the forfeit of one month's program fee. Your child would still be able to attend the Preschool up until the last date of attendance that is stated in your notice of withdrawal.



23) Why do I need to provide Bank Information for the Fees & Fines?

Answer:

All school fees and fines are now processed via direct debit. Our Payor PAD Agreement, which all families sign & return to the Registrar once their child has a spot in a class, authorizes Malmo Preschool to automatically withdraw fees and if necessary any fines owed throughout the year.

Both the Payor PAD Agreement and Fines Form are required to complete registration. More information can be found in Appendix B in the Parent Handbook.

24) What Bank Information do I need to provide for the Fees & Fines?

Answer:

All families need to fill out and sign the two forms attached to their Conditional Confirmation sent to them by the Registrar. On the Payor PAD Agreement form, families either fill out their bank account info, attach a VOID cheque, or attach a print out of the VOID cheque form provided by online banking for the account where the automatic withdrawals will be taken.

25) When do the withdrawals happen?

Answer:

- **Monthly school fees** are withdrawn on the 1st of each month from September to June depending on time of registration.
- **Supplies fee and COVID fee** are withdrawn one time on September 1 or once a student has started class.
- **Fundraising and/or Parent Job fines** are withdrawn, if required, with notification.