

January-June 2022-2023 Parent Handbook Summary

(Please refer to the Parent Handbook for full details)

Program Details:

- Learning-through-play for 3 & 4 year olds
- 9:00-11:15 am (2 hr 15 min)
- 2-days (T/Th), 3-days (M/W/F), or 5-days per week (M-F)
- Children must be able to use the toilet (diapers or training pants cannot be changed at the school).

Parent Responsibilities:

- Volunteering
 - Parent Job: One parent/guardian is assigned one job per child for the year; a board position can be the parent job; most jobs can be done at home.
 - Fundraising: All families need to help with the fundraisers so the school can pay for activities and field trips for the children and to keep fees low; typical fundraisers include a 50/50 online raffle, product sales (chocolate, plants, etc.), casino (every other year, last casino was in 2022), and spring activity (ex. carnival or bike-a-thon), if possible.
- Financials
 - Registration fee: \$60 (one-time at registration)
 - Program fees: \$55 for 2-days, \$90 for 3-days, \$145 for 5-days per month (withdrawn every other month: Jan, March, May)
 - Supplies fee: \$25 per term (withdrawn in January)
 - Cleaning fee: \$25 per year (withdrawn in January)
 - Administration fee: \$100 per term (withdrawn in February)
 - Fines: fundraising (\$200 per term), parent job (\$100 per term), and casino (not applicable this year); fines are not withdrawn unless a task has not been completed, after discussion with the board, and with written notice
- No required in-class volunteer/duty days.
- If your child has been placed in a class, you will be asked to submit the forms for your banking information and school fees and fines to the Registrar within a defined time period. Registration is only available online.

Cancelling: No less than one full month's notice to the Registrar required (for example, if you wish to have your child leave any time in December, then written notice of your intentions must be received and acknowledged by the Registrar before November 1st.). Withdrawals on or after March 1 will require payment of program fees for March, April, May, and June.

Communication: We like to keep in touch with our families using emails, private Facebook groups, and newsletters.

Subsidy: The Government of Alberta child care subsidy program can be used to offset preschool fees. Since Malmo Preschool is a licensed preschool, eligible families can apply for the \$125 /month subsidy. To see if you qualify, please visit www.alberta.ca/child-care-subsidy.aspx or call 1-877-644-9992. If you have questions or need help with the application, please email us at malmo@malmopreschool.com. Once you have applied, please notify us by email so that we can put your payments in our banking system as soon as possible!

Drop-off and Pick-up: Meet the teachers at the front door of the school on 115 Street. Wait for the teachers to take your child before leaving. At pick-up, the teacher will send out your child when they see you. Verbal notification to the teachers is needed if someone not listed in your file will be picking up your child. Call the classroom if you are late.

What to Bring to School: Each child should have a backpack, non-slip indoor shoes (to be left at the school), a healthy snack (nut free), a juice/water bottle, a complete change of clothes (stays in their backpack). Please label all of your child's belongings before their first day. Your child should be dressed appropriately every day for the weather so they can play outside if possible.

First days of school Monday, January 9 & Tuesday, January 10, 2023