

**2023-2024 Parent Handbook Summary**  
 (Please refer to the Parent Handbook for full details)

**Program Details:**

**Morning Program**

- Learning-through-play for 3- & 4-year-olds
- 9:00-11:15 am
- Choose from 2-days (T/Th), 3-days (M/W/F) or 5-days per week (M-F)
- Provides opportunity for children to socialize with their peers
- Provides consistent environment and routine to build security & self-confidence
- Encourages creativity and curiosity
- Enables children to make independent choices and build on their interests
- Parent-involved feedback and assessment

**Afternoon Program**

- Kindergarten Prep for 4- & 5-year-olds
- 1:00-3:15 pm
- Choose from 2-days (T/Th), 3-days (M/W/F) or 5-days per week (M-F) \*must have a minimum of 5 kids to run the 5-day class
- Focus on STEM development while keeping the creative freedom for children to express themselves
- Provide opportunities to improve a child's literacy and numeracy skills as outlined in the Alberta Education Kindergarten Program
- Nurture children's curiosity and development of critical thinking skills that will be beneficial for their future school careers
- Formal feedback and assessment
- Perfect for children attending morning kindergarten

\*\*Children must be able to use the toilet (diapers or training pants cannot be changed at the school).\*\*

**Parent Responsibilities:**

- Annual General Meeting attendance is mandatory.
- 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 extra activities and supplies, field trips for the children, and to keep fees low; typical fundraisers include a 50/50 online raffle, product sales (chocolate, plants, etc.), and spring activity (ex. carnival or bike-a-thon), if possible.
  - Casino: A casino is planned for early 2024. Families must provide one casino worker (does not have to be a family member if this goes against cultural or religious practices).
- Financials
  - Payments are summarized in the table below:

| Class | Registration Fee (paid at registration) | Registration Payment (Registration fee+1st Program fee+ 1st Operational Fee) | Program Fee* (first fee paid at registration, then withdrawn 1st of month Sept-May) | Operational Fee (first fee paid at registration, then withdrawn 1st of month Sept-May) | Total Monthly Fee | After Additional Subsidy** |
|-------|---|--|---|--|-------------------|----------------------------|
| 2-day | \$60                                    | \$147  | \$55  | \$32   | \$87              | \$0                        |
| 3-day | \$60                                    | \$182  | \$90  | \$32   | \$122             | \$0                        |
| 5-day | \$60                                    | \$238.50   | \$145   | \$33.50  | \$178.50          | \$53.50                    |

\*Program fees have been reduced as per the Alberta Government Child Care grant, including a 3% grant increase to maintain fees at 22/23 prices. Fees are subject to change based on government programs.

\*\*Families must apply for additional government child care subsidies. This number does not reflect the monthly payment amount since subsidies are reimbursed after fee payment. Fees are subject to change based on government programs.

- No required in-class volunteer/duty days. Adults can help in class if they would like to.
- 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 form to the Registrar within 10 business days. Registration is only available online.

**Cancelling:** Withdrawal Form must be filled out and sent to the Registrar. No less than one full month's notice is required (for example, if you wish to have your child leave any time in December, then notice 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](http://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](mailto: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.

**AGM: Tuesday, August 29, 2023, 6:30 pm**

**Visit Days: Tuesday, September 5 or Wednesday, September 6, 2023**

**First days of Regular Class: Thursday, September 7 or Friday, September 8, 2023**