

## Frequently Asked Questions:

- 1) What makes Malmo Pre-Kindergarten different?

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) 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.

- 3) Do I need to pay the non-refundable registration fee to get on the waitlist?

Answer:

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

- 4) My child won't turn 3 until November 1, can I register her at the preschool?

Answer:

You can register your child, but they will not be able to attend class until they turn 3. You can pay the monthly fees to hold their spot or have their name added to the waitlist. Speak to our registrar and teachers about your options.

- 5) My child won't turn 3 until April 1, can I register him at the preschool?

Answer:

Yes - If there are openings, then you can register for a start date AFTER your child turns 3. Unfortunately, we cannot hold spots for more than 8 weeks; however, you may pay the monthly fees to hold the spot or put your child's name on the waitlist. Speak to our registrar and teachers about your options.

- 6) I really want to enroll my child in the morning program, but only the afternoon program is available. Can I switch to the morning 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).

- 7) My child is 3, can I register them for a 5-day AM or PM class?

Answer:

No. For the AM program you can choose to enroll your 3 year old in the 2 day per

week or 3 day per week AM programs but NOT the 5 day per week AM program. If requested, the teachers can do an assessment and let you know if your child could transition to the 5 day per week program after attending the 2-day or 3-day program, but typically this program will not be recommended until your child is 4.

For the PM class, children must be 4 on or before October 31 of the current school year in order to enroll in the PM program.

- 8) 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:

Malmo 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, 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. If you have special circumstances, please approach the board with your concerns.

- 9) 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.

- 10) 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 bag/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.

- 11) 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 adults) escort children to and from the

preschool entrance 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.

12) If I want to withdraw from preschool on December 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. A withdrawal form (found on the website and in the Parent Handbook) must be received by the Registrar before the first day of the month prior to withdrawal. For example, for a December withdrawal, the withdrawal form must be delivered to the Registrar before November 1. 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 on your withdrawal form.

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

Answer:

Unfortunately, we do not allow families to bring treats for the entire class due to the complexities of allergies and personal/religious restrictions. You are welcome to send your own child with a special treat that day. We will acknowledge your child's special day in class that will include a rounding rendition of "Happy Birthday"!

Summer birthdays are celebrated in June. Please contact the teachers if your child has a summer birthday and you are interested in adding to the celebration.

14) Why is fundraising so important?

Answer:

Malmö Pre-Kindergarten is a non-profit parent cooperative and, as such, we rely on the participation and support 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, such as 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.

15) Why are parent jobs assigned?

Answer:

There are many things that happen behind the scenes to ensure the preschool is properly maintained and operable. 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 and a paid Operations Manager. 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.

16) Why do I need to provide bank information for the Fees & Fines?

Answer:

All school fees and fines are 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.

17) What do I need to provide for bank information for the Fees & Fines?

Answer:

All families need to fill out and sign the three forms attached to the 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 from which the automatic withdrawals will be taken.

18) When do the withdrawals happen?

Answer:

- **Monthly school fees (program fee + operational fee)** are withdrawn one month ahead. The first fee was paid during registration. Remaining withdrawals will be made on the 1st of each month from September to May, depending on time of registration.
- **Fundraising and/or Parent Job fines** are withdrawn, if required and with notification.
- **NSF Fees** are withdrawn if required and with notification.

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.

19) What if I have questions about the Government of Alberta child care subsidy?

Answer:

We can assist you in applying, confirming, and understanding the Government of Alberta child care subsidy. However, we encourage you to go to the website and learn more by clicking [here](#). Once you have reviewed the information please contact us at [malmopreschool.com](mailto:malmopreschool.com).