

2018/2019 Registration Package



"Grow With Us At" Petits Pandas Preschool

École St. Gerard
205 Montreal Ave N.
Saskatoon, Sk S7L 3N6
petitspandaspreschool@gmail.com
(306)659-7339

Non-Cooperative, French Immersion, Reggio Inspired
3 & 4 Yrs Mon/Wed - Tues/Thurs Additional Fri for 4 Yrs

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Welcome

Welcome to Petits Pandas Preschool!

We are a non-cooperative preschool with one classroom of 10 students located in École St. Gerard School. Our preschool offers more than just toys and games; we have learning centres, crafts, and take part in physical activity. We go on field trips and invite guest speakers to the class. We read and listen to stories, and we celebrate birthdays. We learn to work, play and communicate with children and adults who are all part of our community.

Petits Pandas Preschool has the added benefit of introducing its students to the French language. Your child will become familiar with basic French words and be exposed to the larger French immersion community at École St. Gerard School, our host school.

We believe a positive preschool experience will provide a stable foundation for your child's education. If you have any questions or concerns, please contact us at petitspandaspreschool@gmail.com or at 306-659-7339.

Preschool Goals

The purpose of the preschool program is to promote the physical, intellectual, social, emotional, and aesthetic growth of children ages 3 and 4. The preschool curriculum is planned with the following goals in mind:

- Introduce French vocabulary.
- Help the child recognize himself/herself as a valuable individual in their community through achievement and praise.
- Encourage socialization by cooperating, sharing, and being sensitive to others within our classroom, community and beyond.
- Give opportunities for language and speech development by encouraging the child to verbalize in structured activities.
- Encourage the child to express himself/herself in creative ways in the introduction of various materials and equipment.
- Develop enjoyment, appreciation, and interest in music, books and the environment.
- Develop fine and gross motor skills through indoor and outdoor exercise activity and manipulative table toy play
- Increase the child's awareness of the world in which he/she lives through interesting learning centres and field trips



Schedule

Morning classes run from 9 a.m. to 11:30 a.m. and afternoon classes run from 1:00 p.m. to 3:30 p.m.

Register your 3 or 4-year-old in one of the following:

- Monday/Wednesday morning
- Monday/Wednesday afternoon
- Tuesday/Thursday morning
- Tuesday/Thursday afternoon

Four-year-olds are welcome to register in an additional Friday class (either morning or afternoon), where more focus is placed on Kindergarten preparation.

Tuition

\$100/month for two days per week

\$120/month for three days per week (4-year-olds only)

Annual, non-refundable registration and field trip fee (to cover administration costs): **\$50**

Parent involvement and expectations

While Petits Pandas Preschool is a non-cooperative school, run by a volunteer parent board, we do require family involvement in order to keep tuition fees low, while maintaining a high level of educational programming.

Fundraising

Each family is required to submit three (3) fundraising cheques. 1 post-dated for December 1, 2018, 1 post-dated for March 1, 2019, and 1 post-dated for May 1, 2019. If you participate in all three of the fundraisers, with a minimum amount needed to be met, your cheques will be returned.

We also have an option for parents who do not want to participate in the fundraising activities. A family may choose to submit a \$240.00 cheque to the preschool at the beginning of the year and opt-out of the fundraising.

Toy Washes

The toys in our school need to be washed and disinfected six times throughout the year. Each family is required to participate (at least one adult family member needs to be there) in one toy wash session, held for about two hours on the evening you are scheduled.



A \$75 toy wash cheque, post-dated for January 31, 2019, must be submitted upon registration. The cheque is returned once participation in a toy wash is confirmed.

Field Trips

Parents are invited to join the preschool for field trips. Each field trip will require a specific number of parent volunteers to help supervise the students, which will be at our teacher's discretion. More information will be available ahead of each field trip.

Volunteer Parent Board

Petits Pandas Preschool is run **solely** by parents who volunteer their time annually. You are invited to contribute your time and skills to the board. If you are interested in volunteering, please let us know on your child's registration form.

Class Time

Parents are not required to help in the preschool during class hours but are welcome and appreciated at any time.

Other Policies and General Information

- **Students must be completely toilet trained prior to joining the preschool. This means no pullups! The teacher is unable to accompany students to the bathroom.**
- École St. Gerard School is a **nut alert school**. Please do not send any nuts or nut products to school.
- Doors to the preschool open precisely at 9 am and 1:00 p.m. Please do not arrive any earlier.
- **Please pick up your child promptly at the end of class. If you will be late, call the teacher. If a child is repeatedly picked up late, an extra fee will be assessed at \$1 per minute you are late.**
- Dress your child in clothes that are washable and comfortable and will allow maximum freedom for your child to enjoy all of the activities. Please ensure that your child is wearing underpants at school.
- Children are required to wear non-skid, non-marking, soft sole shoes through the school year. Please purchase Velcro running shoes to leave at the school. **This means no lace up shoes!**
- Snack time is given every day. Please send a nut-free, healthy snack with your child, such as cheese and crackers, half a sandwich, fruit, or vegetable as well as a water bottle filled with water. No juice or other liquids. **WATER ONLY** Keep in mind your child has about 15 minutes to wash their hands, get the snack, eat, and clean up.
- Please send a complete change of clothes (pants, shirt, underpants, and socks) enclosed in a Ziploc bag labeled with your child's name which is to remain at the school at all times.



- Birthdays are celebrated at the preschool. Parents may send nut-free cupcakes or other treats for the class on or close to your child's birthday. Please let the teacher know when birthday snacks will be brought into the classroom.
- Once your child's registration has been confirmed, you will receive a welcome package including an invitation to our AGM and Meet the Teacher Night and a supply list, your scheduled toy wash day, and other useful information.
- The Preschool Tuition Subsidy Program is meant to address the needs of preschool children where tuition is a barrier to attendance. The Saskatoon Preschool Foundation invites applications from individual families requiring assistance with the monthly preschool **tuition** (all other fees must be paid to the preschool **before** attending) in established preschools. Applications are available in the preschool or at www.spf.sk.ca



Preschool Registration Form

DATE RECEIVED:

Please print clearly and complete all of the blank areas below. Your child is NOT registered until ALL areas are filled in & ALL cheques have been received.

PART I: GENERAL INFORMATION

Morning class: 9 a.m. – 11:30 a.m.

Afternoon class: 1 p.m. - 3:30 p.m.

Please select your preferred class:

Mon/Wed mornings _____ Tues/Thurs mornings _____

Mon/Wed afternoons _____ Tues/Thurs afternoons _____

If your child will be 4 years old as of September 1, 2019, you may register for the additional Friday class:

Friday morning _____ Friday afternoon _____

Child's Last Name: _____

Child's First Name: _____

Name Child Goes by: _____

Male: _____ Female: _____

Birth Date: ___ / ___ / ___
mm dd yy

Address: _____

Postal Code: _____ Telephone Number: _____

Email: _____

*****ALL correspondence (newsletters & calendars) will be sent by email, unless otherwise requested*****

Mother's Full Name: _____

Mother's Daytime Telephone Number: _____

Father's Full Name: _____

Father's Daytime Telephone Number: _____



Alternate Contact Person's Name: _____
Contact Person's Daytime Telephone Number: _____ - _____

If the preschool needs to contact your family regarding tuition, volunteering, activities, or other non-emergency situations, who is the primary contact person?

PART II: DISMISSAL RELEASE

I (parent/guardian), _____, hereby authorize you to release my child to the following people (not including parents).

Name	Phone Number	Relationship

Please note: A student may only be released to a person 16 years of age or older.

This list shall remain in effect until I change it in writing and provide written notice to Petits Pandas Preschool Inc.

PART III: EMERGENCY CONSENT

Doctor's Name: _____

Doctor's Telephone Number: _____

Sask Health Number: _____

Please indicate whether or not your child has any health concerns: (This will remain Private and Confidential)

Yes _____ No _____

*If yes, please fill out the attached Medical Alert Form (Supplementary Form A)

I (parent/guardian), _____, hereby give consent for my child, _____, to receive emergency treatment, if deemed necessary by a qualified physician. I understand that every effort will be made to contact the parent/guardian in the occurrence of such an emergency.

Signature of Parent/Guardian Date



PART IV: AGREEMENT

The following is the agreement as made between Petits Pandas Preschool and _____ (parent/guardian). The parent/guardian wishes to enroll _____ (child) and hereby agrees to abide by the following regulations if the child is accepted into Petits Pandas Preschool Inc.

Payment of Fees

The following cheques, made payable to Petits Pandas Preschool Inc., must accompany this registration form:

	Dated	Amount	Rec'd
a) Non- Refundable Registration Fee	Current date	\$50	
b) Toy Wash <i>Cheques will be returned once toy wash participation is confirmed.</i>	January 31, 2019	\$75	
c) Fundraising (3) <i>Cheques will be returned once participation in three (3) fundraisers is confirmed.</i>	Dec 1,2018, March 1, 2019, & May 1, 2019	\$80 \$80 \$80	
d) Opt-out Fundraising	Sept 1, 2018	\$240	

Payment Options: <i>These must also accompany the registration form</i>	Dated	Amount	Rec'd
1) 10 Post-dated monthly cheques:	1 st of every month Sept 2018 –June 2019	\$100/month (2 days) OR \$120/month (3 days)	
3) 2 Post-dated cheques:	Sept 1,2018 Jan. 1,2019	\$500 (2 days) OR \$600 (3 days)	



*****Students will not be permitted to begin classes until all the cheques have been received*****

- **NSF cheques are subject to a \$48 fee. This fee, along with the appropriate tuition, must be paid to Petits Pandas Preschool Corp., within five business days of the notification.** Petits Pandas Preschool Corp. is not responsible for any banking fees incurred on behalf of the parent/guardian. After three NSF cheques, payment must be made in cash as cheques will no longer be accepted.
- If payment is significantly or repeatedly late, your child may be immediately withdrawn at the discretion of the board.

Petits Pandas Preschool Corp. will provide a receipt for tuition twice during the school year - one at the end of January and the second at the end of the school year.

Withdrawal from Preschool

- a) Should you wish to withdraw your child, written notice must be given to the board and/or the teacher. Children can be withdrawn at the end of any month, however the withdrawal notice must be received by the board or the teacher at least 30 days prior to the last day of such month. (For example, if a child was to be withdrawn at the end of November, the withdrawal notice needs to be received by October 31, otherwise December tuition also becomes payable).
 - b) If 30 days written notice is not given upon withdrawal of the child from preschool, and the child's withdrawal is immediate, the following month's tuition will be retained as well as any fundraising cheques for fundraisers happening within that month. If participation is noted then all cheques will be returned. All other post-dated cheques will be returned to the parent/guardian.
 - c) If the child is withdrawn in the last month of the preschool term, (a) will not apply.
 - d) No refund will be made until written notice is received.
- a) The board reserves the right to withdraw any child it considers unsuitable at any time.

Parent/Guardian Responsibilities

- The parent/guardian will assume full responsibility for the child's safe conduct to and from preschool. This includes accompanying the child all the way into the classroom and helping him/her with coat and shoes at drop-off and pick-up.
- Drop-off for morning classes is 9am and drop off for the afternoon classes is 1:00 p.m. If early, the parent/guardian must remain with their child on the bench outside classroom to supervise. Classes end at 11:30 a.m. and 3:30 p.m. Children must be picked up promptly after each class. **If you are going to be late, please call 306-659-7339. Parents will be given written warning of an extra charge (\$1.00/minute) if they are repeatedly late. This will be enforced.**
- In an emergency situation, if the parent/guardian is unavailable, the parent/guardian gives consent for the child to receive any medical care deemed necessary (see Part III).



- If the child is ill, the parent/guardian will not send the child to preschool. Any communicable disease must be reported to the teacher immediately.
- All children must be toilet trained, as stipulated in provincial health regulations.
- **No pullups are allowed.**
- Please notify the preschool if the child is going to be missing school for any reason. The telephone number is 306-659-7339.
- In the event that the preschool teacher is absent (likely due to sickness or medical appointment), an appropriate substitute teacher will lead the class. If no substitute can be found, that class will be cancelled.

Part V: GENERAL WAIVER

I, _____, (parent/guardian) hereby consent for my child to attend any field trip as part of a Petits Pandas Preschool Inc. preschool event.

I, _____, (parent/guardian) accept the above cited agreement and wish to enroll my child under these conditions, in Petits Pandas Preschool Inc.

Signature of Parent/Guardian

Date

SCHEDULING TOY WASH DAYS

Petits Pandas Preschool Corp. parent board has set the following Monday evenings throughout the year for the toy wash days. Please rank your preferred days 1 through 6, with 1 being your first choice. You will not always be scheduled on your 1st choice. Toy washes run from 6 p.m. to 8 p.m. You will be contacted to confirm your attendance. The \$75.00 cheque given at the time of registration will be returned after participation in a toy wash.

October 15, 2018 ____ January 28, 2019 ____ April 22, 2019 ____

December 10, 2018 ____ March 11, 2019 ____ June 17, 2019 ____

In the event of low enrolment, we will rearrange the toy wash schedule to include only 4 toy wash dates.

VOLUNTEER PARENT BOARD

Petits Pandas Preschool Inc. is a non-profit organization that relies **SOLELY** on parent volunteers to manage its operation. If you would be interested in volunteering for the parent board, please check areas of interest and a member of the current board will call you to discuss. By expressing interest here, you are not committing to a particular position.



Parent name: _____ Phone: _____

____ President

____ Treasurer

____ Secretary

____ Fundraising Coordinator

____ Field Trip Coordinator

____ Members at Large

____ Toy wash Coordinator

____ Registration Coordinator

____ I have other ideas about how I can contribute. Please contact me!

____ No, I am unable to volunteer for the Parent Board

******ALL POSITIONS MUST BE FILLED OR SCHOOL CANNOT BEGIN******

Please note: The preschool cannot run without a parent board. At minimum, the president, treasurer and secretary roles must be filled



Supplementary Form A – **to be completed if your child has a medical condition**

MEDICAL ALERT FORM

Child's Name: _____

Date of Birth: ____ / ____ / ____
 mm dd yy

Preschool class: _____

SK Health Number: _____

Mother: _____

Home: _____

Cell: _____

Work: _____

Father: _____

Home: _____

Cell: _____

Work: _____

Other emergency contact: _____

Home: _____

Cell: _____

Work: _____

Family Doctor: _____

Office number: _____

Please attach a
photo of your child
here.

Description of medical condition (for example – allergic to peanuts, diabetes, asthma):



Symptoms/signs to be concerned about (for example – swollen face, difficulty breathing):

Action plan:

Additional Information:

Parent/Guardian Signature:

I agree that the above information is accurate and authorize the preschool teacher, staff, and volunteers at École St. Gerard School to follow the action plan, as stated above, in case of an emergency.

Signature: _____ Date: _____



Parental Consent Form: Photography, Media and Websites

Photography

During the school year there are occasions when photographs of your child may be taken by staff of Greater Saskatoon Catholic Schools. Your authorization to use a photo or photos of your child in school division publications (brochures, annual reports, newsletters, etc.) is requested. Student names will not appear in these publications.

Media Coverage

From time to time the media may cover events or activities at your child's school. Whether or not you have concerns about your child participating in media coverage at school (being photographed, videotaped, interviewed) it is important that we know your wishes. Media coverage would include the use of your child's name.

Website

Personal information may be used to recognize student accomplishments or participation in academic or extracurricular activities. Only a student's first name and first initial of last name will be used.

Consent

Signing this form will be deemed as consent for the school and/or school division to allow your child to participate only as specified below for the 2017/18 school year. Should circumstances change during the year, please notify the school.

I hereby authorize Greater Saskatoon Catholic Schools (GSCS) to allow my child to be:

Photographed (for GSCS use only)	Yes	No
Included in media coverage	Yes	No
Included on websites	Yes	No

Child's name: _____

Parent/guardian signature: _____

Date: _____

