



# Rundle Playschool

## Pre - Registration & Open House

**Wednesday April 19th between 5pm-7pm**

This is a casual no-line-up application process. Simply stop by the Playschool (102 Banff Avenue-Rear) between 5pm and 7pm to fill out your child's application for the 3 OR 4-year-old program. Bring your child and tour the classroom. Our Parent Board will be available to answer all your questions. Children must turn 3 on or before December 31, 2017 for the 3 Year Old Program. Children must turn 4 on or before December 31, 2017 for the 4 Year Old Program.

### PLEASE BRING:

- ♥ Birth Certificate or Landed Immigrant Status
- ♥ Alberta Health Care Card
- ♥ \$40 Deposit (cash or cheque) (used towards the registration fee when your child is offered a placement)

- 
- ♥ We will set our playschool class sizes and times based on the information we gather from this pre-registration process.
  - ♥ Numbers obtained from this pre-registration night will determine whether a line-up for placement is required (for the 3 Year Old Class).
  - ♥ Application Forms may be filled out during the open house or in advance.
  - ♥ Forms may be picked up at the Town of Banff Community Services Desk or email [banffplayschool@gmail.com](mailto:banffplayschool@gmail.com) for a copy.
  - ♥ Application Forms MUST be delivered to the Playschool prior to 7pm April 19th.
  - ♥ Applications do not need to be dropped off by a parent.
  - ♥ AGM (Annual General Meeting) & Final Registration: 7pm Thursday May 4th This is a *Mandatory* attendance from parents or legal guardians at the Banff Fenlands Recreation Centre.

*For more Playschool information please contact our Registrar at:  
[banffplayschool@gmail.com](mailto:banffplayschool@gmail.com) or 403-985-0069*



## Conditions of Acceptance

- ✓ Your child must be fully toilet trained. Licensing regulations do not allow diapers or pull-ups in the playschool.
- ✓ A parent/guardian of each child must take his/her turn as "Parent of the Day" approximately once per month; a fair rotation of parent volunteers will be maintained depending on the class size and number of classes per month. Classes can not operate without a parent volunteer.
- ✓ A parent/guardian of each child must participate in a monthly cleaning night, one time per school year per child or pay a \$125 Cleaning Fee.
- ✓ A parent/guardian of each child must participate in playschool fundraising event(s) or pay a \$125 Fundraising Fee.
- ✓ A parent/guardian of each child must volunteer for either a Parent Board position, a playschool committee, playschool party, OR two separate playschool activities throughout the year or pay a \$125 Volunteer Fee. Playschool cannot function without parent volunteers.



102 Banff Avenue (Rear)  
Box 1978 T1L 1B7  
Banff AB (403) 762-4828  
banffplayschool@gmail.com

## Registration Form (Page 1)

Class Preference (please circle): 3year 4year AM PM

Child's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Child's Birthdate: \_\_\_\_\_ Male \_\_\_ Female \_\_\_

ESL? (English as Second Language) Yes \_\_\_ No \_\_\_ Household Language: \_\_\_\_\_

Child's Home Street Address: \_\_\_\_\_

Child's PO Box # \_\_\_\_\_ Postal Code \_\_\_\_\_ Home Phone # \_\_\_\_\_

### Family Information:

Mother's Name: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_

Mothers Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_

Father's Address: \_\_\_\_\_

Email Address (for playschool updates): \_\_\_\_\_

### Parents Employment Information:

**Mother** – Work Phone #: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employment Street Address: \_\_\_\_\_

**Father** – Work Phone #: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employment Street Address: \_\_\_\_\_

### In the Event of an Emergency:

Please provide two Emergency Contacts whom we would call in the event parents cannot be reached.  
(*must be someone other than a parent or guardian*)

1) Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone #: \_\_\_\_\_ Street Address: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone #: \_\_\_\_\_ Street Address: \_\_\_\_\_

### Medical Information:

Alberta Health Care #: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Does your child have any allergies? Yes \_\_\_ No \_\_\_ If yes please specify: \_\_\_\_\_

Does your child have any health concerns? Yes \_\_\_ No \_\_\_ If yes please specify: \_\_\_\_\_

Does your child require medication on a regular basis? Yes \_\_\_ No \_\_\_ If yes please specify: \_\_\_\_\_

Are your child's immunizations up to date? Yes \_\_\_ No \_\_\_ *Health regulations require that children who are not immunized be removed from the Playschool during an outbreak of communicable disease.*



## Registration Form (Page 2)

**Child's Information:**

Please list siblings and ages: \_\_\_\_\_

Favorite activities: \_\_\_\_\_

Favorite foods: \_\_\_\_\_

Fears: \_\_\_\_\_

Does your child have any previous experience with daycare or playschool? Yes \_\_\_ No \_\_\_

Does your child have any special requirements? \_\_\_\_\_

Child's reaction to authority or correction \_\_\_\_\_

**Those allowed to pick up child:** \_\_\_\_\_

**Those NOT allowed to pick up child:** \_\_\_\_\_

**Conditions of Acceptance**

- Your child must be fully toilet trained. Licensing regulations do not allow diapers or pull-ups in the Playschool.
- A parent/guardian of each child must take his/her turn as "parent of the day" approximately once per month; a fair rotation of parent volunteers will be maintained depending on the class size and number of classes per month. Classes cannot operate without a parent volunteer (as outlined in the Parent Handbook).
- A parent / guardian of each child must participate in a monthly cleaning night, one time per school year or pay a \$125.00 Cleaning Fee (as outlined in the Parent Handbook).
- A parent / guardian of each child must participate in playschool fundraising event(s) and complete a Volunteer position or pay a \$125.00 Fundraising Fee & Volunteer Fee (as outlined in the Parent Handbook).

I have read and understand the above Conditions of Acceptance. By enrolling my child in the Banff Rundle Playschool I recognize that I am a member of a volunteer, non-profit organization that relies solely on parent involvement. I understand that the Boards of Directors are volunteers whom rely on parent participation for playschool decisions, fundraising events and other volunteer obligations.

**I am aware of these conditions and by signing this I agree to the above conditions and accept my role in fulfilling my obligation to the program.**

Printed Name: \_\_\_\_\_ (Parent or Legal Guardian)

Signature: \_\_\_\_\_ (Parent or Legal Guardian)

Date: \_\_\_\_\_



## Registration Form (Page 3)

You are required to volunteer for a position listed below; each position is a one year term, taking effect June 1. If you do not wish to volunteer for a Board position, committee, or party, please sign indicating you will volunteer on 2 separate occasions throughout the school year. *If this obligation is not met your volunteer check will be cashed.*

**\*If more than one person is interested in a position, it will be decided on by vote at the AGM scheduled for May 4th, 2017.** Please indicate first and second choice. We are aiming for each class to have a parent liaison for party planning and fundraising.

\*Please email [banffplayschool@gmail.com](mailto:banffplayschool@gmail.com) for questions or details on any positions.

Chair: \_\_\_\_\_

Vice Chair \_\_\_\_\_

Treasurer: \_\_\_\_\_

Registrar: \_\_\_\_\_

Secretary: \_\_\_\_\_

Communications Officer: \_\_\_\_\_

Lead Scheduler: \_\_\_\_\_

Classroom Scheduler: \_\_\_\_\_

Circle: 3YR or 4YR

Lead Fundraiser: \_\_\_\_\_

Assistant Fundraiser: \_\_\_\_\_

Lead Party Planner: \_\_\_\_\_

Assistant Party Planner: \_\_\_\_\_

Will Volunteer for either Christmas or Year End Party: \_\_\_\_\_ (circle party)

Health & Safety Rep: \_\_\_\_\_

Volunteer Rep: \_\_\_\_\_

Maintenance Rep: \_\_\_\_\_

Computer Rep: \_\_\_\_\_

Field Trip Rep: \_\_\_\_\_

Social Media Rep: \_\_\_\_\_

**\*\*I will volunteer on 2 separate occasions throughout the playschool year**

Signature \_\_\_\_\_ Dated \_\_\_\_\_.\*\*

Date: \_\_\_\_\_



## Registration Form (Page 4)

### **Permission Consents:**      *(Please read carefully)*

I hereby grant permission for my child to use all the play equipment and participate in all of the activities of the Banff Rundle Playschool

I hereby grant permission for my child to leave school premises under the supervision of a staff member for neighborhood walks, events or for planned field trips.

Printed Name: \_\_\_\_\_ (Parent or Legal Guardian)

Signature: \_\_\_\_\_ (Parent or Legal Guardian)

Date: \_\_\_\_\_

In regards to the Freedom of Information and Protection of Privacy Act, I do by grant written permission for the playschool to publish (for playschool purposes only) our name and phone number for a class phone list. I also agree that the playschool may display my child's work or photo if the circumstance arises, i.e. in-class bulletin board, local newspapers, etc.

Printed Name: \_\_\_\_\_ (Parent or Legal Guardian)

Signature: \_\_\_\_\_ (Parent or Legal Guardian)

Date: \_\_\_\_\_

Are you connected to Social Media?     Facebook     Twitter    \_\_\_\_\_ other (indicate)  
Would you like to receive playschool information via social networks?     Yes     No



## 2017-2018 TUITION PAYMENT OPTIONS

Tuition payments can be made either by PAD (form enclosed) or by post-dated cheques. Your payment options can be found below. **Please read carefully and choose one option. Please be watchful when filling in the required dates.**

**3 Year Old FULL PAYMENT** Please fill in the PAD form or enclose **one** post-dated cheque **dated August 1, 2017** for the full payment of **\$918.00**

**3 Year Old BI-ANNUAL PAYMENT** Please fill in the PAD form or enclose **two** post-dated cheques **dated August 1, 2017 and January 1, 2018** each for **\$459.00**

**3 Year Old MONTHLY PAYMENTS** Please fill in the PAD form or enclose **eight** cheques as follows: **one** post-dated cheque **dated August 1, 2017** (first and last month) for **\$204.00**; plus **seven** monthly cheques **dated first monthly for October 1, 2017 to April 1, 2018** each for **\$102.00**

\*\*\*

**4 Year Old FULL PAYMENT** Please fill in the PAD form or enclose **one** post-dated cheque **dated August 1, 2017** for the full payment of **\$1305.00**

**4 Year Old BI-ANNUAL PAYMENT** Please fill in the PAD form or enclose **two** post-dated cheques **dated August 1, 2017 and January 1, 2018** each for **\$652.50**

**4 Year Old MONTHLY PAYMENTS** Please fill in the PAD form or enclose **eight** cheques as follows: **one** post-dated cheque **dated August 1, 2017** (first and last month) for **\$290.00**; plus **seven** monthly cheques **dated first monthly for October 1, 2017 to April 1, 2018** each for **\$145.00**

**Everyone must also provide:**

- ✓ Non-refundable registration fee of \$40.00 dated with current date
- ✓ Cleaning security cheque for \$125.00 dated December 1, 2017
- ✓ Fundraising Security Cheque for \$126 dated May 1, 2018
- ✓ Volunteer Security Cheque for \$126 dated May 1, 2018

**\*\* Please note all security cheques will be returned to parents after cleaning, fundraising, and volunteer duties are met as per Parent Handbook \*\***



**The Rundle Playschool Board is asking all parents to please commit to a volunteer Board/Committee position, help with one of the two larger parties, or be a Class Parent Volunteer during the 2017-2018 school year. We understand that all families are busy, but volunteers are needed to ensure a smooth operating year and a fun introduction to school for each child.**

**Please review the positions below and indicate on Page 3 of the Registration Package your first and second choices. If more than one person is interested in a position, it will be decided by vote at the AGM scheduled for May 4th, 2017 at 7pm at the Fenlands Banff Recreational Centre (curling entrance). All parents are invited to attend this meeting.**

**A Volunteer Security Cheque and Fundraiser check in the amounts of \$125 will be collected at registration and will only be cashed if families do not fulfill volunteer duties throughout the school year.**

**Our registrar at ([banffplayschool@gmail.com](mailto:banffplayschool@gmail.com)) can answer any questions or provide further details on the positions listed below.**

**The volunteer board positions are listed below; each position is a one year term.**

**BOARD OF DIRECTORS - Voting members who set the guidelines to ensure the successful operations of the Playschool. (Positions attend ALL Board Meetings)**

- ★ **Chair:** participates as well as leads all board meetings. Responsibilities include the supervision of all board roles; oversees the establishment and implementation of procedures and policies; speaks publicly on behalf of the board; communicates with the teacher to ensure the Playschool Goal & Action Plan is being followed; is the key liaison with the teacher to maintain child-parent-board-teacher communication.
- ★ **Vice-Chair:** participates in all board meetings; responsible for organizing the Cleaning Committee and its schedules; responsible for Parent Helper Roles; responsible for managing the substitute teacher list & credentials; assumes the responsibility of the Chair in his/her absence; seeks appropriate licensing requirements.
- ★ **Treasurer:** participates in all board meetings; maintains the financial records of the Playschool; prepares & issues teacher(s) payroll; prepares and presents the annual budget; makes recommendations for future financial needs; seeks grants; establishes annual fundraising goals; issues cheques; handles refunds; prepares tax receipts twice annually; responsible for all bookkeeping matters.
- ★ **Registrar:** participates in all board meetings; organizes and oversees all registration duties, including the annual registration night; processes registrations; distributes Playschool information to new (and existing) parents; organizes and maintains class lists and waiting lists; acts as the contact person for the Playschool throughout the year.



- ★ **Secretary:** participates in all board meetings; records, distributes and maintains copies of all the minutes of all the board meetings.

**BOARD OFFICERS – Non-voting members who play integral roles in the successful operations of the Playschool. *These positions do not need to attend monthly Board Meetings.***

- ★ **Communications Officer:** assembles a monthly newsletter and calendar of events based on information from teacher and board; distributes (via email) to all parents; maintains the Playschool bulletin board.
- ★ **Lead Scheduler:** directs the class schedulers; sends monthly calendar templates to all schedulers; ensures schedules are accurate and posted on time; addresses all scheduling concerns; supports teacher with scheduling classroom visitors and special events.
- ★ **Lead Fundraiser:** organizes and oversees all fundraising events; directs the fundraising committee volunteers.
- ★ **Lead Party Planner:** plans and organizes all parties and celebrations throughout the year; directs the party planning committee volunteers.

**BOARD COMMITTEES – Non-voting members who provide fundamental assistance in the successful operations of the Playschool. *These positions do not need to attend monthly Board Meetings.***

- ★ **Classroom Schedulers:** organizes Parent of the Day schedules; responsible for assembling a monthly calendar for their specific class. Helps communicate last minute changes (ie. School cancellations) to their specific class. *(1 parent per class)*
- ★ **Fundraising Committee:** provides assistance to the Lead Fundraiser during all fundraising events to ensure successful collection of extra funds. Our main Fundraiser is the Mother's Day Raffle. *(1 parent per class as liaison, a minimum of 6 parents in committee)*
- ★ **Party Planning Committee:** provides assistance to the Lead Party Planner during all parties and special events. Parents can sign up to assist with a specific larger party (Christmas or Year End). *(1 parent per class as liaison, a minimum of 6 parents per large party)*
- ★ **Health & Safety Rep:** handles all health & safety issues; maintains the health & safety bulletin board; confirms and refills the first-aid kit as needed according to current Occupational Health & Safety guidelines; maintains the MSDS binder as per Occupational Health & Safety guidelines; ensures accident and incident forms are on file; schedules and reviews the annual fire inspection; reviews the annual health inspection as required.
- ★ **Field Trip Rep:** organizes appropriate field trips and acts as a liaison between various businesses, museums, town sites, and the teacher/school.
- ★ **Volunteer Rep:** records volunteer work of all parents throughout the school year. Will be responsible for assigning parents who have deemed themselves "Class Parent Volunteer" to various classroom roles.
- ★ **Maintenance Rep:** remains on call throughout the year for any small repair, painting and handiwork for the Playschool.

★ **Computer Rep:** on call throughout the year for any computer/internet issues for the school.

★ **Social Media Rep:** keeps Facebook and/or Twitter updated with school information.

**“Class Parent Volunteer”:** includes being an extra body on hand for playschool outings, driving backpacks from Elementary school for Reading Buddies, available for in school parties(Halloween, Valentines, Easter) etc. You CANNOT be a Parent Volunteer on your designated Parent Helper Day.