



## **BANFF RUNDLE PLAYSCHOOL 2019-20 REGISTRATION PACKAGE:**

Welcome to the Banff Rundle Playschool!

Our mission is to provide the opportunity for three and four-year old children to interact and learn through play in a trusting, safe and fun environment.

Our **3-year-old Program** operates on Tuesdays and Thursdays either from 9:00 am to 11:30 am or afternoons will be available pending enrollment.

Our **4-year-old Program** operates on Mondays, Wednesdays, and Fridays from 9:00 am to noon or afternoons will be available pending enrollment.

The Banff Rundle Playschool operates from September through May. We follow the CRPS school calendar for holidays and breaks.

Your child must be 3-years-old by December 31<sup>st</sup> 2019 and fully toilet trained to enter the 3 year program. Your child must be 4-years-old by December 31<sup>st</sup> 2019 to enter the 4 year program.

Enrollment may be possible throughout the year if space is available. If classes are full, you may request to be placed on a waiting list.

Please read all attached information and complete the registration form. You must provide identification and the \$45 registration fee when submitting your registration form. Registration forms can be dropped off at the playschool Monday – Friday mornings (address above) OR may be submitted at our AGM and registration night, March 25<sup>th</sup>, 2019.

### **PLAYSCHOOL BOARD AND VOLUNTEER INFORMATION:**

The Rundle Playschool Board is asking all parents to commit to a volunteer board/committee position, be a 'class parent volunteer' or help with an event (Year-end party etc.) during the 2019-2020 school year. Our volunteers are essential to ensure a smooth operating year and a valuable introduction to school for each child.



Please review the positions below and indicate in your 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 March 25<sup>th</sup>, 2019. All parents are invited to attend this meeting.

A Volunteer Security Cheque of \$125.00 will be collected at registration and will *only* be cashed if families do not fulfill volunteer duties throughout the school year.

Our registrar ([banffplayschool@gmail.com](mailto:banffplayschool@gmail.com)) can answer any questions or provide further details on the positions. 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. (Members attend ALL Board Meetings)**

**Starting in the 2019-20 school year, board members will not be required to do a parent cleaning night.**

**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; 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.

**Member at large:** attends monthly meetings and performs extra duties arising throughout the year.

**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.*

**3 and 4 year old Class 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.

**Grants:** researches and applies for grants for the playschool.

**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.*

**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)*

**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)*

**Field Trip Rep:** organizes appropriate field trips and acts as a liaison between various businesses, museums, town sites, and the teacher/school.



**Maintenance Rep:** remains on call throughout the year for any small repair, painting and handiwork for the playschool.

**Website Rep:** makes changes and updates to the playschool website.

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



## **BANFF RUNDLE PLAYSCHOOL REGISTRATION FORM**

**Class Preference (please circle):**

**3year:** Tues, Thurs **AM** (9:00am-11:30am) or **PM** (depending on enrollment)

**4year:** Mon, Wed, Fri **AM** (9:00am-noon) or **PM** (depending on enrollment)

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

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

ELL? (English Language Learner) 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: \_\_\_\_\_

**EMERGENCY CONTACTS:**

Please provide two Emergency Contacts whom we would call in the event parents cannot be reached.  
(This 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.***

**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: \_\_\_\_\_

\_\_\_\_\_

Please let us know if there is anything else we should know about your child:



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## **2019-2020 TUITION PAYMENT OPTIONS**

Tuition payments can be made either 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.**

1. **3 Year Old FULL PAYMENT** one post-dated cheque **dated August 1, 2019** for the full payment of **\$1053.00**
2. **3 Year Old BI-ANNUAL PAYMENT** two post-dated cheques **dated August 1, 2019 and January 1, 2020** one for **\$560.00**, then one for **\$493.00**
3. **3 Year Old MONTHLY PAYMENTS** eight cheques as follows: **one** post-dated cheque **dated August 1, 2019** (first and last month) for **\$234.00**; plus **seven** monthly cheques **dated first monthly for October 1, 2019 to April 1, 2020** each for **\$117.00**

1. **4 Year Old FULL PAYMENT** one post-dated cheque **dated August 1, 2019** for the full payment of **\$1440.00**
2. **4 Year Old BI-ANNUAL PAYMENT** two post-dated cheques **dated August 1, 2019 and January 1, 2020** each for **\$775.00**, then one for **\$665.00**
3. **4 Year Old MONTHLY PAYMENTS** eight cheques as follows: **one** post-dated cheque **dated August 1, 2019** (first and last month) for **\$320.00**; plus **seven** monthly cheques **dated first monthly for October 1, 2019 to April 1, 2020** each for **\$160.00**



**Registrants must also provide:**

- ✓ **Non-refundable** registration fee of \$45.00 dated with current date
- ✓ Cleaning security cheque for \$125.00 dated November 1, 2019
- ✓ Fundraising Security cheque for \$125.00 dated May 1, 2020
- ✓ Volunteer Security cheque for \$125.00 dated May 1, 2020

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



**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, 2 times 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 on parent involvement. I understand that the members of the Board 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: \_\_\_\_\_



**PLAYSCHOOL BOARD AND VOLUNTEER POSITIONS:**

You are required to volunteer for a position listed below; each position is a one year term, taking effect June 1, 2019. If you do not wish to volunteer for a board position, committee, party, field trip or special event, *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 on March 25<sup>th</sup>, 2019.** Please indicate first and second choice. We are aiming for each class to have a parent liaison for party planning and fundraising.

\*Further information about the positions is attached. If you have any additional questions regarding the positions, please email: (chairbanffplayschool@gmail.com).

**BOARD POSITIONS:**

Chair:	Treasurer:
Vice-chair:	Secretary:
Registrar:	Member at large:

**OTHER VOLUNTEER POSITIONS:**

Grants:	Health and Safety Rep:
3 yr old Classroom Scheduler:	Maintenance Rep:
4 yr old Classroom Scheduler:	Website Rep:
Lead Fundraiser:	Field Trip Rep:
Assistant Fundraiser:	Social Media Rep:
Lead Party Planner:	Volunteer for Christmas Party
Assistant Party Planner:	Volunteer for year-end Party:



**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. We will be going to the library monthly and field trips and walks as they are scheduled. 4 yr olds will have reading buddies monthly at the Banff Elementary School.

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

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

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

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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 and/or photo if the circumstance arises, i.e. in-class bulletin board, local newspapers, Banff Rundle Playschool website, etc.

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

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

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

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