



# Green Circle Preschool Association

6703-112 Street  
Edmonton, Alberta  
Room 15 Parkallen School  
Phone: 780-435-3129  
www.greencirclepreschool.com



Green Circle Preschool started in 1970's as a parent run co-operative. Its guiding principle is to provide children with a creative preschool experience that emphasizes intellectual, emotional, social and physical development. Each class is made up of some routine activities (such as circle time, gym and snack time) and unstructured time where the children are given the opportunity to choose from a wide range of activities (sand and water play, arts and crafts, math and writing games, science, puzzles, carpentry, dramatic play area, blocks and toys). A "learn through play" philosophy is used in all activities.

There is an emphasis on group activities to help the children develop socialization skills as they play and interact with each other. Children are guided through a variety of fun and engaging activities that follow the creative and educational theme.

### Classes:

You may register your child for a **maximum of three days** of preschool per week. Monday classes are usually reserved for 4 & 5 year olds. The class schedule is:

Mondays	9:00 a.m. – 11:30 a.m.
Tuesdays and Thursdays	9:00 a.m. – 11:30 a.m.
Wednesdays and Fridays	9:00 a.m. – 11:30 a.m.

### Fees for 2011-2012 year:

Monday only class	\$45/ month
Tues/ Thurs <b>OR</b> Weds/ Fri	\$90/ month
Monday <b>AND</b> Tues/ Thurs <b>OR</b> Wed/ Fri	\$120/ month

There is a non-refundable registration fee of \$35.00/year  
And a field trip/ plate fee of \$40.00/year

All cheques are to be made payable to "Green Circle Preschool Association".

### Withdrawals:

**Thirty (30) days written notice** must be submitted to the registrar for withdrawals. Withdrawals submitted with less notice will result in the forfeit of one month's fee. The written notice must be received before the first day of the month prior to withdrawal.

### Parental Responsibilities:

Green Circle is a high quality, non-profit preschool run on a relatively low budget because every family is expected to share in the work. This includes participation in the classroom as a duty parent, cleaning shifts and assigned tasks. Duty parents are a necessity in order for us to maintain the provincially set staff-to-student ratios (without having to a Teaching assistant) and to maintain a safe and healthy environment for our children.

- **Duty days-** For a child attending one class per week, parents can expect 1 duty day a month. 1-2 duty days can be expected for a registration of two days. If a child attends 3 classes per week parents can expect about 2-3 duty days per month. If more than one child attends from a family, then duty days are increased accordingly. The duty day shift starts at **8:45 a.m.** and finishes at **11:45 a.m.** During that time parents assist in the classroom by helping children interact safely and respectfully, assisting with crafts and games, preparing snack and cleaning the classroom.

Duty parents are also responsible for supplying juice (on Monday, Tuesday and Wednesday) or milk (Thursday and Friday) and paper towels, on their duty day. *If you are unable to be present on a duty day, it is your responsibility to find a replacement or switch days with another parent and to notify the class scheduler.* The September duty schedule will be sent out in the welcome package. Monthly schedules are sent out a week before the new month begins.

- **Assigned Task.** Each family will be assigned at least one task that they will be responsible for throughout the year. The complete task list is on page 6.
- **Cleaning Afternoons.** Every Friday two parents will spend two hours cleaning the classroom before the school closes. Each family is expected to have up to three cleaning afternoons over the course of the year (with the exception of the Executive Board).
- **Attendance at Meetings.** There will be an orientation meeting early in September. There will be two general meetings and one annual general meeting a year. The purpose of these meetings is to pass on information and discuss business relating to the preschool. Families are expected to send one representative to each meeting.
- **Snack.** Snacks are a shared experience at Green Circle. Each family will be assigned one day per week to bring a small contribution for snack time (i.e. one piece of fruit, vegetable, cheese, pickles, etc).
- **Pick-up -**You must be punctual in collecting your child at the end of class at 11:30 a.m. If the teacher does not know the person picking up the child, ID will be required.
- **Suggestions /Concerns.** Please feel free to address any concerns with the Executive Board and the teacher.

Completing these duties is the responsibility of the parent(s), however we will happily accommodate grandparents, aunts, uncles and friends as designates. Please inform your replacement about the details of your duties.

**Please do not enroll your child if you are not able to fulfill these commitments.**

### **Other Notables:**

- Our licensing and insurance regulations **DO NOT** allow siblings to accompany parents on duty days or to attend field trips.
- Children must have an indoor only pair of shoes with non-slip soles with closed toes, which will remain in the classroom.
- The teacher is to be advised if your child has been exposed to a communicable disease (i.e. lice, strep throat, pink eye). The registrar and the teacher are to be informed of any allergies or other conditions. Please keep ill children home to prevent the spread of viruses.
- A portion of the Green Circle Preschool annual budget comes from fundraising. Although most of our budgeted income results from monthly fees, fundraising is an important activity to maintain the high quality of classroom activities and reduce the cost of monthly fees. Parents should expect to participate in approximately three modest fundraising events over the course of the year. Fundraising events that have occurred in the past include a poinsettia sale, silent auction, T-shirt sale, art sale, chocolate sale, and raffle.

# Registration

Please read the following information in this registration package carefully and retain for your future reference. If you have any questions, please contact the registrar:  
Nicole Hoyt at (780) 433-1185.

## Registration Information

- ◆ Registrations must be made in person.
- ◆ Registrations are not complete and will not be accepted unless accompanied by the requirements in the box below. Please use it as a check list.
- ◆ No exceptions will be allowed.

## Registration Requirements Checklist

- Completed Registration Form, Duty Form and Permission Form (pages 4-8)
- Copy of your child's up-to-date immunization record
- Registration fee (*non-refundable, dated at time of registration*)
- Appropriate class fees. *You may supply one cheque per month (September through May) or you may combine several or all months into one cheque.*
- One post-dated cheque for the field trip/ plate fee, dated September 1

**Information on fees can be found on page 1 on the information package.**

## Enrollment Policies:

- Enrollment is on a first come, first served basis.
- Continuing students and returning families can register prior to the Open House.
- All children must be three years of age before September 1<sup>st</sup>.
- Children with birthdates between September 1<sup>st</sup> and December 1<sup>st</sup> may be able to register if there are spots available. They may not start until their birthday.
- Children must be fully immunized (*age related*) with the exception of pertussis (a documented medical reason for non-immunization of this vaccine must be provided).
- It is preferred that children be fully toilet trained (*if this is an issue for your child, please discuss with the teacher*).

## Special Needs Policy:

The registration of children with special needs will be on an individual case basis. The Executive Board will ensure there is an appropriate match between the child's needs and what Green Circle can offer. Children with special needs would be subject to the same registration procedures and discipline policies as all other children, with the following restrictions:

- a) One child with special needs per class
- b) A qualified aide provided by the child's family or appropriate agency must accompany the child with special needs, unless the Executive Board and the teacher agree that an aide is not required in the individual's case.

Registration Date (Admin.): \_\_\_\_\_

## Green Circle Preschool Association 2011-2012 Registration Form

### Contact Information

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender            Male        Female

Primary address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home phone: \_\_\_\_\_

Parent # 1 Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell \_\_\_\_\_

Work Phone \_\_\_\_\_

Email address \_\_\_\_\_

Other Contact (fax, pager) \_\_\_\_\_

First Aid Training/ CPR (current)    YES    NO

Parent # 2 Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell \_\_\_\_\_

Work Phone \_\_\_\_\_

Email address \_\_\_\_\_

Other Contact (fax, pager) \_\_\_\_\_

First Aid Training/ CPR (current)    YES    NO

Is custody and access an issue that the teacher should be aware of?    YES    NO

\_\_\_\_\_  
\_\_\_\_\_

**Class Requests:**

Please pick your **TWO preferred class choices**, by marking a “1” for your first choice and a “2” for your second choice in the boxes:

- Monday only
- Tuesday/ Thursday
- Wednesday/ Friday
- Monday/ Tuesday/ Thursday
- Monday/Wednesday/ Friday

How did you hear about our preschool?

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**Health and Emergency Information**

**Emergency Contact Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Doctor’s Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Child’s Alberta Health Care Number** \_\_\_\_\_

Does your child have any allergies or dietary restrictions?      YES      NO

Please list: \_\_\_\_\_

If your child has allergies, does he/she require an epi-pen?      YES      NO  
(\*if required it is the parent’s responsibility to provide epi-pen)

List any communicable diseases your child has had:

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Does your child have any special needs?      YES      NO

If yes, please provide details below (and on back) and ask for the Green Circle “Special Needs Procedure” information.

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Is your child’s immunization up to date?      YES      NO

Is your child on any continuous medication?      YES      NO

If answer is yes, please list name of medication(s) below:

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Please provide any additional information or suggestions regarding the care of your child that might be helpful to the teacher (use back).

# Green Circle Preschool Association 2011-2012 Duty Form

## DUTY DAYS

Your family will be assigned **Duty Days**. These are days when you are **required** to come into the classroom and assist the teacher by helping with the daily plan including crafts, snack preparation and cleaning. For more information on Duty Days, please see page 2.

**If you have a preference for a duty day (due to work commitments, child care, etc.) please circle below.**  
You may pick more than one day.

Monday      Tuesday      Wednesday      Thursday      Friday      No Preference

## ASSIGNED JOBS

You will also be required to take on at least one assigned job. These jobs allow Green Circle to function properly. Some of the jobs require the parent to come into the classroom between 9:00 a.m. and 11:30 a.m. on a regular basis, while other ones can be looked after outside of class time.

Please indicate the positions you would prefer to be assigned to carry out with a check mark. An outline of these job descriptions is available in the classroom.

### In class positions

- \_\_\_\_\_ Kitchen Shelf Organizer
- \_\_\_\_\_ Sand Table Organizer
- \_\_\_\_\_ Toy bin organizer
- \_\_\_\_\_ Librarian (2 positions)
- \_\_\_\_\_ Workbench organizer
- \_\_\_\_\_ Class photographers (2 positions)
- \_\_\_\_\_ Kitchen corner/recycler
- \_\_\_\_\_ Fridge keeper/ purchaser
- \_\_\_\_\_ Repair person
- \_\_\_\_\_ Prop box coordinator
- \_\_\_\_\_ Playhouse organizer
- \_\_\_\_\_ Laundry/puzzle organizer
- \_\_\_\_\_ General classroom helper

### Outside of class time positions:

- \_\_\_\_\_ Classroom Prep (2 positions)
- \_\_\_\_\_ Seamstress
- \_\_\_\_\_ Class scheduler
- \_\_\_\_\_ Fundraising Winter
- \_\_\_\_\_ Fundraising Spring
- \_\_\_\_\_ Poinsettia Sales
- \_\_\_\_\_ Clean-up scheduler
- \_\_\_\_\_ Scholastic book orders
- \_\_\_\_\_ Party planner (2 positions)
- \_\_\_\_\_ Play-dough maker (Mon or Wed)
- \_\_\_\_\_ Christmas coordinator
- \_\_\_\_\_ Web site updater
- \_\_\_\_\_ Audit

**The Executive Board**

The Executive Board upholds the by-laws and policies, plans General Meetings, and is responsible for all aspects of Green Circle’s operations such as registration, finance and teacher hiring and monitoring. If you are interested in an Executive position, please look at the responsibilities posted in the class or on our website at [www.greencirclepreschool.com](http://www.greencirclepreschool.com). The Executive Board meets, at a minimum, every second month. Please check off any positions that you are interested in:

- President
- Vice President
- Secretary
- Treasurer
- Advisor/newsletter
- Registrar

We compile a list of possible substitute teachers every year. If you have B.Ed or ECD and would be willing to substitute please indicate below.

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List any talents, skills or equipment that either parent may have that would be beneficial to the preschool (musical instrument, singing, carpentry, artist, sewing, etc):

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Name(s) and age(s) of attending child’s sibling(s):

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# Green Circle Preschool Association 2011-2012 Permission Form

## Allergy/ Dietary Restrictions

I, \_\_\_\_\_ (*parent's name*) do hereby give permission for my son/daughter \_\_\_\_\_ (*child's name*) to participate in snack time with the other children attending Green Circle Preschool.

If your child can not participate in snack program due to dietary restrictions then a snack must be supplied from home.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Treatment

In the event of \_\_\_\_\_ (*child's name*) requiring medical treatment, every effort will be made to contact me. If the teacher determines that it is necessary to seek emergency medical treatment I understand that I will be responsible for any costs incurred (*e.g. ambulance fees*). I also understand that my child will be using the school gymnasium, school playground and Community League playground while attending the preschool.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Art work

I give permission for \_\_\_\_\_ (*child's name*) artwork to be displayed outside of the classroom.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Understanding of parental responsibilities

I understand that by enrolling my child in Green Circle Preschool that I have read and understood this information package and agree to carry out the following responsibilities:

- My assigned duty days (or find a replacement)
- My assigned task/ job (or find a replacement)
- Attendance the Orientation Meeting, General Meetings and Annual General Meeting
- Snacks as scheduled
- Cleaning afternoons as required

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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