

**Greenfield Community Nursery School
REGISTRATION INFORMATION - 2009-2010**



Thank you for considering registering your child in the Greenfield Community Nursery School. We offer a "Learn-Through-Play" program designed to encourage the development of a child's physical and intellectual abilities, to contribute to the development of a positive self-concept, and to encourage the desire to learn. We are located in the Sweet Grass Elementary School, at 11351-31 Ave. and offer five class times:

1. Monday & Wednesday mornings, 9:00 - 11:15 am, for 3-year olds
2. Tuesday & Thursday mornings, 9:00 - 11:15 am for 3½- and 4-year olds
3. Tuesday & Thursday afternoons, 1:00 - 3:15 pm for 3½- and 4-year olds
4. Monday, Wednesday, & Friday afternoons, 1:00 - 3:15 pm, for 4-year olds
5. Friday mornings, 9:00 – 11:15 am, for 3-year olds

As we are a parent-run organization, a condition of enrollment is the active participation of all members. Participation duties will involve the following:

- 1. Duty parent:** A parent helper is required to help the classroom run smoothly. You will be required to take your turn as duty parent (once per rotation per registered child) in the classroom. The number of duty days depends upon enrollment. A \$100 penalty is assessed for failing to complete a shift.
- 2. Volunteer positions:** Each family is required to sign up for at least one volunteer position per registered child. These positions can range from being the cooking helper once a month, coordinating the duty day roster, making scrapbooks for the kids, etc.
- 3. Room clean-up:** Once a year you will be assigned a turn for room cleaning. One cleaning night is required per registered child. A \$100 penalty will be assessed for failing to complete this duty.
- 4. Special Events:** You will be requested to participate in special events such as Christmas activities and field trips when additional parent assistance is required.
- 5. Fundraising/Casino:** Fundraising efforts are mandatory for all parents. Fundraising money helps to buy supplies, toys, books, fieldtrips, and any other items needed for our children during their time at the playschool. The playschool plans to host a casino in April, May, or June of 2010. Every family is required to work one casino shift per child registered. A \$300 penalty will be assessed for failing to complete this duty.

Please note that failure to participate in the classroom and with the running of the playschool could result in the withdrawal of your child from the program.

At the Greenfield Community Nursery School, play is recognized and valued as a fundamental part of a child's development. We are firm believers that children learn through their play and they explore their world best by direct experiences. We therefore offer a fun and stimulating "Learn-Through-Play" program that focuses on all areas of development including the social, emotional, physical, and intellectual well-being of the child. The program offers a wide variety of age appropriate activities and weekly themes, such as open-ended art, songs and movement, story time, games, show and share, field trips, and special event days.

The teachers organize a number of activities outside of the classroom. While all activities are covered under the nursery school's insurance policy, parents should be aware that their children will be participating in activities involving the use of Sweet Grass Elementary School's gymnasium and playground equipment.

Your involvement in designing our programs is welcomed. If you have some knowledge or skill that can be used, either in working with the children or in repairing or building equipment for the playschool, please indicate such on the Registration Form.

Please feel free to drop by the classroom – we have an open door policy. However, you may want to call the playschool (780-433-2599) before dropping by to ensure that the children are not on a field trip during the time you want to drop by.

Age Requirements

For the Monday/Wednesday AM and Friday AM class, children must be 3 by August 31, 2009 or by special permission by the teachers.

For the Tuesday/Thursday AM and PM classes, children must be 4 by March 1, 2010.

For the Monday/Wednesday/Friday PM class, children must be 4 by December 31, 2009.

Please note that all children must be fully toilet trained (no Pulls-ups or equivalent are acceptable) and be fluent in English (so as to be able to fully communicate with the teachers).

Registration Priority

Class size is limited to 16 children per class. Alumni of Greenfield Community Nursery School and siblings of alumni,

followed by residents of Greenfield Community, will be admitted preferentially, provided the completed registration form and registration fees have been submitted to the playschool prior to **Thursday, February 19, 2009**. After this time, admission will be granted on a first-come, first-admitted basis. Once all spaces in a class have been filled, a wait list will be started. You will be contacted via e-mail and home phone if a space becomes available.

Registration Instructions

1. Please complete registration form in dark ink.
2. Please provide **ALL** requested information; all information will be treated confidentially. Incomplete forms will not be processed.
3. Please ensure that all 3 pages of the form are completed.
4. Two cheques must be submitted with registration form (see below).
5. Registration forms can be submitted to the playschool during playschool hours or dropped off at the playschool. Please note that the playschool closes for the summer on Wednesday, June 17. After that time, please phone or e-mail the Registrar (Kim) at 780-432-9441 or registrar@greenfieldnurseryschool.com to make alternate arrangements to drop off your registration form and cheques.

Registration Fees

1. All fees are to be paid by cheque, made payable to **Greenfield Community Nursery School**.
2. Two fees are to be paid upon submission of registration forms. Please note that these fees must be paid on two separate cheques.
 - i. Non-refundable registration fee, dated with the date you submit your registration form:
 - **\$40.00** for new students
 - **\$20.00** for alumni or sibling of alumni or for additional children from the same family
 - ii. Fee for first month's classes, post-dated for August 1, 2009:
 - **\$60.00** for 1 class per week
 - **\$80.00** for 2 classes per week
 - **\$100.00** for 3 classes per week

Please note that the first month's fee is non-refundable after July 31, 2009.

We qualify for the Child Care Subsidy. If you qualify, your playschool fees could be paid for by the Alberta government. Qualification is income dependent. For more information, visit:

<http://www.child.alberta.ca/home/1153.cfm>

Confirmation of Registration

The status of your registration will be confirmed by an acceptance letter, sent **via e-mail**. Once you have received confirmation, all postdated cheques and forms must be mailed to the Registrar.

For more information:

If you require any further information, please e-mail the Registrar at registrar@greenfieldnurseryschool.com or visit our website:

www.greenfieldnurseryschool.com