



Kidz Choice Preschool is open from September to June. Our preschool calendar is based on the public school system and observes much of the same holidays and non-instructional days but not all of them. A yearly calendar will be made available in both digital and paper form in September of each year. Reminders of coming events will be sent home both via email and in the form of paper notices in the child's backpack. We do not text reminders to parents. **Kidz Choice Preschool gives teachers Professional Days and Organizational Days that are scheduled throughout the year and classes are cancelled on those days.** We do not operate during the summer months of July and August. The preschool is open to every family in the community. If classes are full, a waiting list will operate on a first come, first serve basis.

We reserve the right to cancel classes with proper notice to parents when severe weather is evident or other unforeseen circumstances arise. In the event of a class being cancelled, parents will be notified via email and/or phone tree. Classes cannot be rescheduled or refunded.

Kidz Choice is open from 8:30 am until 3:45 pm Monday to Friday. The preschool doors will be locked during class time and will reopen 15 minutes before class ends. ***If there is an emergency you can call the preschool at 403-274-9801 or Holy Trinity Anglican Church at 403-275-3630.***

Registration and monthly fees are required before a child may attend Kidz Choice Preschool. **Monthly fees are consistent regardless of professional days, organizational days, statutory holidays, and Christmas break, Spring break, and student absence or student holidays. Monthly fees are non-refundable once the month in question has commenced.** Kidz Choice Preschool accepts the following forms of payment:

- Post dated cheques which are submitted to the church office at the time of registration.
- Debit and credit cards can be charged monthly via "Square" in the office or through an online company called "Plastiq". Please see the link on our website for details www.kidz-choice.ca/register. **Service fees for both Square and Plastiq do apply.**
- Cash payments can be made at the beginning of each month.
- Interac E-transfer payments can be made payable to payments@kidz-choice.ca

ALL FEES ARE DUE ON THE FIRST DAY OF EACH MONTH. IT IS EACH FAMILY'S RESPONSIBILITY TO ENSURE THAT THEIR FEES ARE PAID ON TIME. A LATE FEE OF \$10.00 WILL BE CHARGED ON PAYMENTS MADE AFTER THE FIRST OF THE MONTH.

Kidz Choice Preschool understands that there may be times when children will be away from school for an extended period of time. Please notify the office prior to the absence if you have plans for your child to be away from school long term. Spaces in the classroom are limited and we only accept 24 children per class (22 in the case of the TTH AM class). Parents who would like their child to continue to be enrolled at Kidz Choice Preschool when they return from the absence, will need to continue to pay the monthly fees for the time that the child is away. If parents do not wish to continue to pay the fees, the child will be withdrawn from the program and may be re-enrolled at a later date if that class has space. We cannot guarantee or hold spots for children who have been withdrawn from the program for an extended absence.

At Kidz Choice Preschool there is a \$5.00 charge per 5 minutes for late pick-ups. Classes begin and end promptly at the scheduled time. Please make sure to communicate this information to everyone who is authorized to pick up the child. Late fees are charged to the registered family, not to the individual who was late.

OUR POLICY STATES THAT WE RESERVE THE RIGHT TO DETERMINE IF YOUR CHILD IS NOT READY FOR PRESCHOOL IF THERE IS NO PROGRESS IN TOILET TRAINING. A PARENT OR GUARDIAN WILL BE CONTACTED IF THEIR CHILD HAS HAD AN ACCIDENT.