



Enrolment Policy

Kidz Choice Preschool is open from September to June. Our preschool calendar is based on the Calgary public school system and observes much of the same holidays and non-instructional days. 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 canceled 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 canceled, 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 4:30 pm Monday to Friday. Classes run from 9:00 a.m. to 4:00 p.m. daily. 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 1st month fees are required before a child may attend Kidz Choice Preschool. These fees are non-refundable. **Monthly fees are consistent regardless of professional days, organizational days, statutory holidays, 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:

- Postdated 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
- Cash payments can be made at the beginning of each month.
- Interact 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. NSF FEE: \$48.00

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. Parents who would like their child to continue to be enrolled at Kidz Choice Preschool when they return from their 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 with adequate notice, 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.

Affordability Grant

The Alberta Government's Affordability Grants are determined by your child's attendance at the preschool. By signing this form, you acknowledge that these government's grants are not payable if your child should miss at least one (1) month of school; for example, you decided to remove your child away from the institution for personal reason, i.e. vacation. You agree to cover the cost of unpaid balance by the government (full month fee as charged by the preschool) if you choose to retain the spot for your child at preschool. Failing to do so, your child will lose his/her spot at the preschool and will be required to re-register.

Late Pick Up

At Kidz Choice Preschool there is a \$10.00 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. Late fees must be paid in cash to the educator who stayed late. Payment must be made on the next class for your child to attend.

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.

Arrival Routine

Our main entrance doors will open at 8:30 am. Children will enter through the main entrance and hang their coats and backpacks on hooks provided in the coat area. Parents and children will proceed to the preschool doors and wait in line until the doors open and class starts. Each child will need a **backpack** to carry home notices, crafts and art.

Please bring 2 nutritious snacks (1 for part-time children) and a water bottle in a large Ziploc bag for each class. This will be put in the green snack bag, provided by the preschool, and hung on the picket fence by the preschool door. Your child's indoor shoes are to be kept at school in the labeled bin located in the bench locker. All children's belongings must have their name on it.

A mailbox will be set up in the foyer for each child to pick up notices, crafts and art.

We also ask that parents provide a change of clothes in case of an accident which are to be stored in the child's backpack.

Departure Routine

At the end of class, we do ask adults to form a line at the preschool classroom door. The child's name will be called out by the teacher, the child will walk to the door, and then the parent and child can leave together. This helps to ensure that children are being dismissed in the safest manner possible. If you would like to talk to the teacher about a concern please wait until everyone has been dismissed as this is a very busy time and it will be difficult for her to focus on the issue. Parents are also welcome to contact us via email, a message on the preschool answering machine, or a note written in our Parent Communication Book. We communicate with parents primarily through email, notices, and newsletters sent home with the children and messages both in the Parent Communicate book and on the whiteboard outside the classroom. We will never send important messages to parents through social media.

Due to licensing guidelines, we can only release children into the parent's custody or a listed authorized pick up person.

PLEASE NOTE THAT KIDZ CHOICE PRESCHOOL MUST HAVE WRITTEN AUTHORIZATION ON FILE IF A PERSON OTHER THAN A PARENT IS GOING TO PICK UP YOUR CHILD FROM PRESCHOOL. Please make sure to let anyone on the list know that we will ask for identification the first time they come to pick up the child. There are no exceptions to this rule. We cannot release children to anyone who is under the age of eighteen