

TO REGISTER AT DUNDONALD PRESCHOOL

1. CHECK THE SESSION SCHEDULE

Each class will be 2 hours & 15 minutes.

"A" Session	Mon & Wed & Fri	9:15am – 11:30am	4-year olds
"B" Session	Tues & Thurs	1pm – 3:15pm	4-year olds
"C" Session	Tues & Thurs	9:15am – 11:30am	3-year olds

Make sure your child is eligible. They must be 3 years old by Oct 31 (or 4 years old for session A, or B) **and** they must be toilet-trained.

- BE PREPARED** to work in the classroom as a volunteer assistant approximately once a month. If you are unable to come on your assigned work day, it is acceptable to **trade** shifts with another parent, **send** a responsible adult friend in your place, or **hire** someone from the list of substitute workers posted at the preschool (they will work your shift for a fee of \$25.00).
- FEES** are to be paid when you register. Make cheques payable to **Dundonald Preschool Inc.**
\$50.00 registration fee
\$50.00 excursion fee for fieldtrips
\$75.00 supply fee (in lieu of fundraising – previous lack of interest) *post-dated cheque for January 31st, 2023

Plus - nine postdated cheques

	3 days a week	2 days a week
Sept/June 1, 2024	\$250	\$190
Oct 1, 2024	\$125	\$95
Nov 1, 2024	\$125	\$95
Dec 1, 2024	\$125	\$95
Jan 1, 2025	\$125	\$95
Feb 1, 2025	\$125	\$95
Mar 1, 2025	\$125	\$95
Apr 1, 2025	\$125	\$95
May 1, 2025	\$125	\$95

Please DO NOT put the registration fee on your September 1st tuition cheque. It must be paid separately and at the time you register.

Cashed cheques serve as temporary receipts for monthly tuition fees. Official tuition receipts are issued twice a year – Dec. 31, 2023 and June 2024.

Completed forms, along with the \$50.00 registration fee, \$50.00 excursion fee, \$75.00 supply fee and the nine postdated tuition cheques are to be turned in at the preschool during operating hours or contact Karen Sperling @ 306-220-6355 to make arrangements.

4. ORIENTATION

Parents are invited to bring their **registered** children to school for a one-hour “meet the teacher and mini class.”

Class A	Wednesday, Sept. 4, 2024	9:15am – 10:15am 10:30am – 11:30am
Class B	Thursday, Sept. 5, 2024	1:00-2:00 pm
Class C	Thursday, Sept. 5, 2024	9:15-10:15 am

Class A will start regular classes on Friday, Sept. 6, 2024

Session C and B will start regular classes on Tuesday, Sept. 10, 2024

A reminder phone call will be made during the last week of August.

5. **PARENT WORK SCHEDULES** will be filled out on orientation day. Make sure to let us know if you have a day preference. Please be sure to write your work days on your calendar.

★ **THANK YOU FOR REGISTERING WITH DUNDONALD PRESCHOOL INC.**

★ **WE LOOK FORWARD TO MEETING YOU & YOUR CHILD IN THE FALL.**

REMEMBER: You are not registered until your registration fee, your forms and your postdated cheques are all received by the preschool. **PLEASE KEEP FOR FUTURE REFERENCE.**

General Information

*Please read carefully and keep for future reference. Thank you.

Dundonald Preschool Inc. is located at 162 Wedge Road in Saskatoon. The preschool operates within but independently of Dundonald Elementary School. All questions, concerns and information requests must be made directly to the preschool teacher in person or by phoning 382-4490.

1. ELIGIBILITY

- a) Enrolled child should be at least 3 years of age by Oct.31 of the current year and is toilet trained.
- b) Non-payment of fees or evasion of duties (failure to show up or send a substitution duty days) is grounds for cancellation of enrollment at the discretion of the preschool.

2. SCHOOL YEAR

The Dundonald Preschool program will begin after Labour Day in September and ends at the end of June each year. All school holidays are observed. During the year we will be celebrating Halloween, Christmas, Valentine's Day and Easter. On these special days, I will be asking parents from each group to provide a small treat for each child in their child's group. (You may send stickers, candies, or any small item you think is suitable).

- 3. SESSION SCHEDULES:** Three days a week (M, W, F) 9:15-11:30 AM
Two days a week (T, TH) 9:15-11:30 AM
Two days a week (T, TH) 1-3:15 PM

4. TUITION

Cheques will be cashed on the first day of every month, All NSF cheques will carry a charge of \$20.00. In the case of a NSF cheque the parents will be notified, and the school will need to be reimbursed in cash plus \$20.00. Please inform me ahead of time if you need me to hold a cheque.

5. WITHDRAWAL

One full month's notice must be dated and given to the teacher on or before the first of the month, for the withdrawal of a child from the preschool. The remaining post-dated cheques will be returned if application for withdrawal is received on or before the previous month. Otherwise, the balance of the fees for the following month are forfeited.

6. CHILDREN'S SAFETY

The parent is responsible for their child's safe conduct to and from school. Car pools are the responsibility of the parents/caregivers. School insurance does not cover car pools. Your child must not arrive until class time and must be picked up immediately after class is ended, by a parent/caregiver or responsible adult.

7. PARENTAL COMMUNICATION

Paperless Newsletters (emailed) are the basic means of communication with the parents. These newsletters will be written monthly to inform you of events in the upcoming month. The newsletter will be distributed to each family. If more than one newsletter or a paper copy is

needed please let us know. A paper copy of the newsletter will be posted on the preschool bulletin board.

8. DUTY DAY INFORMATION

- a) When you are an assisting parent, please arrive at school ten minutes before the class is scheduled to begin in order to help supervise the arriving children (9:05 AM for morning classes and 12:35 PM for afternoon groups). This is a courtesy exchange between parents. You watch your neighbors' children for a few minutes before class on your duty day and they will do the same for you on their duty days.
- b) Unregistered children, such as siblings, are not to be brought to the school on parent duty days because:
 - Our insurance contract does not allow it
 - Duty parents are too busy with the enrolled preschoolers to look after extra children
- c) There is a "Guide for Helpers" which specifies the duties that parent helpers perform on a typical school day. **PLEASE REVIEW IT** to refresh your memory. It is important that the children receive consistent amounts and types of assistance from our parent helpers each day.
- d) Two parent helpers are scheduled to work as assistants each day (depending on class size).
- e) If it is not your day to assist, please do not bring your child until class is scheduled to begin (9:15 AM or 12:45 PM). It is important that duty parents be able to arrive first in order to prepare themselves to work with your children. The teacher also needs time to set-up the room. Please be prompt about collecting your child at the end of class. She/he may get very anxious if you are late and the teacher/helpers have other commitments to attend to. Pick up times are 11:30 AM and 3:00 PM.

9. CLOTHING

- a) Please **LABEL** shoes, boots, mitts, coats, cups etc.
- b) Please dress your child in comfortable clothes that won't get ruined by paint or glue. It is easier if the children wear short sleeved shirts.
- c) Non-slip shoes are essential.

10. SCHOOL BAG

A backpack or similar type of school bag is needed containing:

- a) Your child's small, nutritious **snack**
- b) Your child's labeled, unbreakable cup or water container
- c) A complete change of **clothes** (in case of spills/accidents)

Please ensure that your child brings a large enough backpack to hold the above items plus notices, newsletters and crafts that will be coming home from preschool.

11. PLEASE PHONE!

If your child will be absent from school, please inform the teacher (Karen Sperling) by leaving a message on the answering machine at (306) 382-4490 or phoning (306) 220-6355 cell.