



LA CO-OPERATIVE L'ECOLE DES PETITS
PRESCHOOL FOR THE SMALL CO-OPERATIVE
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2024/2025 Registration Package

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Welcome to L'École des Petits Preschool!

We are a co-operative French Immersion preschool located in École Holy Cross in Prince Albert. In addition to the French Language, our preschool program offers a supportive environment that foster social and emotional development, explores imagination, and introduces the students to a classroom environment. Like other preschools we offer learning centres, crafts, games, physical education, and out of classroom learning opportunities.

L'École des Petits Preschool has the added benefit of introducing its students to the French language. Your child will become familiar with basic French words, and be exposed to the larger French Immersion community at École Holy Cross, our host school.

We believe a positive preschool experience will provide a stable foundation for your child's education. If you have any questions or concerns contact us at ecoledespetits@sasktel.net or ecoledespetitsboard@gmail.com.

The preschool is located within École Holy Cross, a Prince Albert Catholic School Division school, however we are a non-denominational preschool. We do celebrate events and holidays such as Easter, Christmas, Valentine's Day, Halloween, birthdays, etc. We recognize that children come from diverse backgrounds; therefore, we welcome/encourage learning of other traditions, holidays and cultures. If you have any ideas or suggestions please discuss with the teacher and perhaps they can be included in class. A child's participation in the preschool social functions will be left to the discretion of the parent/guardian.

Preschool Goals

The purpose of the preschool program is to promote the physical, intellectual, social, emotional, and cognitive growth of children ages 3-5. The preschool curriculum is planned with the following goals in mind:

- Introduce French vocabulary
- Help the child recognize himself/herself as a valuable individual in their community through achievement and praise.
- Encourage socialization by cooperating, sharing, and being sensitive to other within our classroom, community and beyond.
- Give opportunities for language and speech development by encouraging the child to verbalize in structured activities.
- Encourage the child to express himself/herself in creative ways with introduction of various materials and equipment.
- Develop enjoyment, appreciation, and interest in music, books, and the environment.
- Develop fine and gross motor skills through indoor and outdoor exercise activity and manipulative table toy play.
- Increase the child's awareness of the world in which he/she lives through interesting learning centres and field trips.

Schedule

We offer two options for programs. 3 Full Days per week or 2 half days per week.

Full days run 8:15 AM – 3:15 PM and are offered on Monday/Wednesday/Friday
Half days run 8:15 – 10:45 AM OR 12:45 – 3:15 PM and are offered on Tuesday/Thursday
(pending enrollment numbers, AM and PM options may not be offered)

Preschool start dates have yet to be determined and will depend on when Prince Albert Catholic Schools have their start date, as well as our preschool AGM.

You will receive an email with a Welcome package in August with a school year calendar as well as information about school supplies and start dates.

Tuition & Fees

2 Half Days / Week		3 Full Days / Week	
Registration Fee:	\$50.00	Registration Fee:	\$100
Co-op Fee:	\$25.00	Co-op Fee:	\$25.00
Extracurricular Fee:	\$135.00	Extracurricular Fee:	\$270.00
Monthly Tuition Fee:	\$100.00	Monthly Tuition Fee:	\$282.00

The non-refundable registration fee, co-op fee, and extracurricular fee are due at the time of registration and can be e-transferred to ecoledespetits@sasktel.net.

A void cheque or banking information must be provided with registration as we use an auto-withdrawal program for monthly tuition. Tuition is withdrawn on the 1st of the month from September – June.

An additional \$30.00 bank charge fee is added to N.S.F. withdrawals or cheques. Outstanding monies not received by e-transfer within 7 days will be subject to a \$50.00 late fee.

If you would like to reserve a space for your child, all fees must be paid even if the child is not attending to hold a spot.

Please deliver registration and payment to Jara MacFarlane at L'Ecole des Petits, scan form and email to ecoledespetits@sasktel.net or mail to:

Jara MacFarlane
1518 Helme Crescent
Prince Albert, SK
S6V 6G7

Criteria for Enrollment

Parent Involvement and Expectations

L'Ecole des Petits Preschool is a co-operative, run by a volunteer parent board, we do require parent involvement in order to keep tuition fees low, while maintaining a high level of educational programming.

Fundraising

Each family is **required** to participate in the following 2 fundraisers throughout the school year.

Progressive 50/50 Raffle tickets – \$200 of tickets sold.

Silent Auction - \$150 value donation OR \$150 opt out fee paid to the preschool.

Please note that fundraising requirements are **per child**.

A deadline will be set for each of these fundraisers by the Board and communicated to families in September.

In addition to the two required monetary fundraisers each family is required to work one – two-hour shift at either Diamonds & Pearls – a night out for the girls (our fundraising gala) OR one of the bottle drives held by the preschool. Dates for these are TBD and will be announced throughout the school year.

Field Trips

Parents are invited to join the preschool for field trips. Each field trip will require a specific number of parent volunteers to help supervise the students, which will be at our teacher's discretion. More information will be available ahead of each field trip.

Volunteer Parent Board

L'Ecole des Petits Preschool is run solely by parents who volunteer their time annually. You are invited to contribute your time and skills to the board. If you are interested in being on the board please let us know on your child's registration form. Meetings are held once per month.

Class Time

Parents are not required to help in the preschool during class hours, however parents may be asked to come in and contribute with their child throughout the school year.

Student Registration & Release Forms
Date Received: _____

Please print clearly and complete all of the blank areas below. Your child is **NOT** registered until **ALL** areas are filled in **AND** payment has been received.

PART 1: GENERAL INFORMATION

Today's Date: _____

Preferred Class: MWF Full Days / TT AM / TT PM

Child's Name: _____

Birth Date: _____ Age: _____ Sex: Male Female
Month/Day/Year (Circle)

Address: _____ Postal Code: _____

Phone Number: _____ Email: _____

Name of Mother/Guardian: _____

Occupation: _____ Employer: _____

Bus. Telephone: _____ Cell Phone: _____

Address (if different than above): _____

Name of Father/Guardian: _____

Occupation: _____ Employer: _____

Bus. Telephone: _____ Cell Phone: _____

Address (if different than above): _____

List Siblings and their birth dates:

Name	Age	Date of Birth	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any other daycares/preschools or groups your child has been involved with:

My child:

Language(s) spoken at home: _____

Likes: _____

Dislikes: _____

Child is: _____ Left-handed _____ Right-handed _____ Not sure

Special Situations:

Any other information you wish to share which will assist our teachers with your child? _____

Is your child's speech delayed? _____ Is he/she receiving speech therapy? _____

List any legal situations of which the school should be aware: _____

List any personal concerns that we should be aware of (e.g. fears, anxieties, behaviours, etc.) _____

NOTE: Please inform teachers of any situations that may affect your child (e.g. birth, death, separation, hospitalization, etc.). Information will be kept confidential.

L'Ecole des Petits Preschool does not have additional training nor specialized expertise required to support children with additional special needs. Please contact Mme. Jara if you are unsure of whether or not the preschool would be a suitable choice for your child and Mme. Jara along with the Board, will review your situation and advise accordingly.

PART 2: DISMISSALE RELEASE

I (parent/guardian) _____, hereby authorize you to release my child to the following people (not including parents).

Name	Phone Number	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

This list shall remain in effect until I change it in writing and provide written notice to L'Ecole des Petits.

PART 3: EMERGENCY CONTACTS AND CONSENT

Child's Name: _____

Birth Date: _____ Age: _____ Sex: Male Female

Sask Health Number: _____

Family Doctor: _____ Phone Number: _____

Name of Mother/Guardian: _____

Bus. Telephone: _____ Cell Phone: _____

Name of Father/Guardian: _____

Bus. Telephone: _____ Cell Phone: _____

Does your child have any allergies or health problems we should be aware of? Yes No

Explain: _____

In the event that a parent/guardian cannot be contacted the below contacts will be called in an emergency situation.

Emergency contact when parents cannot be reached

Name: _____ Relationship: _____

Cell Phone: _____ Bus. Phone: _____

Name: _____ Relationship: _____

Cell Phone: _____ Bus. Phone: _____

I (parent/guardian) _____, hereby give consent for my child, _____ to receive emergency treatment, if deemed necessary by a qualified physician. I understand that every effort will be made to contact the parent/guardian in the occurrence of such an emergency.

Signature of Parent/Guardian

Date

PART 4: AGREEMENT

The following is the agreement made between L'Ecole des Petits Preschool and _____ (parent/guardian). The parent/guardian wishes to enroll _____ (child) and hereby agrees to abide by the following regulations once the child is accepted into L'Ecole des Petits Preschool.

Payment of Fees

The following must accompany this registration form:

- The non-refundable registration fee, co-op fee, and extracurricular fee. These can be paid by cheque, made out to L'Ecole des Petits OR by e-transfer to ecoledespetits@sasktel.net
- A void cheque or banking information, we use an auto-withdrawal program for monthly tuition. Tuition fees will be withdrawn on the first of the month Sept 2024 – June 2025.
- N.S.F. Payments are subject to a \$30.00 fee. This fee along with the appropriate tuition, must be paid to L'Ecole des Petits within 7 days of the notification.
- If payment is an ongoing issue your child may be immediately withdrawn at the discretion of the board.

L'Ecole des Petits will provide a receipt for tuition twice during the school year – one at the end of December, and the second at the end of the school year.

Withdrawal from Preschool

- a) If your child does not start the preschool program, or should you wish to withdraw your child, written notice must be given to the board and/or the teacher. Children can be withdrawn at the end of any month; however, the withdrawal notice must be received by the board or the teacher at least 30 days prior to the last day of the such month.
- b) If 30 days written notice is not given upon withdrawal of the child from preschool, and the child's withdrawal is immediate, the following month's tuition will be withdrawn.
- c) Due to the difficulty in filling spaces later in the school year, the above withdrawal policy does not apply for withdrawals that take place after December 31.
- d) Tuition withdrawals will continue until written notice of withdrawal is received.
- e) The board reserves the right to withdraw any child it considers unsuitable at any time.

Parent/Guardian Responsibilities

- Drop off for full days and morning classes is from 8:15 – 8:30 AM, and for afternoon classes is at 12:45 – 1:00 PM. The classroom door remains locked until this time, and is locked again at the end of the drop-off period. Pick-up is from 10:45 – 11:00 AM and 3:15 – 3:30 PM. If you are going to be late, please call Mme. Jara, we do have a late fee policy, a charge of \$25/15 minutes or any portion thereof after the end of the pick-up window. This policy can be viewed in full in our Policy Manual found on the L'Ecole des Petits website.
- If the child is ill, the parent/guardian will not send the child to preschool. If the child has had a fever, diarrhea or vomited within 24 hours of class time, they should not be

attending school for the day. Any communicable disease must be reported to the teacher immediately. Our full illness policy can be found our Policy Manual found online on the L'Ecole des Petits website.

- All children must be toilet trained, as stipulated in provincial health regulations.
- Please notify Mme. Jara if the child is going to be missing school for any reason.
- Parent Orientation/Annual General Meeting Night will be prior to the school year starting but the exact date is TBD. The AGM will be held in the rotunda at École Holy Cross. We count on full attendance, as this is when all details of the preschool will be explained including fundraising, parent obligations, important policies, and other basic information. As well it is an opportunity to ask questions. Please plan to attend.

I, _____, (parent/guardian) accept the above cited agreement and wish to enroll my child under these conditions, in La Co-operative L'Ecole des Petits.

Signature of Parent/Guardian

Date

PART 5: PARENTAL CONSENT FORMS.

Field Trip Consent

I _____ give my consent for _____ to participate in field trips organized by La Co-operative L'Ecole des Petits during the _____ school year. I understand that due notice will be given of the field trips, that the children will be transported on a First Student School bus and that the children will be supervised by reasonable adults. If you do not wish to have your child attend one of the outings, please advise Mme. Jara.

Signature of Parent/Guardian

Date

Media and Publicity Release Consent

I _____ give permission to La Co-operative L'Ecole des Petits to use any photography of my child taken while participating in preschool activities in its promotional material.

Signature of Parent/Guardian

Date

Parent Contact List Consent

A parent contact list will be made and distributed to all families registered in L'Ecole des Petits for use for birthday invitations, play dates, etc.

I _____ give permission to La Co-operative L'Ecole des Petits to include my name and contact number on the parent contact sheet.

Volunteer Sheet

Parent/Guardian's Name: _____

Child's name: _____ Child's class: _____

In addition to the required volunteer shift, La Co-operative L'Ecole des Petits requests that you select at least one or more of the following items on the list to be available to help with if needed.

1. Board Member Positions may include President, Vice President, Secretary, Treasurer, Communications/Librarian, Members at Large
2. Mr/Mrs Fix it Able to help assemble classroom toys/furniture, help with repairs of toys or equipment, etc.
3. Music Come and share your musical talent, bring an instrument or two, would only be requested a few times through the year.
4. Culture Come and share your culture, traditions, or holidays celebrated with our students. Would be requested be in Nov or Dec to coincide with Children Around the World theme.
5. Other I have other ideas about how I can contribute. Please contact me!

****Please note: The preschool cannot run without a parent board.****