



## **2019-2020 REGISTRATION PACKAGE**

**Issue Date: April 1, 2019**

Our program is play-based and provides a friendly, fun environment in which preschool aged children can acquire social skills and prepare for kindergarten. Our playschool runs September to June.

We are a **cooperative** playschool which means parents are required to participate in a volunteer position, and fundraise to help the playschool. There are no mandatory parent helper days in the classroom.

- 1) **Volunteer job** - All parents will be given a job to do for the class. There is a complete list of positions in this registration package. There are a variety of jobs to choose from, including parent committee positions that are essential to the running of the school. The class can't run without your help! Late registrants will be assigned an open position in consultation with the registrar.
- 2) **Fundraising** – Fundraising is important for the playschool to operate at peak potential and provide the highest level of learning for the children. All parents are required to participate in fundraising. The year in which the playschool is assigned a casino, the families of each student will be required to provide volunteers to run the event. **2018-19 is a casino year; this will be the only fundraising done so please be prepared to commit to a casino shift. More information will be available during the school year. 2019-20 is not a casino year.**

**The following paperwork is required in full to secure your child's registration:**

1. One Registration Package completed in full (all pages filled out correctly and completely)
2. One \$55 non-refundable registration fee cheque to **[The Society of Blue Quill Playschool](#)**
3. One **undated VOID** cheque for tuition
  - a. \$110 monthly for 3 year old morning class
  - b. \$125 monthly for 3 and 4 year old afternoon class
  - c. \$135 monthly for 4 year old morning class
4. One completed Pre-Authorized Debit form (submit **with** your Void cheque)
5. One \$70 **undated** housekeeping accountability cheque
6. One \$70 **undated** volunteer commitment accountability cheque
7. One \$300 **undated** fundraising accountability cheque

**\*A total of 5 cheques must be submitted with your Registration Package & Pre-Authorized Debit form\***

Please make cheques payable to **The Society of Blue Quill Playschool**  
All NSF cheques are subjected to \$30 bank service charge

*For siblings/twins/multiples, we require one registration package be completed per child*

**Class applying for:**

_____ Three Year Old Class	Tues/Thurs Mornings	\$110
_____ Four Year Old Class	Mon/Wed/Fri Mornings	\$135
_____ Three/Four Year Old Class	Mon/Wed/Fri Afternoons	\$125

**3 year old class:** The child must turn 3 years old before October 31 and be fully potty trained (no pull-ups, please).

**4 year old class:** The child must turn 4 years old before December 31.

Has your child attended playschool before? YES NO

If yes, please indicate where: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_

Child is called: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Age: \_\_\_\_\_  
(dd/mm/yyyy)

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Siblings Names: (1) \_\_\_\_\_ Age: \_\_\_\_\_  
(2) \_\_\_\_\_ Age: \_\_\_\_\_  
(3) \_\_\_\_\_ Age: \_\_\_\_\_  
(4) \_\_\_\_\_ Age: \_\_\_\_\_

Mother's Address: \_\_\_\_\_  
Street City Postal Code

Father's Address: \_\_\_\_\_  
Street City Postal Code

Child lives with: \_\_\_\_\_

Mother's Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Father's Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

May the Playschool email schedules/newsletters to you?                      YES                      NO

Who may pick up your child?  
\_\_\_\_\_

List anyone who cannot pick up your child:  
\_\_\_\_\_

List all medical conditions your child has:  
\_\_\_\_\_  
\_\_\_\_\_

List all allergies including food:  
\_\_\_\_\_  
\_\_\_\_\_

List all medications your child is on:  
\_\_\_\_\_  
\_\_\_\_\_

Are child's immunizations up to date?                      YES                      NO

Do you have any concerns regarding your child's communication or behaviour you would like the  
playschool to be aware of?                      YES                      NO

If so, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

Is your child waiting for/has been assessed by a speech language pathologist, occupational therapist  
or behavior therapist?                      YES                      NO

If so, please include a copy of that assessment with this registration package.

## Blue Quill Playschool Late Pick-up Agreement

### Policy Procedure:

1. Parents who will be late picking up their child MUST attempt to inform the teacher.
2. After 15 minutes the parents/legal guardians will be called (please have all current phone numbers up to date). If the teacher cannot reach someone, the emergency contact will be called.
3. If the emergency contact(s) cannot be reached, the teacher or helper duty day parent will take the child to their home and the parent/legal guardian will be required to pick up his/her child there.
4. The Parent Committee will be informed of any family failing to pick up their child in a timely manner or on a regular basis and a decision will be made as to whether or not the child can remain in the program.

Provide an emergency contact that the playschool may call if needed. Emergency contact must be someone other than the parents or guardian of the child. **Emergency contact needs to be within the Edmonton area.**

Emergency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

\*\*\* Address for the emergency contact is mandatory to complete the registration. \*\*\*

### Consent:

If I am unable to pick up my child from playschool or arrange for an alternate person to pick up my child (the listed emergency contact person), I hereby give permission for my child to go to the teacher's or the duty parent's home.

Parent/Guardian Name, please print \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## Blue Quill Playschool Off-Grounds Permission

I, \_\_\_\_\_, hereby give permission for my child, \_\_\_\_\_  
(Print Parent/Guardian Name)

to go out of the Blue Quill Playschool and its grounds with the Blue Quill Playschool teacher and duty parent(s) for walks, field trips, and nature hikes in the immediate school vicinity.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Blue Quill Playschool FOIP Participation Permission

I, \_\_\_\_\_, hereby give permission to the Blue Quill Playschool  
(Print Parent/Guardian Name)

regarding my child, \_\_\_\_\_ to: photograph, record and tape my child, display any of my child's works, and reproduce any of my child's work which are produced during the school year, for non-profit, educational purposes. I understand the production(s)/work(s) may be shown on: **(please check all that you consent to)**

- education displays during sponsored open houses and community events
- in-service sessions and other playschool related activities
- playschool bulletin boards and school publications
- playschool website
- Facebook page
- Instagram

In the event that you wish to revoke or change your consent, please advise the playschool teacher in writing. In the event that you do not provide consent, the Blue Quill Playschool reserves the right to exclude your child from any activity where use and/or disclosure of personal information may occur.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Blue Quill Playschool Class List Distribution Permission

I, \_\_\_\_\_, hereby give permission to the Blue Quill Playschool  
(Print Parent/Guardian Name)

to distribute my child's name, phone number, and email on the Class distribution list for the sole purpose of communication of preschool information.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Medical Care Permission

I, \_\_\_\_\_, hereby give permission for the Blue Quill Playschool  
(Print Parent/Guardian Name)

teacher to take whatever steps necessary to obtain emergency medical care for my

child, \_\_\_\_\_ if warranted. These steps may include, but are not  
(Print Child's Name)

limited to, the following:

1. Appropriate first aid will be administered.
2. An injury report will be completed and given to the parent/guardian. If the injury is deemed serious, any of the following appropriate individuals will be contacted as soon as possible:
  - o 911
  - o Child's parent/guardian
  - o Child's doctor
  - o Emergency contact number if parent/guardian is not available

It is also my understanding that if the Blue Quill Playschool teacher warrants the request of an ambulance to provide such emergency care for my child that I,

\_\_\_\_\_, am hereby responsible for any such cost that may be  
(Print Parent/Guardian Name)

associated with such an emergency care request (i.e. ambulance fee).

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned parent or guardian of the above named child, hereby relieves Blue Quill Community League, the Society of Blue Quill Playschool Program, its teacher(s) and volunteers of any responsibility towards liability, accident, or injury to my named child while participating in this respective program. It is my understanding that the personal information collected on this form as part of the Society of Blue Quill Playschool registration process, is personal information as referred to in the Freedom of Information and Protection of Privacy Act (FOIP Act). This personal information is collected pursuant to these provisions and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to [section 33\(c\)](#) of the FOIP Act as the collection is related directly to and is necessary to the playschool's obligation to provide students with an education program that meets their needs and to provide a safe and secure playschool environment (e.g. program placement, contact and health related information in the event of problems or emergencies). In the event that you wish to revoke or change your consent, please advise the playschool teacher in writing. This consent is valid for the current school year. In the event that you do not provide consent, the Society of Blue Quill Playschool reserves the right to exclude your child from any activity where use and/or disclosure of personal information may occur.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BLUE QUILL PLAYSCHOOL

## PARENT VOLUNTEER POSITIONS

Parent Name: \_\_\_\_\_

- Please indicate your top **five** volunteer job choices. **Mark your choices from 1 to 5, with 1 being your most preferred.** In addition to a volunteer position, parents will also participate in one cleaning night per school year.
- All parents must take and maintain their job in order for the playschool to operate effectively. Failure to participate will result in the cashing of your \$70.00 volunteer commitment accountability cheque. The Parent Committee will be informed of any family that does not fully perform their volunteer position and a decision will be made as to whether or not the child can remain in the program.
- Volunteer positions will be assigned by the current parent committee member after registration night. Late registrants will be assigned an open position in consultation with the registrar.

### Playschool Parent Committee Positions

*Please consider being a part of the parent committee as it a crucial part of keeping the playschool running smoothly. Parent committee members are not assigned other volunteer duties and do not participate in cleaning nights; however, they are expected to attend the monthly meetings that are approximately 1-2 hours long.*

#### \_\_\_\_\_ **CHAIR (One position required)**

- Responsible for ensuring that all members/parent volunteers are aware of and fulfill their responsibilities to Blue Quill Playschool.
- Responsible for renewing playschool license, insurance, and lease.
- Responsible for hiring, performance reviews, and re-negotiating teachers contracts.
- Set calendar for the year – including Orientation night, first day of classes, registration night, AGM and last day of classes.
- Proposes policy changes and ensures all discussions items end with a decision or outcome.
- Schedules and presides over meetings according to the agenda and time available.
- Acts as a liaison between parents and teachers.
- Oversees all essential duties in the operation of the playschool and ensures all necessary documents are processed.
- Assigns tasks for the Members at Large throughout the school year.
- Attends monthly committee meetings

**Note: This position is required to perform duties from September to September.**

#### \_\_\_\_\_ **ASSISTANT CHAIR (Optional position)**

- Fills in for chair as required.
- Assist with policy/documentation updates to support the chair.
- Assists with hiring, performance reviews and re-negotiating teachers contracts.
- Oversees tasks for the Members at Large throughout the school year.
- Attends monthly committee meetings.

**Note: This position is required to perform duties from September to September.**

**\_\_\_\_\_ CLASS REGISTRAR (One position required)**

- Communicates with potential registrants, offers, collects and maintains registration forms.
- Provides the Depositor with required registration cheques and maintains financial communications with registrants.
- Maintains both class and associated volunteer lists, communicating as required.
- Attends monthly committee meetings.
- Manages all information and communicates to appropriate people in a timely manner.
- Arranges and executes Registration Night
- Meets with teachers and Chair to organize the volunteer list for the following year.
- Contacts all registered families in April, with a confirmation letter via e-mail.
- Continues to receive registrations and email inquiries during summer months
- Attends monthly committee meetings

**Note: This position is required to perform duties from September to September. A working knowledge of Microsoft Excel is essential to document and record all lists and important information.**

**CO-REGISTRAR (one position required)**

- Assist in Registrar duties
- Communicates with potential registrants, collects and maintains registration forms
- Helps maintain both class and associated volunteer lists, communicating as required.
- When necessary, attends monthly committee meetings.
- Helps to manage all information and communicates to appropriate people in a timely manner.
- Helps arrange and execute Registration Night in January.
- Helps contact all registered families in April, for the following school year - with a confirmation letter via e-mail.
- Organizes Advertising for Open House/Registration Night

**NOTE: This position is required to perform duties from September to September. A working knowledge of Microsoft Excel is preferred to document and record all lists and important information.**

**\_\_\_\_\_ EVENT Coordinator (One position required)**

- Responsible for planning and executing Registration Night in January.
- Arranges and plans Drop-In Playdates for the public with Classroom Teachers.
- Coordinated and oversees Playschool events, such as Holiday events, Christmas Party, and year end celebration, with party committee meetings.
- Attends monthly committee meetings.

**Note: This position is required to perform duties from September to September. Strong organization and communication skills are an asset for working with parent volunteers.**

**\_\_\_\_\_ TREASURER (One position required)**

- Meets with the chair and teacher to set the budget for the playschool.
- Responsible for all outgoing financial transactions concerning the school.
- Manages the operating accounts and produces monthly statements with a budget analysis for each monthly committee meeting.
- Maintains the playschool float and pays all bills in timely manner.
- Complete reporting to the Receiver General.
- Oversees the duties of the depositor, payroll coordinator.



- Fills in for payroll coordinator as required.
- Attends monthly committee meetings.

**Note: This position is required to perform duties from September to September. Computer and bookkeeping knowledge are essential to this position.**

**\_\_\_\_\_ PAYROLL COORDINATOR (One position required)**

- Responsible for bi-weekly pay for teachers.
- Responsible for monthly government remittances, T4 reporting and WCB annual reporting
- Maintain payroll journals
- Attends committee meetings upon request by the chair or treasurer
- Assists with creation/distribution of tax receipts (twice per school year).
- Reconcile bank deposits on a monthly basis.
- Assists treasurer with preparing casino summary documents.

**Note: This position is required to perform duties from September to September. Computer and bookkeeping knowledge are essential to this position.**

**\_\_\_\_\_ DEPOSITOR (One position required)**

- Responsible for all incoming financial transactions.
- Accepts, organizes and keeps the cheques for the playschool.
- Deposits cheques and cash for the school in a timely manner.
- Responsible for running the Customer Automated Funds Transfer (CAFT) system for monthly tuition withdrawals
- Submits transaction reports to treasurer.
- Attends Registration Night.
- Attends monthly committee meetings.

**Note: This position is required to perform duties from September to September. Computer knowledge is essential to this position.**

**\_\_\_\_\_ SECRETARY (One position required)**

- Coordinates correspondence for the playschool and mails any required correspondence.
- Prepares meeting agendas, and notifies all Parent Committee members.
- Ensures the minutes are checked by the Chair and accepted by the Parent Committee at the next meeting.
- Distributes the minutes of meetings and posts copies of all minutes on parent bulletin board within one week of the meeting.
- Coordinates playschool communication with webmaster and class representatives.
- Submits website updates to the playschool webmaster and BQCL webmaster.
- Maintains all playschool electronic documents on the playschool Google Drive.
- Attends monthly committee meetings and takes minutes.

**Note: This position is required to perform duties from September to September. Good organizational and computer skills are an asset to this position.**

**\_\_\_\_\_ CLASS REPRESENTATIVE (Three positions required – one position per class)**

- Acts as liaison between parent committee, playschool teachers and parents.
- Notifies parents of special information, assists Registrar during year with contacting parents if necessary.
- Manages parent helper documentation and emergency helper day schedule changes.

- Keeps class email lists accurate and updated.
- Attend monthly committee meetings.

**Note: This position is required to perform duties from September to June. Good communication and computer skills are an asset to this position.**

**\_\_\_\_\_ COMMUNICATIONS CHAIR (One position required)**

- Responsible for unified and consistent communications of the Playschool.
- Maintains and updates the Playschool’s website and social media sites,
- Monitors the Board email addresses and responds to issues.
- Maintains the Board Google Drive
- Provides technical assistance to the Instructors for their computers, electronic devices and telephone services.
- Prepare and send out the annual survey to families. Once complete, gather results to share with the Board
- Attend monthly committee meetings

**Note: This position is required to perform duties from September to September of the following year. HTML, hosting knowledge, graphics editing skills are assets to this position.**

**\_\_\_\_\_ HOUSEKEEPING CHAIR (One position required)**

- Oversees the duties of the housekeeping committee: toy-equipment inventory, repairs and maintenance.
- Participate to clean toys and equipment. The Housekeeping Committee member helps to take inventory and note any repairs to be done.
- Coordinates four cleaning bees for cleaning toys thus contacts Blue Quill Community League as well as committee members regarding scheduled dates.
- Attends monthly committee meetings upon request by the teacher or chair.

**Note: This position is required to perform duties from September to June.**

**\_\_\_\_\_ FUNDRAISING CHAIR (One position required)**

- Organizes and coordinates the fundraising for the 2017/18 school year.
- Completes all paperwork for casino fundraiser, and ensures shifts are filled.
- Utilizes the members at large to support any planning tasks or emergency tasks.
- Attends monthly meetings until casino proceeds are reconciled.

**Note: 2020/2021 is a casino year**

**\_\_\_\_\_ MEMBER AT LARGE (Optional position)**

- Attends monthly meetings, when requested.
- Pricing research for playschool needs (e.g. laptops, school equipment, and teacher salary review).
- Assist registrar and depositor with Registration night. Arranges signage for upcoming registration night.
- Assist casino chair with casino needs. These members may need to work extra shifts at the casino if emergencies occur.
- Assist housekeeping chair with short-staffed cleaning nights.
- Assists parent committee with documentation reviews or updates.

**Note: Time commitment is variable. This position is required to perform duties from September to June.**



## Operational Positions

**Each family that is not on the parent committee is required to do one cleaning night during the course of the playschool year.** The cleaning nights are scheduled on a weeknight and typically last two hours. Sign up sheets are available at beginning of school year.

### \_\_\_\_\_ **AUDITOR (One qualified accountant or two parents elected at the AGM required)**

- Perform an internal audit of the annual fiscal statements, as prepared by the treasurer.

### \_\_\_\_\_ **CRAFT PREPARATION (Four positions required – two positions per class)**

- Craft preparation as directed by teacher's instructions

### \_\_\_\_\_ **BOOKS COORDINATOR (One position required)**

- Distributes and collects Scholastic order forms for all classes and places orders
- Distributes books to respective individuals.
- Assists the teacher with the playschool library which includes the maintenance of sign out cards, preparing new books with sign out cards, and any necessary book repairs.

### \_\_\_\_\_ **RECYCLING AND REPAIR PERSON (One position required)**

- Brings home blue bag for curb collection.
- Returns bottles/juice boxes to bottle depot
- Returns bottle/juice box proceeds to the depositor.
- Creates and/or mends materials as per teacher, housekeeping chair, or Parent Committee request.
- Repair, paint, and create class materials as per teacher or Parent Committee request.

### \_\_\_\_\_ **LAUNDRY (One position required)**

- Takes home cleaning cloths to launder weekly as well as any dress-up clothes or other materials as instructed by teacher.

### \_\_\_\_\_ **PARTY COMMITTEE (Two positions required, one per class)**

- Assist Teachers with organizing crafts, games, and setting up the classroom for special events and parties (Halloween, Christmas, Valentine's Day, Easter, and Year-End party):
- Help out in the classroom for each party day.

*Please Note: this volunteer position is similar to performing a helper day, thus your other children cannot attend with you when performing this volunteer position.*

### \_\_\_\_\_ **CLASS HELPER (Four positions required, two per class)**

- Provide in-class help once a month as directed by the Instructors.
- Position one is September – January and position 2 is February – June.

### \_\_\_\_\_ **FUNDRAISING ASSISTANT (Two positions required, one per class)**

- Assist with any fundraising efforts as assigned by the fundraising chair.
- Attend fundraising meetings/events.
- Collection/tallying of orders/funds and distribution of fundraising campaigns.

### \_\_\_\_\_ **HOUSEKEEPING COMMITTEE MEMBER (Minimum four positions required)**

- Participate in cleaning toys and equipment.

**Note: There are four scheduled cleaning nights during the year. As a member of the housekeeping committee, you must participate in 3 of the 4 scheduled cleaning evenings.**



**Society of Blue Quill Playschool**

11304 - 25 Ave  
Edmonton, AB T6J 5B1  
Phone: 780 257 9770

**PRE-AUTHORIZED DEBIT AGREEMENT**

**CUSTOMER INFORMATION**

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Student's Name

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
Telephone

**PRE-AUTHORIZED DEBIT (PAD)**

I hereby authorize **Blue Quill Playschool** to debit my account in the amount of \$ \_\_\_\_\_ by method of Electronic Funds Transfer on the **1<sup>st</sup> day** of each month beginning \_\_\_\_\_, **2019** and final payment taken **June 1, 2020**.

I, the payor, may revoke this authorization at any time, subject to providing **30 day**'s notice.

**BANKING INFORMATION**

Bank Route # \_\_\_\_\_ Bank Transit # \_\_\_\_\_ Account # \_\_\_\_\_  
(All numbers must be provided)

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_

\* If the debit is from a chequing account, please attach a VOID cheque\*

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement. To obtain a form for a Reimbursement Claim, or for more information on my recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

\_\_\_\_\_  
Account holder signature

\_\_\_\_\_  
Date of signature

**PAYEE CONTACT INFORMATION**

**Society of Blue Quill Playschool**  
11304 25 Avenue, Edmonton, AB T6J 5B1  
780 257 9770