



Vegreville Preschool Registration Information

ADMISSION

Due to licensing requirements, to enter the three (3) year-old program your child must already be 3. If your child turns 3 after the program start date, they can begin the program at any time after their 3rd birthday provided there is space.

If your child is not 3 at the beginning of the school year but will be 3 before December 31, 2023, and you want to ensure they have a spot in the desired program, you can register and pay full price to hold their spot.

If your child turns 3 after December 31, 2023, you can register for January provided there is space.

Your child can register for the four (4) year-old program if your child turns 4 before December 31, 2023. We follow the same date as the school system.

Please contact the Preschool Administrator by email at vegpreschool@gmail.com for more information if needed.

All children MUST be toilet trained and independent in the washroom to attend the Preschool program. Staff are NOT permitted in the bathroom stall with a child, but will always assist children to wash their hands.

REGISTRATION

Registration forms for the 2023/2024 preschool year are available on Friday, April 21, 2023. You **must** complete your registration form **electronically** so all information is easy to read. No hand written forms will be accepted. To fill out the registration form electronically, you must download and save the form first. If you don't already have a PDF reader on your device or computer, you may need to download a PDF reader. Once you have the registration form downloaded, fill it out, save it and attach the completed PDF in an email. If you have any problems with the registration form or have questions, please call the Raeanne, Preschool Administrator @ 780-603-0029.

If you attend the Annual General Meeting (AGM) on Wednesday, April 26, 2023 at 7:00 PM, your registration opens Thursday, April 27, 2023 at **9:00 AM** (no earlier). If you do not attend the AGM, your registration opens Friday, April 28, 2023 at **9:00 AM** (no earlier). Attendance will be taken during the AGM meeting. Completed registration forms must be emailed to vegpreschool.registrar@gmail.com.

We are anticipating a large number of registrations as Preschool is a very affordable option for families with the assistance of the Government's Affordability Grant. We won't know until registrations are processed for the upcoming year, but if registration from AGM attendees exceeds available spots, a random draw may have to be held. For AGM attendees, if we don't receive your registration on April 27, 2023, your registration will be processed in the order received. Registrations received April 28, 2023 at 9:00 AM and on, will be processed in order received. You will receive an email in May 2023 once your registration has been processed. Incomplete registrations will not be accepted. We will advise you of the program your child is registered in and when payments are required based on the payment type chosen. If all spots are filled for your first choice, we will put you on a waiting list and offer you your second choice. If you have registered and not heard anything from us before June 16, 2023, please email vegpreschool@gmail.com and inquire. Any registrations after June 16, 2023 will receive a response by August 25, 2023.

PROGRAMS AND FEES

*****Subject to change depending on Alberta's Affordability Grant**

The Vegreville Preschool is offering 4 programs for the 2023/2024 school year:

THREE-YEAR OLD ½ DAY PROGRAM

Program	Instructional Days	Time	Fees
Monday/Wednesday AM	69 Days	9:00 am to 11:30 am	\$512.20

FOUR-YEAR OLD ½ DAY PROGRAM

Program	Instructional Days	Time	Fees
Monday/Wednesday PM	69 Days	1:00 pm to 3:30 pm	\$512.20

FOUR-YEAR OLD FULL DAY PROGRAM

Program	Instructional Days	Time	Fees
Tuesday/Thursday Full Day	74 Days	9:00 am to 3:30 pm (includes lunch supervision)	\$1,000.76

THREE-YEAR & FOUR-YEAR OLD ½ DAY PROGRAM

(the average age of the students will determine how the program is run)

Program	Instructional Days	Time	Fees
Friday AM	37 Days	9:00 am to 11:30 am	\$200

The school year will start September 5, 2023 and end June 14, 2024. All fees are to be paid by e-Transfer (preferred), cheque, or money order. Cash is not preferred. The fees are based on how many instructional days there are in each program. All fees are based on a rate of \$5.15/hour.

If you choose e-Transfer payments, you will receive a reminder email each month that e-Transfer payments are due. If you choose cheque payments, you must provide all post-dated cheques at the beginning of the year for the entire year.

The **Affordability Grant** from the Government of Alberta will be **applied for on your behalf by the Vegreville Preschool Administrator**. If your child is registered in a program one or two ½ days per week, you are eligible to receive up to \$75/month. If your child is registered in a full day program, your child must be registered to attend at least 50 hours per month, you are eligible to receive up to \$225/month. Any month your child is not registered for at least 50 hours, you are not eligible for the Affordability Grant.

FEE BREAKDOWN FOR THE YEAR

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	FRIDAY AM	MON/WED AM OR PM	TUES/THURS FULL DAY
REGISTRATION FEE	\$476.56	\$888.72	\$2,477.52
LESS AFFORDABILITY GRANT	\$476.56	\$726.52	\$1,976.76
REFUNDABLE FUNDRAISING BOND	\$200.00	\$350.00	\$500.00
PARENT PORTION OF FEES FOR THE YEAR	\$200.00	\$512.20	\$1,000.76

MONTHLY PARENT PORTION OF FEES BY PROGRAM				
MONTH	FRIDAY AM	MON/WED AM OR PM	TUES/THURS FULL DAY	E-TRANSFER DATES & CHEQUE POSTDATES
SEPTEMBER 2023	\$20	\$50.16	\$92.84	September 1, 2023
OCTOBER 2023	\$20	\$63.04	\$126.32	October 1, 2023
NOVEMBER 2023	\$20	\$50.16	\$59.36	November 1, 2023
DECEMBER 2023	\$20	\$37.28	\$50	December 1, 2023
JANUARY 2024	\$20	\$63.04	\$59.36	January 1, 2024
FEBRUARY 2024	\$20	\$50.16	\$126.32	February 1, 2024
MARCH 2024	\$20	\$37.28	\$50	March 1, 2024
APRIL 2024	\$20	\$63.04	\$126.32	April 1, 2024
MAY 2024	\$20	\$63.04	\$126.32	May 1, 2024
JUNE 2024	\$20	\$35	\$183.92	June 1, 2024

**** PLEASE SEND E-TRANSFERS TO vegpreschool@gmail.com****

**** PLEASE MAKE CHEQUES PAYALBE TO "VEGREVILLE PRESCHOOL ASSOCIATION" ****

All NSF cheques will be charged a \$25.00 service fee and unpaid accounts will be sent to collections if not paid within 60 days. Students with unpaid tuitions will not be allowed to remain in the program.

REFUNDABLE FUNDRAISING BOND

For your child to attend preschool, you must pay a monthly refundable fundraising bond which is used towards operating costs for the school year. The Refundable Fundraising Bond can be earned back by participating in fundraising offered throughout the school year. Fundraising is optional, but required to receive a refund for your fundraising bond. The percentage you earn on fundraisers will be applied directly to your fundraising bond you paid and will be refunded in June 2024 up to the total bond amount per program. If your fundraising does not reach the total amount of the bond paid, you will still receive a partial refund for the percentage raised.

Refundable Fundraising Bond:

\$200 one ½ day per/week program (\$20/month)

\$350 two ½ days per/week program (\$35/month)

\$500 two full days per/week program (\$50/month)

Reconciliation of the Refundable Fundraising Bond will be done in May 2024. If you are eligible for a refund, you will receive the refund in June 2024.

SUBSIDY INFORMATION

Families may be eligible for subsidy from the Alberta Government for the parent portion of the fees if your gross household income is up to \$180,000. Visit the Government of Alberta Website: <https://www.alberta.ca/child-care-subsidy.aspx> for qualification information and online subsidy applications. It is important to email the Preschool Administrator at vegpreschool@gmail.com prior to applying for subsidy to discuss your fees.

VOLUNTEERING

There will be no volunteering requirement for the 2023/2024 school year. If you would like to volunteer/participate in the classroom for the 2023/2024, speak to the teacher once the school year starts and you will need to complete a volunteer declaration.

BEFORE AND AFTER SCHOOL CHILDCARE

Vegreville Preschool Association offers before and after school care if there are enough children requiring the service. Childcare may be available from 7:30 am to 9:00 am and again at 3:30 pm to 5:00 pm. If we do not have enough children signed up for before and after school care, we may not be able to offer it. Indicate on your registration if you would require before and after school care. We will contact the families that require before and after school care to obtain more information of the childcare needs required. Cost for before and after school care is as follows:

1 morning per week 7:30 am to 9:00 am \$7.73

2 mornings per week 7:30 am to 9:00 am \$15.46

1 afternoon per week 3:30 pm to 5:00 pm \$7.73

2 afternoons per week 3:30 pm to 5:00 pm \$15.46

IMPORTANT DATES

The 2023/2024 Preschool year will begin on September 5, 2023 and the last day of school will be June 14, 2024. Orientation days for students and parents will be on August 30th and 31st, 2023. Details will be emailed to you later in August.

The Preschool will be closed:

October 9, 2023 (Thanksgiving Day)

November 6 to 10, 2023 (Fall Break)

December 25, 2023 to January 5, 2024 (Christmas Break)

February 19, 2024 (Family Day)

March 25 to 28, 2024 (Spring Break)

March 29, 2024 (Good Friday)

April 1, 2024 (Easter Monday)

May 20, 2024 (Victoria Day)

PRESCHOOL BOARD POSITIONS & DUTIES

Vegreville Preschool Association is made up of a volunteer board and requires parents/guardians with a child(ren) enrolled in the preschool to volunteer for these positions. A benefit if you volunteer for one of the following positions will be that your children will be guaranteed into your program of choice. As well, you are expected to participate in fundraising, but the specific dollar requirement is waived as long as you are fulfilling your roles satisfactory.

The President

- Attend all Board/Parent/AGM Meetings
- Provides monthly report at Board meetings
- Keep in correspondence with Board between meetings
- Exercises general supervision and control over the business and affairs of the Society
- When present, chairs all meetings of the Society and the Board
- Acts as the spokesperson for the Society
- Carries our parent relations
- Public communication
- Carries out other duties as assigned by the Board

The Vice President

- Attend all Board/Parent/AGM Meetings
- Provides monthly report at Board meetings
- Keep in correspondence with Board between meetings
- Presides at meetings in the President's absence. If the Vice President is absent, the Directors elect a chairperson for the meeting.
- Replaces the President at various functions when asked to do so by the President or the Board;
- Has charge of building maintenance and supplies;
- Carries out other duties as assigned by the Board
- Chairs the Nomination/Election Portion of the Annual General Meeting

The Secretary

- Attends all meetings of the Society and the Board;
- Provide a monthly report at meetings
- Keep in correspondence with Board between meetings
- Keeps accurate minutes of these meetings;
- Has charge of the Board's correspondence;
- Makes sure a record of names and addresses of all Members of the Society is kept;
- Keeps the Seal of the Society, if one exists;
- Carries out other duties as assigned by the Board.

The Treasurer/Registrar

- Attend all Board/Parent/AGM Meetings
- Provides monthly report at Board meetings
- Keep in correspondence with Board between meetings
- Makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board;
- Makes sure a detailed account of revenues and expenditures is presented to the Board as requested;
- Makes sure an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting; and

- Will help with taking in registration forms, making sure correctly filled out and money is collected.
- Carries out other duties as assigned by the Board.

The Fundraising Coordinator

- Attend all Board/Parent/AGM Meetings
- Provides monthly report at Board meetings
- Keep in correspondence with Board between meetings
- Will determine along with board the fundraisers that will be offered for the school year.
- Will make sure that forms for fundraising are distributed to parents of the preschool.
- Takes on responsibility of receiving, sorting and handing out the fundraising products to the parents. When unable to you are accountable for finding necessary volunteers for fundraising delivery/sort/and hand out if unable to do it yourself.
- Track fundraising credits for each family fundraising requirement.
- Carries out other duties as assigned by the Board.

Non-voting Position

Social Media/Website Coordinator

- Attend all Board/Parent/AGM Meetings
- Provides monthly report at Board meetings
- Keep in correspondence with Board between meetings
- Create flyers
- Keep social media pages up to date by creating content when new emails are sent from teachers and board
- Keep website up to date.
- Change website or media platform when applicable/adding new media pages (this includes but is not limited to designing new platform moving information to new platform, add new features or additional pages/links when required)
- Carries out other duties as assigned by the Board.

This position does not have voting privileges but will benefit from the guaranteed program of choice and of the waiver of the fundraising requirement but will still be expected to actively participate in fundraising.

Vegreville Preschool Association has a hired Preschool Administrator that will look after all the bookkeeping and handling of payments. The Preschool Administrator will look after the day-to-day business of the preschool and will delegate tasks and duties to the required board positions as required. The Preschool Administrator will liaison with the board and preschool classroom.