



A Fairytale Beginning Preschool has been operating in downtown Fort Saskatchewan since 2011. The support from this community has been amazing, and in February of 2016 we were delighted to move into our brand new space in Fort Station, facing 98th Avenue. The imagination and creativity that went into the design of the new classrooms is incredible, and we look forward to many happy years in our new space.

Throughout our 3 and 4 year programs, we focus on social and emotional development, as well as early literacy and Kindergarten preparedness. Classes are offered twice a week, for 2 and 2 ½ hours each day, respectively. There is also the option of a 3rd day on Fridays for our 4 year program only. This is an additional 30 classes per year in a room with a maximum of 12 students. We also offer a small 2 year old program for children ages 26-32 months. These classes are once per week for 1 ¾ hours, in 2 sessions (Sept-Dec and Jan-May), and are a great introduction to preschool.

It is a requirement for parents to roster in our classrooms. We appreciate and value the time you spend in the classroom, as the extra eyes and hands allow us to do more one-on-one work with our students. The requirement is approximately 5 times for the whole school year. We do not schedule your times, you will be given the opportunity to consult your schedule and fill in dates you are available. Those who do not sign up on their own will be scheduled. If it cannot be helped, a younger sibling can attend during roster days, however, please do try to make other arrangements. If you cannot roster yourself, please feel free to invite other relatives or friends to come in your place, or discuss with other parents in the classroom to see if anyone would be willing to volunteer extra time for you.

There is no mandatory fundraising at AFB. In the past we have done raffles to raise money for causes such as our pen pal preschool in Rwanda, and occasionally we will do food bank or school supply collection drives, however this is completely optional.

Registration begins for currently registered families on December 1, 2021, alumni on December 7, 2021, and for the general public on January 5, 2022, on a first-come, first-served basis. The deposit of your cheque is confirmation of enrollment – if your cheque goes through, this means you have secured your first choice of class. **Please note you will not get further confirmation until August 2022, when the startup emails go out.** If we need to enroll you in your second choice class, you will be contacted to confirm prior to the deposit of your cheque. At time of registration, the \$50 registration fee and LAST month (June's) tuition are required. Please note the registration fee for the 2 year old program is only \$20.

The registration fee is non-refundable from the time the application is submitted. The last month tuition will be refundable only until April 30, 2022. Direct withdrawals will go through September 1st for September's tuition, which is also non-refundable. (Essentially you will have paid first and last month up front). After that you can cancel at any time, with 30 days' notice. Post dated cheques will not be accepted. Thank you for choosing A Fairytale Beginning Preschool for your child's early education!

Multiple Year Registration

This year, we are happy to be able to offer multiple year registration. This will guarantee your child's space throughout their entire time at A Fairytale Beginning at once, no more panicking about getting your kiddo into classes! If you are registering your child for multiple years at a time, you will need to provide the following:

- \$50 non-refundable registration fee for the 2022/23 year, and LAST month (June's) tuition (\$20 registration fee for 2 year old program).
- \$50 non-refundable registration for subsequent years (each year must be paid separately).
- Acceptance of multiple year registration terms (cancellation, class/fee changes).

A couple quick items to consider when registering for multiple years at once:

- All of our teachers have families, and as such, scheduling conflicts are sometimes unavoidable. By registering for multiple years at once, we may not always be able to guarantee original choice of teachers, and reserve the right to change class start and end times by up to 15 minutes. What this could look like, for example:
 - o In 2022 you register your child for both 3 and 4 year preschool with Mrs. Courtney, however, during 2022, Mrs. Courtney runs away to the circus. Now, we are unable to guarantee your original teacher for the 4 year program.
 - o You registered for the optional Friday 9:00-11:30 4 year class with Mrs. Nicole, however Mr. Nicole gets a job that requires Mrs. Nicole to start work later. Mrs. Nicole needs to change her class time to 9:15-11:45, thus we can't guarantee your original class time.
- Prices may be subject to an increase, up to \$5 per month.
- Multiple year registration fees remain, as always, non-refundable.

I am ready to register my child for preschool. What do I need?

- 1) Completed forms (fill in ALL blanks before handing in forms). This includes Alberta Health Care Number as well as a full PHYSICAL address for your alternate emergency contact. These are required by law.
- 2) Attach Pre-Authorized Debit (PAD) Agreement for monthly payments. Post-dated cheques will not be accepted
- 3) Attach cheque for \$50 registration fee plus last month's tuition (can be combined in one cheque)
- 4) Separate cheque for \$50 registration fee for each additional year, if registering for multiple years. Cheques can be postdated up to 60 days from date of application. The one month tuition deposit will be collected no later than December 20, 2022.
- 5) Outdoor Space Permission form for current year.

Program Choices

All classes in the Happily Ever After classroom are taught by Mrs. Courtney

3 year classes in the Once Upon A Time classroom (mornings) are taught by Mrs. Amanda

3 year classes in the Once Upon A Time classroom (afternoons) are taught by Mrs. Nicole

4 year classes in the Once Upon A Time classroom (mornings) are taught by Mrs. Lisa

4 year classes in the Once Upon A Time classroom (afternoons) are taught by Ms. Nicole

All 2 year classes are taught by Mrs. Makin.

Two Year Old Program

Must be approximately 26 months (Sept 2022 for Class 9 or Jan 2023 for Class 10)

\$20 registration fee (\$200 per program – Installments of \$50/month)

Class #	Class Name	Day	Time
9	Once Upon A Time Classroom (Sept-Dec)	Fridays	9:15-11:00
10	Once Upon A Time Classroom (Jan-Apr)	Fridays	9:15-11:00

Three Year Old Program

Must be 3 by December 31st of that school year (\$1150/Year – Installments of \$115/month)

Class #	Class Name	Day	Time
3	Happily Ever After Classroom	Mon/Wed	12:30-2:30
6	Happily Ever After Classroom	Mon/Wed	9:15-11:15
7	Once Upon A Time Classroom	Tues/Thurs	9:15-11:15
8	Once Upon A Time Classroom	Tues/Thurs	12:30-2:30

Four Year Old Program

Must be 4 by December 31st of that school year (\$1250/Year – Installments of \$125/month)

Class #	Class Name	Day	Time
1	Happily Ever After Classroom (this class is FULL)	Tues/Thurs	9:00-11:30
2	Happily Ever After Classroom	Tues/Thurs	12:15-2:45
4	Once Upon A Time Classroom	Mon/Wed	9:00-11:30
5	Once Upon A Time Classroom	Mon/Wed	12:15-2:45

Four Year Optional Friday

3 classes per month, max. 12 students (\$400/Year – Installments of \$40.00/month)

Class #	Class Name	Day	Time
AM	Happily Ever After Classroom	Fridays	9:00-11:30
PM	Happily Ever After Classroom	Fridays	12:15-2:45

Child's Name: _____

2022/2023 School Year _____

Class Choice #1: _____

Class Choice #2: _____

- Attach \$50 registration fee plus last month's tuition (\$20 for 2 year program).
- If you are registering for the 2 year program, you cannot register for both classes. Please choose the session that starts closest to your child turning 26 months of age. *If you are unsure which class to register, please speak to Amy in the office.*

2023/2024 School Year _____

Class Choice #1: _____

Class Choice #2: _____

- Please attach separate cheque for \$50 registration fee, dated no more than 60 days from application date.
- First month tuition will be due no later than Dec 1, 2022, to continue to hold your class selection.

2024/2025 School Year _____

Class Choice #1: _____

Class Choice #2: _____

- Please attach separate cheque for \$50 registration fee, dated no more than 60 days from application date.
- First month tuition will be due no later than Dec 1, 2023, to continue to hold your class selection.

Multiple Year Registration Terms & Conditions _____

(Please leave blank if only registering for the 2022/2023 school year)

I am aware that in registering for multiple years, that my \$50 registration fee for each year is non-refundable, and that all cancellation policy rules still apply to each year my child is enrolled.

Parent/Guardian Signature: _____ Date: _____

I am aware that in registering for multiple years, that A Fairytale Beginning reserves the right to change teacher choice without prior notice.

Parent/Guardian Signature: _____ Date: _____

I am aware that in registering for multiple years, that A Fairytale Beginning reserves the right to change class times by up to 15 minutes' difference without prior notice.

Parent/Guardian Signature: _____ Date: _____

I am aware that A Fairytale Beginning reserves the right to increase tuition costs for subsequent years, up to and including \$5 per month, for a total of \$50 per year, without prior notice.

Parent/Guardian Signature: _____ Date: _____

Student Information

Child's Full Name: _____ MALE / FEMALE

Date of Birth: _____ Age as of Dec. 31, 2022: _____

Home Address: _____

City: _____ Postal Code: _____

Phone #: _____ Alberta Health Care #: _____

Parent 1 Name: _____

Home Address: _____

City: _____ Postal Code: _____

Home #: _____ Cell #: _____ Work #: _____

Parent 2 Name: _____

Address: _____

City: _____ Postal Code: _____

Home #: _____ Cell #: _____ Work #: _____

Provide ONE contact email address: _____

Alternate Emergency Contact: _____ Relationship: _____

Address: _____

City: _____ Postal Code: _____

Phone #: _____ Alternate Phone #: _____

(Alternate emergency contact is someone other than parent or guardians, must provide physical address, NO PO Box Numbers)

Please list the name of anyone authorized to pick up your child. Please think of anyone who you would think to send if you had an emergency. Your child will not be released to anyone if they are not on this list. Please note they will be required to provide photo ID.

Allergies: _____

Are your child's immunizations up to date? _____

Any other health concerns we should be aware of? _____

By signing below, applicant agrees to abide by policies listed in the attached information sheet, including understanding and acceptance of the cancellation policy.

Parent/Guardian Signature: _____ **Date:** _____

Permission to take pictures in class – these pictures are for internal use only, photos will not be provided to media without prior consent:

Parent/Guardian Signature: _____ **Date:** _____

Permission to Use Outdoor Space

Throughout the course of the year we will periodically be using outdoor space, on and off the property. These include, but are not limited to, such areas as the parking lot (for fire drills), park equipment, and general area around the preschool. The risk of these activities is minor, however injuries may result in participating. These risks include but are not limited to:

- 1) Weather related such as sunburn or high winds
- 2) Animal or bug bites
- 3) Slip and fall hazards
- 4) Sports injuries such as bruises, sprains or breaks
- 5) Allergic reactions
- 6) Injuries involving motor vehicles

These risks result from the nature and location of the activity and can occur without fault of either the student, A Fairytale Beginning Preschool Ltd (its employees or agents), and Fedmak Inc. (building owner).

Lisa Makin/Courtney Kochan

Owner

A Fairytale Beginning Ltd.

ACKNOWLEDGEMENT

I acknowledge that by signing this, I accept the risks of participating in these outdoor activities for the 2022-2023 school year at A Fairytale Beginning Preschool.

Student's Name: _____ Date: _____

Parent's Name: _____ Date: _____

Information Sheet

Registration/Fees

Registration will open for the 2022/23 school year for currently registered families on December 1, 2021, and previously registered families on December 7, 2021. Registration forms will need to be submitted to the office by no later than January 4, 2022 for priority registration. On January 5th, 2022, registration will open to the general public and spots will be filled on a first-come, first-served basis. A non-refundable registration of \$50 is required when handing in forms, and registration will not be processed until it is received. Along with the \$50, please include a direct withdrawal form for all tuition payments. Last month tuition is also due at time of registration, and is refundable until April 30th, 2022. After May 1st, withdrawal from the program will not get a refund of any kind. **September's payment will be withdrawn September 1st, and neither the September, nor June payment are refundable, as they both act as a deposit on the program, and to avoid any fee collection issues in June.** If you are planning to pay for the program in full, please attach your cheque dated September 1, 2022 to the forms. Fees being made monthly will be directly withdrawn on the first of the month, please provide a debit authorization at time of registration. **Please note that registrations forms must have a PAD Agreement, registration fee, and last month's tuition included.** All NSF transactions will have a \$25 charge added to them, and payment will need to be provided in cash or e-transfer within 5 business days. If this is not possible, and payment has not been cleared up by the first of the following month, the NSF charge will be increased to \$50. If you foresee financial hardship or difficulty making payments, please notify the office at least 5 days prior to the beginning of the month. If advance notice is not given, we are unable to stop direct withdrawal in our system. A credit card option is available for those who wish to use credit or debit for payment in full, however this option is only available at the Open House in September, for those wanting to pay the entire remaining balance.

Deposit of your registration fee is your confirmation of acceptance into the program, we will only contact you if we need to register you in your second choice or if you are on a waiting list. Info emails regarding startup come out in early August 2022.

Program Withdrawal

After August 1, 2022, if you would like to withdraw your child from the program for any reason, we require 30 days' notice in writing. For example, if you would like to withdraw from the program for December 1st, we need to receive your withdrawal notice for November 1st or your payment will still be processed.

Staggered Start

At the beginning, we do a staggered start, which means for the first few classes, only half the children will attend each class. This is both to ease your child into preschool, plus to assist our teachers in the transition to new students. An info email will go out in August 2022 with the startup schedule and any information you will need.

Transition

Some children's transition will be more difficult than others. Please trust us to help your child through this difficult time, and attempt quick exits even though they are upset. I have been in your shoes! I remember leaving my screaming little girl and walking away only to have some tears myself in the hallway. More often than not, children calm down once the parent is gone. Most children just need to develop the trust that you will return at the end of class.

Volunteering

We require and value your time in the classroom. With your helping hands, we can be freer to provide individual attention to the children in our classrooms. If everyone signs up, you should only need to come into the classroom once every 6-8 weeks. The roster schedule will be posted on the board in the entrance area. If you are unable to accommodate us, please feel free to sign up grandparents or other family members or friends.

Calendar

Due to our own children being in the catholic school system, we will be following their schedule for school closures. Sorry for any problems this creates, however if we followed both systems, we would have too many days off. I will send home a copy of that school calendar in September. Please note these days will not be made up. We will not be closing early on Early out Wednesdays.

Preschool Closures

If the school has to close due to weather, the day will not be made up. Please note the following are weather related reasons we close the preschool standing temperature of -35 (before wind chill), wind chills -37 or below, getting a large accumulation of snow in a short amount of time, or serious tornado warnings. Please also note we are legally obligated to close the school if the power goes out, if it is out for a period of 30 mins or more we will cancel classes (Please note we will be going with the temperature listed by the weather network 1 hour before class start time).

Sick Children

Please help us stop the spread of infection by keeping sick children home. If your child has any of the following symptoms please do not send them to school; fever, diarrhea, vomiting, undiagnosed rash, an obvious infection, persistent pain or cough. If your child is found to have any of these symptoms at the school, he/she will be laid down in the sick bed under the care of school staff until a parent/guardian or emergency contact can pick them up.

Snack

We have a garbage free snack policy. We ask that you send all your child's snack items, including drink in a reusable container. **Do not send juice boxes.** We will send any unfinished snack home so that you are aware of what your child is eating. This is also because we do not have garbage pick-up, and so cannot take a large accumulation of garbage in the classrooms.

What to send

Everyday your child needs to bring indoor shoes (no slippers in case of fire) and snack. 3 year olds all need to have a change of clothes including socks, even if they are fully potty trained. This is a new situation for them and accidents may happen. If you have a 4 year old that is still struggling with potty training please ensure they have a change of clothing as well.

Shared Products

Each class will be designated one shared item to bring, usually items such as Kleenex, wipes, sanitizer, and markers. Please do not buy all these items. We will let you know which item your class is asked to bring.

Potty Training

Children do not need to be completely potty training however you do need to be actively working on it. Children not trained must come in pull-ups. We do not change pull ups. If a child has a bowel movement a parent/guardian will be called.

Birthdays

Although we will acknowledge your child's birthday on the day itself, please do not send in treats. We will have a birthday party for all kids at the end of the year and you will be able to sign up to bring in items then.

Assessments

Within the first couple of weeks will be sitting down and/or monitoring your children and taking notes on different aspects of their development. There is no need for you to worry about this or try all summer to teach them things. This will only serve to help us get an idea of where your child is so that we can better develop a plan to suit them individually.

More information will be available during the open house days in September. Please feel free to call our office anytime with any questions you have prior.

Lisa Makin & Courtney Kochan, Owner
A Fairytale Beginning Ltd.

Amy McNeill, Office Manager
(In office Mon-Fri, 9:00 AM-2:00 PM)
Tel: (780) 912-1167
E-mail: makinofficemanager@gmail.com



Pre-Authorized Debit (PAD) Agreement

I authorize A Fairytale Beginning Preschool and the financial institution designated to begin deductions as per my instructions for monthly regular recurring payments for payment of all charges arising under my personal or business account.

Regular monthly payments for the full amount of services delivered will be debited to my specified account on the 1st day of each month.

This authority is to remain in effect until A Fairytale Beginning Preschool has received written notification from me of its change or termination. This notification must be received at least 30 days before the next debit is scheduled at makinofficemanager@gmail.com. I may obtain a sample cancellation form, or more information on my right to cancel a PAD Agreement at my financial institution or by visiting www.cdnpay.ca

A Fairytale Beginning Preschool may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me. 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, I may contact my financial institution or visit www.cdnpay.ca

PLEASE PRINT DATE: _____

Name: _____

Address: _____ City/Town: _____

Province: _____ Postal Code: _____

Phone Number: (Bus.) _____ (Res.) _____

Financial Institution (FI): _____

FI Bank Account Number: _____

FI Transit Number (5 digits): _____ Branch Number (3 digits): _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Authorized Signature: _____