

EDELWEISS PREPARATORY SCHOOL

600 Northmount Drive N.W. Calgary, Alberta T2K 3J5
www.epschool.ca epschool@telus.net
School Line: 403-282-4220 School Fax: 403-282-3991

2022/2023 SCHOOL YEAR Registration Information

New Rates: Subsidized under the Early Learning and Child Care Agreement \$75/month fee reduction is shown in rates below. An additional \$125/month subsidy is available to parents with a household income of under \$180K. Parents apply for subsidy and the \$125 will be deducted upon approval.



PRESCHOOL: age 3 by September 6, 2022

<u>DAYS</u>	<u>TIME</u>	<u>LENGTH</u>	<u>TUITION/MONTH</u>
TUES/THURS	8:25 - 11:25 a.m.	3 hrs	\$286/month
TUES/THURS	8:35 - 11:35 a.m.	3 hrs	\$286/month

2 & 3 DAY JR.KINDERGARTEN: age 4 by January 2023

<u>DAYS</u>	<u>TIME</u>	<u>LENGTH</u>	<u>TUITION/MONTH</u>
MON/WED/FRI	8:25 - 11:25 a.m.	3 hrs	\$358/month
MON/WED/FRI	8:35 - 11:35 a.m.	3 hrs	\$358/month
MON/WED/FRI	12:20 - 3:20 p.m.	3 hrs	\$358/month
TUES/THURS	12:20 - 3:20 p.m.	3 hrs	\$306/month

You can combine 2 Day JK & a 3 Day JK AM or PM for a discounted fee of \$558/month

5 DAY KINDERGARTEN PROGRAM: age 5 by January 2023

<u>DAYS</u>	<u>TIME</u>	<u>LENGTH</u>	<u>TUITION/MONTH</u>
MON through FRI	12:30 - 3:30 p.m.	3 hrs	\$558/month

Private Kindergarten Information

After completing our Private Kindergarten program, children may attend Grade 1 if they are of age or may go to a Kindergarten at their elementary school the following year. Our program covers Alberta Education Kindergarten curriculum with enhancement and is longer hours. We have a maximum of 12 children in the class. We do not issue an Alberta Education Student ID number so your child can attend our Kindergarten and another kindergarten in the same year or in a subsequent year. If your child attends another Kindergarten in this school year, the Alberta subsidy of \$75/month is not allowed so the fee would be \$633/month.

HOW TO REGISTER

To ensure a space for your child at Edelweiss Preparatory School, all of the following are required to be brought with you at the time of registration:

Please check off when complete:



- \$250 (non-refundable) registration & materials fee** per child via e-transfer to epschool@telus.net at the time of registration. If you already paid \$50 to be on the waitlist then the fee is \$200.
- Completed and signed registration form, child guidance form, personal information & consent form, parent responsibility & consent form and Covid Release Form.
- Completed and signed Authorization for Direct Debit and attached "VOID" cheque to cover the monthly tuition cost. Direct debit occurs on the first banking day of each month. One month's fees are paid in advance on July 1, 2022.
- An annual community membership fee of \$25 payable to the CHCA (payable on the day you register) unless you produce a Cambrian Heights family community membership. If you live in Cambrian Heights then the fee is \$20. Please e-transfer treasurer@CambrianHeightsCommunity.com
- A photo of your child's face only - similar to the size of a passport photo attached to the registration form (please do not use glue)

****NOTE:** included in your registration/materials fee are all school supplies, a snack bag, a tote bag and a set of Mabel's labels to use for uniform items, tote bag and snack containers. These items are given in September to all registered students prior to school starting.

EDELWEISS PREPARATORY SCHOOL POLICIES

ENTRANCE REQUIREMENTS

Edelweiss accepts all well-mannered children who can toilet independently and can separate without excessive anxiety from their parent/caregiver. If a child has started our program and it is found to be that the child is not able to toilet independently or cannot separate without crying or does not listen to/respect his/her teachers, we will need to cancel your registration until such time as the child is ready. Since all children mature at varying rates emotionally or socially, some children are not ready for our program at age 3 or 4. If we determine that the child is not ready to separate from their parent or if the child's behaviour is having an affect on the class where the teachers are required to give too much one on one attention to the child, then the parents will be contacted to offer suggestions/resources for having the child attend an alternative program such as a parented program where the child can develop at their comfort level with parental guidance. Edelweiss requires a registering student to be able to understand English and be able to speak some English in order to be able to feel comfortable in our program. Edelweiss may decline to accept a child into our program if it is felt we are not equipped appropriately or if we do not have the expertise to adequately provide a program for a particular child's needs.

CHANGES/CANCELLATION POLICY

60 Days written notice from the first of the month is required for cancellation from Preschool and Jr. Kindergarten. There are no refunds from cancellations after Jan 1st, 2023. The registration, materials, and CHCA fees are non-refundable and non-transferable. If a class is cancelled due to weather or an emergency event, the class cannot be made up. **There is a \$50 fee for switching/changing classes after July 1, 2022.**

METHOD OF PAYMENT

We require a VOID cheque for the monthly tuition payments using the attached form for Direct Debit payments. The school year runs September through June however, **one month's tuition is withdrawn in advance on July 1st, 2022 and then tuition fees are Sept 1, 2022 through to May 1st 2023 and the final payment for the school year is withdrawn on May 1st, 2023. No fees will be withdrawn on June 1, 2023 as one month was prepaid.** We do not accept postdated cheques for tuition unless you choose to pay in a lump sum for the year in advance. **Registration/materials fees are payable by e-transfer at the time of registration along with the VOID cheque for the direct debit system.** There is a \$20 charge for all NSF cheques or bank debits. There is a \$20 fee for referral letters/forms per child per school if requested by parents when making applications to other school.

SNACKS

Parents are responsible to provide a nutritious **nut-free, litter less** snack along with a drink for their child for each class. Snacks are to be sent in the snack bag provided. Please use a reusable drink container that is labeled with your child's name on it. Edelweiss maintains a "no nut" policy which asks that children not bring any snacks that contain nuts due to the high occurrence of nut allergies in children.

MEDICATION:

We do not administer any medication to students. Exceptions are Epi-Pens / Inhalers / Antihistamines which will be administered as needed for first aid.

UNIFORMS

All Edelweiss students wear uniforms solely from Top Marks. Uniforms are not included in the tuition fees listed. Students must be dressed in their uniform to attend classes. All uniforms are to be purchased in the form of a package exclusively from Top Marks www.topmarks.ca All uniforms are to be labeled with the child's name on each piece. Edelweiss is not responsible for lost or missing items. All uniforms should fit properly and be kept in clean and good repair. Shoes are your choice as long as they have non-marking soles and no laces. All shoes need to be labeled with your child's name on them. No flip flops or crocs are allowed. Please see Top Marks order forms in this package for further information.

COMMUNICATION

Communication between home and school is integral to a student's success. Information on classroom events, newsletters, calendars & changes in programming are sent to all parents on the email list. There is lots of information in these documents to help you follow your child's program and all the school events. Should classes be cancelled due to weather or an emergency, parents will be notified by email. Please check email regularly for school updates. Progress reports are sent home in November, early March and June for Kindergarten; early March and end of June for Jr K and at the end of June for Preschool. Parent conferences are held twice a year for each class.

A BACK TO SCHOOL NEWSLETTER WILL BE EMAILED TO PARENTS IN JULY.

A PARENT HANDBOOK WILL BE EMAILED TO PARENTS IN AUGUST.

THE SCHOOL CALENDAR & UPDATED INFORMATION IS ON THE SCHOOL WEBSITE: www.epschool.ca

****PLEASE KEEP THE FIRST 4 PAGES OF THIS FORM FOR FUTURE REFERENCE****

EDELWEISS REGISTRATION FORM 2022/2023

*****PLEASE PRINT CLEARLY OR TYPE ON THIS FORM & COMPLETE EVERYTHING*****

Please specify **time** of class you are wanting to register for:

PRESCHOOL 1st choice of time: _____ 2nd Choice of time: _____

2 DAY JK: _____ and/or 3 DAY JK: 1st choice of time: _____ 2nd Choice of time: _____

KINDERGARTEN 12:30 - 3:30 PM: _____

Student's Name: _____
(first) (middle) (last)

What name does your child go by? _____ (ie. Sam or Samuel)

Is the name they go by how you want them to learn to print their name? _____

Birthdate: _____ Age on Sept 1/22: ___yrs & ___months Gender: Male Female
(Month/Day/Yr) Do you want us to celebrate your child's birthday at school Yes ___ No ___

Alberta Health Care Number _____

Father's Name: _____ Mother's Name: _____
(first) (last) (first) (last)

Child's Home Address: _____ Postal Code: _____

Does child live with both parents? ___ If not, with who _____

Parent Address (if different) _____

Mom's Email: _____ Dad's Email: _____
Home Phone: () _____
Mom's Cell () _____
Dad's Cell () _____

Father's Work: _____
Company Name Address Phone Number

Mother's Work: _____
Company Name Address Phone Number

Persons other than parents authorized to pick up child: Please fill out name and relationship to child

1) Caregiver's name: _____ Caregiver's phone: _____

2) _____ 3) _____
name relationship to child name relationship to child

4) _____ 5) _____
name relationship to child name relationship to child

Alberta Children's Services requires an Emergency contact name, street address & phone number:

Emergency Contact (NOT a Parent) _____ Phone() _____

Complete street address of Emergency Contact Person (they must be in Calgary)

What are you hoping to find in our school for your child? _____

What would you like to see accomplished with your child over their time at Edelweiss? _____

****** Please print a photo of your child (face only) that clearly shows his/her face for identification purposes and attach it to the registration form. We need a small photo of just the face.**

Health History: You are required to fill in every field. Use N/A if there is nothing to report
Specify illnesses/medical problems, emotional concerns your child has had since birth?

List medication taken at home and any other relevant medical information (past or present conditions).

Has your child ever suffered a serious illness/injury/hospitalization? YES___ NO___ If Yes, specify _____

Has your child had any specialized evaluations? (eg. speech) YES___ NO___ Pls specify _____

Has your child received any counseling therapy? YES___ NO___ Pls specify _____

Does your child have any allergies? YES ___ NO ___ Specify _____

Does your child have an:

Epi-Pen? YES___ NO___ Inhaler? YES ___ NO ___ Antihistamine? YES ___ NO___

If so, you will need to complete a Severe Allergy Alert Form available from the school office and provide the school with emergency medication to be kept at school. Please watch expiry dates on products.

Are all immunizations up to date? YES___ NO ___ If no, Please explain on reverse side

Does your child have speech/language problems? _____

Does your child have disturbed sleep? _____

Does your child have temper tantrums? _____

Does your child have aggressive behaviour? _____

Does your child have nervous habits? _____

Does your child have issues with focus or attention? _____

List words that describe your child's temperament _____

Developmental History:

Age walked _____ Age spoke words _____ Age spoke sentences _____ Age toilet trained _____

Do you anticipate that your child may experience separation anxiety? No___ Yes___

Your child will need to have successfully separated from you in another environment prior to attending.

Reactions to new people/environments _____

Please provide us with information that will help with the transition from home to starting school

including objects for security _____

Personal History:

List student's siblings names and their ages _____

Does the student have friends attending Edelweiss? _____

Has your child ever attended preschool? _____ Daycare ? _____ Day home? _____

If yes, please specify the name of the school and year(s) attended. _____

Will your child be registered at another program while attending EPS? _____

Languages spoken by Father _____ by Mother _____

Languages spoken by student _____ Places student has lived in _____

Does your child understand English completely? _____ Does your child speak English? _____

Proficient English language skills such as being able to express needs are required for your child to attend Edelweiss.

How does your child spend his/her time outside of school? (eg. interests & other programs)

EDELWEISS CHILD GUIDANCE POLICY

The following Child Guidance Policy is required by Alberta Children's Services for all licensed facilities. Please read the child guidance policy for Edelweiss Preparatory School and sign your name below. Your signature will acknowledge that you are aware of the stated policy, and will signify your acceptance thereof. We expect the children to treat adults and their peers with respect and politeness. We encourage the children to find acceptable ways to handle conflicts/disagreements that may arise during class. When a child is engaging in inappropriate behavior (i.e. hitting, using inappropriate language, etc.) we would speak with the child; making him or her aware of the fact that the behaviour in which they are engaging is not appropriate. The child would then be redirected to another activity or area of the classroom. Our focus is redirection of behavior rather than time outs. If a child is consistently not adhering to our child guidance techniques, parents will be notified and if improvements in behaviour are not seen, our program will not be able to accommodate the child. The teachers at Edelweiss Preparatory School **do not** use any type of corporal punishment and shall not harm children nor participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. This principle has precedence over all others. Our school aims to provide the best and most positive environment in which children will be happy and thrive in the joy of learning through a combination of fun and educational activities.

X _____ X _____
Signature of Parent or Legal Guardian Date

PARENTAL CHILD GUIDANCE METHOD (Required by Alberta Children's Services)
Parents, please describe the Child Guidance (discipline) method you use with your child:

PROTECTION OF PERSONAL INFORMATION AND CONSENT

Edelweiss has a commitment to protect your privacy. We understand and respect your privacy and strive to protect your personal information. I/we give Edelweiss Preparatory School permission to publish the following on the class list for my child's class. **Class lists are only issued to the class your child is in for the purpose of parents contacting one another.**

My/our names and child's names: YES NO Home phone # YES NO

Mom's Cell phone # YES NO Dad's Cell phone # YES NO

Mom's Email address: YES NO Dad's Email address: YES NO

Home Neighbourhood: YES NO _____ (if Yes please specify)

Edelweiss offers a fun experience for children and takes pictures for use in promotions that reflects this cheerful atmosphere. By registering at Edelweiss, the parent/guardian gives permission for the photos to be taken. If you do not want your child to participate in the photos, please notify the school administration.

X _____ X _____
Signature of a Parent or Legal Guardian Date

X _____ X _____
Name of Parent/Guardian (Please print clearly) Name of Student (Please print clearly)

EDELWEISS PREPARATORY SCHOOL SOCIETY PARENT'S RESPONSIBILITIES & CONSENT

1. I will give the school 60 days written notice if I need to cancel my registration or pay the tuition fees in lieu of notice.
2. If my child catches an illness, I will keep my child at home for the well being of my child and the other children in the school and will contact the school if my child is going to be away for more than a week from school.
3. I will contact the school immediately if my child contracts any communicable disease.
4. I will not leave the school building until my child is in the care of his/her teachers.
5. I will pick up my child on time and will notify the school of any other individuals that are allowed to pick up my child. I understand that the individual picking up my child must be at least 18 years of age and that the school office must be notified in writing or by phone and in advance of the pick-up.
6. I will not send my child with snacks that contain nuts.
7. I will adhere to the uniform policy and purchase all my child's uniform pieces from Top Marks. I agree not to re-sell the uniform when my child is finished with it.
8. I will waive all claims against Edelweiss Preparatory School Ltd. and its Directors in excess of the liability insurance coverage carried by Edelweiss Preparatory School Ltd. in the case of injury/accident/death to my child while in the custody or control of Edelweiss Preparatory School Ltd.
9. I understand that neither Edelweiss Preparatory School Ltd. nor the Cambrian Heights Community Association will be responsible for any accident/incident involving the welfare of any child while traveling to and from the school prior to and after class times/school hours.
10. I hereby give permission for my child to accompany his/her class under the supervision of Edelweiss Preparatory School Ltd. teachers and parent volunteers on outings during the school year. This includes educational field trips with travel by school bus as well as outside activities adjacent to the Cambrian Heights Community Centre.
11. I agree that my child has permission to engage in all prescribed school activities.
12. I authorize the staff of Edelweiss Preparatory School Ltd. to take whatever emergency measures they deem necessary for the protection of my child while in their care.
13. I grant permission for Edelweiss Preparatory School Ltd. staff to perform any medical treatment that the school deems to be reasonably required by the student in the event of sudden illness or injury and to obtain, at my expense, any medical care, including emergency transportation and emergency treatment. I understand that this may be prior to contacting me and at my expense.
14. By registering with Edelweiss Preparatory School Ltd. I agree that Edelweiss Preparatory School Ltd. will not be held responsible for any accident, injury or loss, liability, damage or cost they may incur however caused and agree to release and hold harmless all instructors, staff, volunteers and sponsors from all claims or damages without limitation which may arise as a result of/or by reason of such accident or loss.

I hereby acknowledge that I am the parent or legal guardian of the student. I have fully read and understand all parts of this document prior to signing it and have signed it freely and voluntarily.

Signed this _____ day of _____, 20____ at the City of Calgary in the Province of Alberta

X _____ Signature of Parent or Legal Guardian	(month)	(year)	X _____ Name of Student
X _____ Name of Parent or Guardian (Please print clearly)			X _____ Witness' Name and Signature

Updated form on **Sept** _____ 2022 Parent's Signature: _____

Updated form on Feb _____ 2023 Parent's Signature: _____

Authorization for Direct Debit for 2022/2023

I _____ (parent name), authorize Edelweiss Preparatory School Ltd. to debit my/our bank account for monthly tuition fees for _____ (student name), during the period of July 1, 2022 and September 1st, 2022 to May 1st, 2023.

If I incur late fees (\$20 as per the school policy) for picking up my child late, I understand they will be added to the monthly tuition.

The tuition is deducted on a monthly basis in the amount of \$_____. The account we authorize to be withdrawn from is indicated by my "VOID" cheque stapled below. I agree that if my debit becomes NSF, I will be charged an additional \$20 fee. I understand that I am required to give 60 days notice to cancel and if my child does not attend during those 60 days, I am responsible to pay the tuition. I understand that there are no refunds after Jan 1st, 2023.

PLEASE STAPLE A VOID CHEQUE OR BANK PAD (Pre-Authorized Debit Form) HERE



This agreement will remain in effect until the end of the time period indicated above or until 60 days written notice from the first of the month for cancellation is received by the school or until the account is paid in full.

X _____ X _____ X _____
Parent(s) Name - Please print Parent(s) Signature Date

I first became aware of Edelweiss Preparatory School through:

Friend Sign Calgary's Child Community Newsletter EPS website

Other: _____

Please specify

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FOR SCHOOL OFFICE USE ONLY: (please do not fill in)

Wait List Fee previously paid \$50 and applied to Reg Fee: _____

Registration/Materials fee paid: Cheque E- Transfer Date: _____

Community Association fee paid: Cheque E-Transfer Date: _____

ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19

The novel coronavirus, COVID-19, has been declared to be a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, the federal, Alberta, and Calgary governments and the Alberta Ministry of Health recommend social distancing and have prohibited certain congregations of groups of people.

Edelweiss Preparatory School ("Edelweiss") has put in place preventative measures to reduce the spread of COVID-19, however, Edelweiss cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending Edelweiss could increase your risk and your child(ren)'s risk of contracting COVID-19.

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1. By signing this agreement, I acknowledge that COVID-19 is a highly contagious disease that can result in a serious medical condition requiring hospitalization and possibly death either to myself or others including family members that contract COVID-19 as a result of contact with me. I understand the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending or visiting Edelweiss, notwithstanding the infection control measures that Edelweiss has put in place. Exposure to or infection with COVID-19 may result from the actions, omissions, or negligence of myself and others, including but not limited to Edelweiss employees, volunteers, and program participants and their families.
 2. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Edelweiss or participation in Edelweiss programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Edelweiss, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Edelweiss, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Edelweiss program.
 3. I agree that I am personally responsible for my child(ren)'s and my own safety and actions at all times when I am present at Edelweiss. I will comply with all Edelweiss policies and rules, including but not limited to with regard to social distancing, hygiene, use of personal protective equipment and other policies, procedures, guidelines, instructions and signage relating to prevention of COVID-19 infection.

4. By signing below I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and sign it voluntarily as my own free act and deed, including without limitation the Release of Liability and Indemnification requirements contained in this document; I am sufficiently informed about the risks involved in attending or visiting Edelweiss to make a voluntary decision about whether to sign this document; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this document for full, adequate, and complete consideration fully intending to be bound by the same. I agree that this Wavier of Liability shall be governed by and construed in accordance with Alberta law, and that if any of the provisions hereof are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Wavier of Liability as a whole.
5. This waiver shall remain in effect until Alberta lifts all COVID-19 related mandates.

Signature of Parent/Guardian: _____

Date: _____

Print Name of Parent/Guardian

Name of Edelweiss Participant(s)

CAMBRIAN HEIGHTS COMMUNITY ASSOCIATION MEMBERSHIP

CAMBRIAN HEIGHTS COMMUNITY ASSOCIATION MEMBERSHIP FORM IS REQUIRED TO REGISTER YOUR CHILD AT EDELWEISS PREPARATORY SCHOOL

Parent's Name: _____
(First Name) (Last Name)

Address: _____ Postal Code: _____

Phone: () _____ Email: _____

Yes, I am interested in receiving news of community events & meetings by email.

Yes, I am interested in volunteering for community events.

\$20 Family Membership (*only for Cambrian Heights residents*)

OR

\$25 Associate Membership (*for all other communities*)

Please E-transfer the payment to treasurer@cambrianheightscommunity.com