Parent Handbook

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LADYBUG
Playschool Association

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Welcome to Ladybug Playschool!

This Handbook is intended to provide you with an overview of the operating policies and practices for Ladybug Playschool. If you have any questions with regards to the content of this handbook, or about our program, please call us at **(587) 338-5284** or email us at **ladybugregistrar@gmail.com.**

Philosophy Statement

The philosophy of Ladybug Playschool Association is that young children learn best through play-based activities. The program is designed to meet the individual social, emotional, cognitive, and physical needs of the children. Children learn through play, and working with this philosophy, children work towards and/or master skills that give them the readiness to move on from the playschool experience with a sense of self-confidence, self-esteem, initiative, and self-direction. The teacher sets individual goals and objectives for each child. Cognitive development will be presented in an indirect fashion during circle activities, art, science, and themed activities. We believe in providing a positive, happy, secure classroom atmosphere where rules, expectations and consequences are clear; one in which the children are comfortable trying and trying again, where respect for self and others is nurtured. We appreciate and celebrate each child's uniqueness!

Ladybug Playschool Association is incorporated under the Societies Act of Alberta. We are a non-profit, parent co-operative, whereby all excess funds are put back into the Playschool. As this is a co-operative, please remember that involvement is needed from all parents/guardians to make every year a success.

Class Times & Information

Our programs are for full-time participants. Therefore, no casual or drop-in participants can be accommodated.

Playday

9:00 am – 11:15 am

Tuesday & Thursday

Playschool AM

9:00 am – 11:15 am

Monday, Wednesday, & Friday

Playschool PM

12:30 pm – 2:45 pm

Monday, Wednesday, & Friday

Pickup Times

Families who pick-up their children late; after 11:30 am and after 3:00 pm, will be charged $15 overtime per 15 minutes. We are closed for public holidays, spring break and other professional development days, following the calendar of the Edmonton Public School Board. A monthly calendar and seasonal newsletter are issued with details of events and holidays.

First Day of School

Staggered Entry

Your child's assigned start day will be provided at the Fall General Meeting (held in late August or early September). A parent must attend the Fall General Meeting for the registered child to start school. It is MANDATORY that parents stay the entire class for their child's staggered entry day. This will give the

parent an opportunity to see how the classroom is run and become familiar with the routine of the class. This will also help your child get used to their new surroundings. Parents are responsible for the supervision of their child this first day, and siblings are not permitted to attend.

Playschool AM 9:00 – 11:15 am

For the first week of school, half the class will be scheduled for Monday and the other half will be scheduled for Wednesday. The entire class will come together on Friday.

Playschool PM 12:30 – 2:45 pm

For the first week of school, half the class will be scheduled for Monday and the other half will be scheduled for Wednesday. The entire class will come together on Friday.

Playday 9:00 – 11:15 am

For the first week of school, half the class will be scheduled for Tuesday and the other half will be scheduled for Thursday. The entire class will come together in the second week of school on Tuesday.

What does my child need every day?

Please ensure your child has the following items, labeled with your child's name on the first day of school:

- 1 pair of **indoor shoes** (Velcro preferred, non-marking soles)
    - These are taken home each day
- 1 **backpack**
    - Needed for their crafts, water bottle, and change of clothes.
- 1 complete **change of clothes** (including underwear and socks)
- 1 water bottle to be brought to school **filled with water only** each day

Clothing

Your child should be dressed in suitable play clothes for every class. Students may go outdoors, so rain boots, winter boots, snow pants, mitts and toques are necessary. Parties and special events throughout the year may be geared towards certain clothing such as pajamas (Teddy Bear Picnic), hot weather attire (Luau party), or more fancy clothes (Mother's Day Tea). Notes including information regarding these parties and special events will be sent home with plenty of notice.

Parents in the Classroom

You must escort your child into the classroom every day. Class is canceled unless the required number of roster parents are present. Please do not come into the school until the teacher announces both roster parents have arrived (i.e., when the green dot is on the outside door then you may proceed inside).

Parents may help their child hang up their coat, backpack, etc. and put on indoor shoes. Please remember to use hand sanitizer and then put your child's name tag on. There is a classroom sign-in/sign-out sheet on the table that you will initial upon drop-off and pick-up. Good-byes will be at the classroom door, where the teacher will greet your child and take them into the classroom. At 9:15am or 1:15pm, the teacher will begin circle time. We know it can be difficult to say good-bye at the door, but the students becoming independent in their playschool environment is an integral step in their playschool experience.

Field Trips

The playschool program aims for a natural progression in activities for the students as they mature. Because the students in the Playday program are younger (~3 years old) and adjustment to the school setting can take a little while, the field trips for this class will start with short walking trips and in-class visitors and progress to bigger field trips.
With regards to all field trips:

- There will be **no additional charges** for field trips. All field trip costs are included in the monthly fee
- Transportation for field trips will be by walking, chartered bus, or parent drop-off
- Permission slips must be signed for each field trip
- There will be a sign-up sheet for extra parent helpers for out-of-school field trips
- Siblings are not allowed on field trips. Per provincial regulations, there are specific adult to child ratios that must be adhered to both inside and outside the classroom
- Smoking is not permitted on field trips

Meeting Attendance

Parent/guardian attendance is **required** at two general meetings (Fall and Spring) during the year and at any special emergency meetings that may be deemed necessary. If you wish to sit in on a meeting of the Executive Board, please contact the President to do so. If you wish to have time to speak at an Executive Board meeting, you must indicate the topic you wish to discuss and the amount of time you would like to have set aside for this. One week's notice is required in writing or by telephone.

Long Term Absence Policy

If you are planning to be away for an entire calendar month, please know that your child **must be in attendance for at least 1 day** in that calendar month to be eligible for the Alberta Childcare Affordability Grant and Subsidy Payment as per Government of Alberta policies. In the event of an extended absence where your child is away for an entire calendar month, parents must provide payment of the full tuition amount to hold their child's spot for that month.

Roster Duty

Vulnerable sector police information check: As of November 1, 2021, we are **required** by the government of Alberta to have a vulnerable sector police information check record for all parents who volunteer and roster inside our classroom. We must be provided with an up-to date printed copy of the clearance before the first day of class. Only those checks that have been completed in the previous 6 months will be accepted. Please note that the online application is quick and convenient. It takes from 1 to 3 business days to get results; whereas the in-person application can take up to 7 to 10 business days for your results to be received via mail. Also please note that there is a charge of $15 for the record check.

Here is the link:

https://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck

*****We will provide you with more detailed instructions prior to the start of playschool if you need assistance with the application.**

Mothers, fathers, grandparents, relatives, or nannies are welcome, provided we have a copy of their Criminal Record Check. Roster parents must arrive by **8:45 AM** for the morning classes or **12:15 PM** for the afternoon class. There will be 2 roster parents per day, per class. **Both** roster parents will be responsible for bringing a snack for all the students each day and completing the daily roster duties. The roster schedule and roster duties will be posted in the classroom, as well as emailed in advance, to every parent. The schedule will indicate what type of snack to bring (dairy, fruit, vegetable, or baked goods).

Due to Childcare Licensing Regulations (specifically playschools) set by the province of Alberta, it is not permitted for you to be a roster parent if any child or infant, other than the registered child, accompanies you to class. There are specific adult to child ratios we must adhere to. Additional child(ren) in the classroom is a violation of these regulations and could result in a written order of noncompliance or closure of the Playschool. If you arrive for roster duty with additional children, we will attempt to arrange for a replacement

roster parent and you will forfeit one of your **$50.00** deposit payments (invoiced in TUIO). If a replacement roster parent cannot be contacted, class will be canceled.

At the Fall General Meeting you will sign up for the September roster schedule. Each month, the schedule will be distributed electronically, as well as being posted in the classroom. Any change to the schedule after distribution needs to be noted on the classroom schedule.

If the days assigned to you are unsuitable, **you** must make the necessary arrangements to trade with someone else. During orientation week you will receive a class list. Please use this list to contact other parents to trade.

Roster Duties

- Arrive at least 15 minutes prior to class start time (8:45am for AM class; 12:15pm for PM class)
- Meet with teacher to determine what needs to be accomplished before and during class
- Greet and help students with "flipping their ladybug" name card on arrival
- Interact with students and encourage positive play
- Assist students with tidy up
- Assist students with hand washing prior to snack time
- Distribute snack
- Wipe tables and placemats after snack time - clean up any spills
- Make sure bathrooms are left tidy
- Vacuum carpets at the end of class and overall tidy of the classroom
- Sanitize tables and coat hooks

Procedure

- We encourage any roster parent who is unable to make their scheduled day, to switch with another parent as soon as possible. If you are unable to attend your scheduled day, please email the class list and ask if someone can cover your day.
- Once you find a replacement, please email the roster coordinator with the update, and update the schedule in the classroom, if possible.
- If a roster parent spot remains unfulfilled by 8:50am for AM classes, or 12:20pm for PM classes, a board member will call other roster families from the class to attempt to fill the spot.
- If you are running late and we have not been notified that you are on your way, we will attempt to contact you 10 minutes prior to the start of class.
- If the time to start class arrives, and we are unable to contact you and a replacement roster parent can stay - one of your **$50** Roster Deposits will be forfeit and paid to the replacement roster parent.
- If no one is available, class will be canceled.
- If you are unclear about your responsibilities, please ask an Executive Board member.
- **REMINDER:** Anyone who replaces a scheduled roster parent **MUST** have a valid criminal record check submitted.

*****It is a condition of our license that we meet the mandatory adult to child ratio for each class. Siblings and children, other than those registered, are not permitted to accompany you on your roster day.**

Snacks

Provincial Regulations require snacks to be served following the Canada Food Guide. It is important that roster parents bring snacks of the type listed to enable us to comply with the regulations. The students will drink water with their snack, except for special occasions. This encourages students to drink water and prevents our classroom from becoming sticky with juice spills.

Snack Preparation

All foods brought for snack time must be prepackaged and unopened (due to Board of Health Regulations). Always be aware of any food allergies, which will be noted on each student's placemat. NO foods are to

be prepared, baked, or cut up at home. This must all be done on the Playschool premises. If these conditions are not met, we cannot serve your snack. An alternate snack from the Playschool supplies will be provided and you will be asked to replace the supplies at your own expense. Please also keep in mind that the Playschool is a nut free zone. NO peanut butter, nuts, or nut derivatives (i.e., peanut oil) of any kind. Please check box labels for nut disclaimers.

Snack Suggestions

Dairy	Baked Goods	Vegetables	Fruit
Yogurt Cottage Cheese Cheese Sticks Yogurt Tubes or Drinks Cream Cheese on Crackers Cheese Sandwiches Babybel Cheese	Cookies Bagels Squares Muffins Granola Bars Cheese Buns Rice Cakes Pretzels Nut Free Banana Bread	Carrot Sticks Cucumber Slices Cherry Tomatoes Broccoli Cauliflower Celery Peppers Avocado	Apple Slices Bananas Grapes Mandarin Oranges Pineapple Kiwi Strawberries Fruit Cocktail Applesauce Dried Fruit Watermelon

Birthday & Holiday Celebrations:

Birthday mini cupcakes and chocolate milk will each be assigned to a roster parent for each class once a month (unless there are no birthdays in a month). These must be pre-packaged store-bought cupcakes. The teacher may also prepare a special themed snack or treat for various holidays or special occasions. These will also be pre-packaged. Although intentions are well meaning, we ask that you please do not bring any special treats for the classroom for your child's birthday or any other holiday or occasion (except if you are assigned birthday mini cupcakes or chocolate milk on your roster day).

Health and Safety

If your child has any health concerns, please make sure you inform the teacher. All known food allergies must be posted on the allergy board and on the student's placemats. The teacher will make your child's poster, which will include their picture, their specific allergen(s), their usual signs or symptoms of a reaction, and what steps need to be taken in the event of an allergic reaction.

Only emergency medications will be given to any student at the school. Parents will be required to fill out an emergency medication form to ensure the teacher is aware of all medications and dosages needed.

Sick Policy

We understand that Playschool is often one of the first social groups your child may be a part of, and with that, comes germs. Parents are encouraged to use the following guidelines to determine whether their child should attend class if they are experiencing any signs or symptoms of illness.

Safe for School

- Your child has a clear, runny nose or intermittent cough, but no other symptoms
- Your child has not had a fever for 24 hours, nor required any fever-reducing medicine during that time
- Your child has not had any gastrointestinal symptoms (i.e., vomiting or diarrhea) for at least 24 hours

- Your child experiences known respiratory symptoms due to a pre-existing condition such as allergies or asthma

Stay at Home

- Your child has a temperature of greater or equal to 38 degrees Celsius (100.4 F)
- Your child has a persistent cough
- Your child is experiencing any gastrointestinal symptoms (i.e., vomiting or diarrhea)
- Your child's eyes are pink or have discharge
- Your child has been exposed to an illness where isolation from others is recommended

Any student in attendance at Ladybug Playschool who is exhibiting symptoms of illness will be required to leave the school as soon as possible. A parent or emergency contact will be called to come and pick up the student from the school. The student experiencing symptoms will be given a mask and allowed to keep separate from other students in a quiet space within the classroom until the parent or emergency contact arrives to pick them up.

Smoking is not permitted within the Playschool, on field trips, or any place where childcare is being provided. This applies to all staff, volunteers, and guests.

Hand Hygiene

The best way to keep everyone healthy is to stay home when sick, and practice proper hand hygiene. Students will sanitize their hands before entering the classroom and regularly throughout their time in class. Every student will wash their hands prior to snack time (roster parents are there to help).

Cleaning

In addition to the cleaning duties outlined for the roster parents, the classroom will be cleaned and sanitized on a **weekly** basis by a contractor hired by the executive board. Books are the only items that will not be cleaned each week; however, they are changed each month with the monthly theme. There are plenty of wipes and sanitizing spray & cloths available in the classroom for anything that may require more frequent cleaning (e.g. coat hooks and tables). The sanitizing spray will be tested with testing strips to ensure it is an appropriate strength.

Weather Policy

If the weather is colder than -35 degrees Celsius not including windchill (based on Environment Canada's forecast), school will be canceled. In the event of an unplanned closure, an Executive Board member will email all Playschool families as soon as possible. Families who do not respond to this email will be given a phone call. An update will also be posted on the school's Facebook & Instagram page and the school voicemail will announce the closure.

Emergency & Evacuation Procedures

1. Identify the fire and alert occupants by voice.
2. The teacher takes the attendance book and stands by the exit used to evacuate the building
3. Before exiting the building, roster parents thoroughly inspect the classroom area to ensure all students have safely left the building
4. The teacher, students, and roster parents meet at the assigned outside location where attendance is taken.
5. Call Fire Department (911 or 780-496-3900) when all students are out of the building
6. In the event of a fire, an "all clear" from the fire department is required before returning to the building.
7. Call parents/guardians using the Playschool cell phone

The evacuation site is determined at the beginning of each school year and communicated to students and parents before drills take place. It is also posted in the classroom. On field trips, the teacher will carry

the signed parental permission forms of all students. They will also have the records for each student, including all parent and emergency contact information.

Social Media & Privacy

At Ladybug Playschool, we respect every child and family's right to privacy. The student registration form outlines a checklist that the parent/guardian will fill out regarding their child's privacy (e.g. whether they feel comfortable with their child's name or photo being displayed on the school's official website, etc.). We ask that all families also respect another family's wishes, and to always ask for permission for taking any photos and videos involving someone other than your own child. Please do not post any photos or videos of children other than your own on social media unless you have received permission from their parent/guardian. Please contact the executive board or teacher if you have any questions or concerns regarding your child's privacy.

Ladybug Playschool is very active on social media, where the executive board enjoys sharing announcements, crafts, classroom décor, and general information. Please note that we will never post any child's name or photo on social media.

Facebook: Ladybug Playschool

Instagram: ladybugplayschool

Supervision & Discipline

Supervision Policy

It is the responsibility of the teacher and roster parents to supervise the students both inside and outside of the classroom. The teacher will inform the roster parents how many students are in attendance for the day, and classroom doors will be closed while class is in session to keep students inside the classroom area. While walking to the church hall, or to the outdoor play space, all students will be accompanied by the teacher and roster parents. During outdoor play time, the teacher and roster parents will monitor the students within the fenced outdoor space. Child safety is promoted through direct supervision of students and the teacher will keep a frequent head count to ensure every student is accounted for.

All students will be accompanied to the bathroom, with head counts performed whenever the student(s) return. The teacher will position themselves so that they are able to always see and hear all students in the classroom. They will be at the door of the classroom at the start and end of each class to ensure that all students are signed in and out with their parent/guardian. The students will remain in the classroom with the teacher until their parent or other authorized parent has come inside to pick them up. These supervision methods meet the student's developmental needs by creating a safe environment, both inside the classroom and in the outdoor place space. Parents are encouraged to discuss any questions regarding supervision with the teacher and/or executive board members.

Discipline Policy

The process of dealing with inappropriate behavior should be adapted to different types of students and situations. Accidents and failures to consider the consequences of actions should be handled calmly and in a matter-of-fact manner. Disciplinary action should be reasonable and appropriate for the circumstances, reflecting a kind, judicious, and firm parenting approach. Physical punishment or degradation, verbal abuse, and emotional deprivation are not allowed and will not be tolerated. No staff, parent, student, or volunteer will be allowed to use any form of physical restraint, confinement, or isolation.

The students will be involved and encouraged to come up with the rules of the class during the first days of school through age-appropriate discussions and direction from the teacher. Rules will be discussed again, as needed, with the group or individual students.

Some students may be involved in special behavioural programs implemented by the teacher and parents, or in some instances, by a healthcare professional or outside agency. Please direct any concerns to your teacher.

Step-By-Step Procedure to Discipline

1. Acknowledge the problem
2. If possible, observe the situation from a distance
3. Enter the situation by verbally mentioning, "I notice there is a problem, can I help?"
4. Help the students discuss their feelings and mediate between the students. Provide suggestions on ways to communicate how they are feeling
5. If the situation continues, the students will be redirected to new play experiences
6. A student who continually causes difficulties will be spoken to on a one-to-one basis. They will be encouraged to think of words to use to express their feelings
7. "Time away" is used when the student is approached again. They are asked to think about why they have been moved away, and again encouraged to think of words to express their feelings
8. At this point, if the student has not responded and the class has been disturbed, their parent/guardian will be called to remove the student from the class for the day
9. If this occurs, the parents will be asked to meet with the teacher and selected executive board members

Please note: There is zero tolerance for any physical abuse of the teacher. Hitting, kicking, punching, etc. is unacceptable behaviour. The parent/guardian of the student will be notified of the incident as soon as possible.

Fee Summary

Ladybug Playschool uses TUIO to register students and for parents to pay Tuition and Deposit Fees. Payments made through TUIO can be via Credit Card, with an additional Credit Card fee of $0.75+ 3.5%, or via Direct Withdrawal from a bank account, with no additional fee. All Invoices in TUIO must be approved prior to the child attending the playschool.

Our playschool participates in the Affordability Grant program offered by the Government of Alberta. See Handbook Appendix A for up to date details on how this affects tuition.

*See **Long Term Absence Policy** regarding payment implications.

Fees

Registration Fee: $50

- Due at the time of registration (TUIO)
- This is non-refundable

Photography and Scrapbooking: $25

- Due at the time of registration (TUIO)
- Used to cover the cost of photos of the students during class activities and field trips
- Each student will receive a scrapbook at the end of the year
- Does not include class/individual portraits taken by an outside company (i.e., School Picture Day)

Tuition (without Affordability Grant - see Appendix A for up to date pricing adjustments)

- Playday - $1,400 (2 Days per Week)
- Playschool - $1,600 (3 Days per Week)

  Three tuition payment options:
  - One **Annual** fee ($50/year discount)
    - Invoice will process through TUIO: September 1
  - **Bi-Annual** fee ($50/ year discount) two invoices of:
    - September to December
      - Invoice will process through TUIO: September 1
    - January to June
      - Invoice will process through TUIO: January 1
  - **Monthly** fee 10 months - September to June
    - Invoices will process through TUIO on the 1st of every month

The Playschool requires the following deposit invoices through TUIO:

- Roster Deposit *(See "**Roster Duties, Procedure**" section of the manual for more information)*
  - TWO invoices $50 each
- Fundraising Deposit *(See "**Fundraiser**" section of the manual for more information)*
  - ONE invoice $300
  - If you have more than one child attending Ladybug Playschool, the second child is $200

NSF Payment Return

In the event an invoice in TUIO does not process due to insufficient funds, you will be charged the value of the invoice, plus a **$30.00** service charge.

Refunds and Withdrawals

One month's written (email) notice is required for any student withdrawal. There will be no refunds for partial months. Failure to provide this notice may result in the process of tuition payment for the next month's fees. If you are withdrawing your child prior to the fall meeting, an email must be sent to the registrar informing them **before August 18.**

The Ladybug Playschool Association Executive Board reserves the right to request the withdrawal of any student whose behavior, maturity, or toilet habits are inappropriate for the classroom.

The Ladybug Playschool Association Executive Board reserves the right to request your withdrawal from the Playschool if you fail to attend, or are late without notice, for two roster duty days.

Fundraising

Fundraising is **mandatory** for all Ladybug Playschool Association members, as we rely on fundraising to enhance programming choices, and to **supplement operating costs** (e.g., craft supplies, field trips, special occasion parties, professional cleaning, etc.). Each year, the Executive Board (which is made up of a group of volunteer parents) will develop a fundraising plan for the school. This plan will be communicated to families, including the participation expectations of each family, at the Fall General Meeting (typically held in late August or early September). New and creative fundraising ideas, as well as feedback from families, are very welcome.

At the beginning of the school year, each student's family is asked to approve an invoice through TUIO for $300 per registered student. The invoice will be processed at that amount on June 1, or after the Casino.

Each family is expected to raise $300 ($200 for a second registered student) during the year via participation in the playschool's fundraising plan. If the family is unable to fulfill the fundraising commitment or chooses to "opt-out" of this obligation, the invoice will be processed immediately in TUIO. If the family raises part of the fundraising commitment, they will receive a partial discount after the last fundraiser for the amount that they raised. If a family raises the full $300, or exceeds that amount, a full discount will be provided, and the invoice will not be processed.

Example: Throughout the year, a family raises $100 total during all the fundraisers. They will receive a discount of $100 on their $300 invoice. The invoice will process through TUIO at $200 on June 1 to make up the difference.

If a family enrolls part way through the year, the fundraising obligation is still $300 unless registration occurs after the last fundraiser has already ended. In the event of withdrawal from the Ladybug Playschool program, unless it is before the first fundraiser has started, you are still responsible for your $300 commitment.

Casino Fundraisers

If the school is granted a Casino fundraiser by the AGLC, the "opt-out" option will not be allowed, as the school requires all families to participate in this single fundraising event for the year. If a family fails to fulfill their Casino shift requirement for any reason, their fundraising invoice of $300 will be processed. In the event of a Casino year, the TUIO invoice will be dated after the end of the Casino.

Executive Board & Other Roles

Executive Board

The Executive Board is an integral part of Ladybug Playschool Association. Ladybug Playschool **cannot** run without a full Executive Board at all times. The Executive Board handles all processes of operations for Ladybug Playschool and works closely with the teacher(s). Members are voted in annually at the Spring Meeting and meet monthly. The positions are as follows:

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- Roster Coordinator
- Fundraising Coordinator

Teacher Helpers

This group of parents helps with various duties including making play dough, craft preparation, taking class pictures and any additional help the teacher may need.

Scholastic Book Representative

This person oversees distributing monthly book order flyers, receiving, and organizing monthly book orders, ordering books from Scholastic Books and distributing books when they arrive.

Social Committee

This group assists with all social functions and special events, and with aiding the Executive Board member(s) responsible for fundraising. Examples of duties may include Parent Night Out (silent auction, 50/50, ticket sellers, door ticket takers, set up), Mother's Day Tea, Pumpkin Carving night, Gingerbread House Decorating, Year End Carnival etc.

Substitute Teacher

The Executive Board will attempt to secure a substitute teacher that meets the same qualifications as expected of a contracted playschool teacher. The substitute teacher will follow the teacher's daily plan and abide by the parent handbook and the playschool regulations and bylaws. If for any reason you are not comfortable with leaving your child in this setting, it is your right to choose for your child not to attend school that day.

Student Teacher

One of the benefits of having a highly qualified and experienced teacher at Ladybug Playschool is the opportunity to host student teachers. You will receive written notice when a student teacher will be present at the school. Included with this note is a brief background of the incoming student teacher, and if necessary, information relating to any changes in upcoming events and activities.

****Please note: This Parent Handbook is subject to change at any time deemed necessary by the Ladybug Playschool Executive Board. Please direct any questions or concerns regarding this Handbook to the Executive Board.*

APPENDIX A

Affordability Grant

The Affordability Grant is a program offered by the Government of Alberta. The agreement is signed yearly in April, and is subject to change at that (or any) time.

Currently, the grant offers the following:
$100 per child, per month

Our playschool runs for 10 months, so your child is eligible for $1000 of coverage of tuition per school year.

Affordability Grant Tuition adjustments are as follows:.

Playday - $1,400 reduces to **$400 (2 Days per Week)**

- Three payment options:
    - One **Annual** fee of $350 ($50 discount) for entire school year
        - Invoice will process through TUIO: September 1
    - **Bi-Annual** fee ($50 discount) two invoices of:
        - $150 (September to December)
            - Invoice will process through TUIO: September 1
        - $200 (January to June)
            - Invoice will process through TUIO: January 1
    - **Monthly** fee of $40 per month (10 months - September to June)
        - Invoices will process through TUIO on the 1st of every month

Playschool - $1,600 reduces to **$600 (3 Days per Week)**

- Three payment options:
    - One **Annual** fee of $550 ($50 discount) for entire school year
        - Invoice will process through TUIO: September 1
    - **Bi-Annual** fee ($50 discount) two invoices of:
        - $250 (September to December)
            - Invoice will process through TUIO: September 1
        - $300 (January to June)
            - Invoice will process through TUIO: January 1
    - **Monthly** fee of $60 per month (10 months - September to June)
        - Invoices will process through TUIO on the 1st of every month