



Mother Teresa Cooperative Preschool Ltd.

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2023-24 Preschool Policy Information

Mother Teresa Preschool is a parent-run cooperative, established to meet the needs of preschool age children in the Silverspring area and surrounding communities.

Our Mission is to provide a safe and fun environment in which the children flourish spiritually, intellectually, emotionally, and socially.

Mother Teresa Cooperative Preschool operates as a co-operative in accordance with the regulations of the Department of Co-operative Development and The Co-operatives Act, 1996. Mother Teresa Cooperative Preschool Ltd. is an organization that is operated and maintained by a Board of parent members.

Eligibility

Children must be three years of age by October 31, 2023 or four years of age by January 31, 2024. Children must be fully toilet trained and mostly free from accidents. It is also encouraged for parents to have their children's immunizations up to date.

Enrollment

For the 2023-24 school year, class size will be limited to 15 students per session. Admission will be based on the order in which registration forms and fees are received. Children are not enrolled until all cheques or an email transfer have been received. Waiting lists will be maintained throughout the year. The Board of Directors reserves the right to cancel any session.

Fees

Co-operative Membership – Each family will pay a one-time co-operative membership fee of \$1.00 upon registration. Members are encouraged to participate at annual meetings. Each membership carries one vote.

Registration – A \$50.00 non-refundable annual registration fee is required per child.

Monthly Session Fees – Session fees are to be paid in one of two ways (cash or credit not accepted):

- 1) One tuition payment in full, e-transfer to motherteresapreschool@outlook.com or cheque payable to Mother Teresa Cooperative Preschool Ltd. dated September 1, 2023
- 2) Eight post-dated cheques for the 1st day of every month, September 2023 to April 2024 (*September cheque is for first and last month's tuition). Monthly payments by e-transfer are not accepted.

Fundraising

The preschool relies on annual fundraising to provide the students extra opportunities for class field trips and activities, as well as assisting in keeping the session fees affordable. One or more fundraisers may be held during the preschool year, which will be decided at the first board meeting. As part of preschool registration, a \$100.00 post-dated cheque is collected as a fundraising deposit. If a family participates in the fundraising event(s) for the year, the cheque will be returned. If a family does not participate, the cheque will be cashed in April 2024.

Toy Washes

In order to keep our preschool clean and safe we schedule toy washes throughout the year. We are a cooperative preschool; therefore, every family is expected to participate in at least one toy wash. As part of preschool registration, a \$100.00 post-dated cheque is collected as a toy wash deposit. The organizer will schedule the toy washes and put a call-out for volunteers for each toy wash. The deposit cheque will be returned if the family participates in one toy wash during the preschool year, otherwise the cheque will be cashed in April 2024.

Parent Helpers

On a rotating basis, all parents will be scheduled as classroom helpers. This is a great opportunity to see how your child spends their time at preschool and to get to know their classmates. If you are unable to work your scheduled day, a trusted relative with whom your child is comfortable can take your place, or you can contact other parents in your session to try and trade days. It is not the Room Parents' or Teacher's responsibility to reschedule your date. Also, please note that ***siblings are not permitted*** to accompany you on your helper days as they are not covered by our insurance. Attendance on parent helper days and participation in classroom maintenance is mandatory.

Criminal Record Check

École St. Mother Teresa School requires all parent helpers in the classroom to complete a criminal record/vulnerable sector check. Students may have multiple individuals who come as their parent helper (parents, grandparents, childcare providers, etc.), each will need their own valid criminal record/vulnerable sector check. A signed letter will be provided to take to your local police station when you go for your criminal record check. It states that the criminal record/vulnerable sector check is for a volunteer position and waives the \$75 fee. More information about how to apply in-person can be found at the following link: <https://saskatoonpolice.ca/recordcheck/>

Room Parents

Each session has a designated room parent who helps coordinate activities specific to their class (special events, etc). They also prepare the monthly parent helper schedule. Room parents are required to attend board meetings as members.

Common Dismissal Days

We will have preschool on all common dismissal days (when École St. Mother Teresa School is not in session). There may be some exceptions. Please see the monthly calendars sent out by the room parents as well as the monthly newsletters.

Children's Safety

Your child's safety is of prime importance to us. You are responsible for your child's safe conduct to and from school. Your child must not arrive more than 10 minutes prior to class and must be picked up immediately after class. Students will be released only to individuals authorized by parents in writing.

Snack

Children are to be sent with a small, nutritious snack (ie. fruit, raw vegetable, cheese and crackers) that can be eaten in 10 minutes. Do not send candy or gum. On special occasions, treats will be permitted. Children must bring their own drink container. Water is available if required. Please do not send juice boxes or pop.

For the safety of all students in the school building, our preschool is a NUT-FREE zone.

Illnesses/COVID-19

Please do not bring your child to preschool if they are showing signs of illness. Review the preschool's current COVID-19 protocols here: [COVID-19 Protocols](#)

Withdrawal

One full month's written/emailed notice must be dated and given on or before the first of the month for the withdrawal of a child from the preschool. For a full refund of tuition (minus the membership and registration fee), notification must be given before August 1, 2023. The Preschool Board reserves the right to request a child's withdrawal. Non-payment of fees and failure to work scheduled days may be grounds for withdrawal.

- If a family withdraws from the preschool following the completion of the fundraiser, and they did not participate, the fundraising cheque will be kept for deposit in April 2024.
- If a family withdraws from the preschool following the first scheduled toy wash, and they did not participate, the toy wash cheque will be kept for deposit in April 2024.

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