

PARENT MANUAL

2020-2021

**LA PETITE ECOLE DE LEGAL
C.P.28, 5111 46^E rue
LEGAL, AB T0G 1L0
(située à l'école Citadelle)
Tél. : 780-961-3557**

**Site Web : <https://petiteecole.centrenord.ab.ca>
Courriel/Email: petiteecole@centrenord.ab.ca**

PARENT MANUAL

Bienvenue and Welcome to our Francophone preschool – **La Petite École!** The gift of two languages you are giving your child is something he/she will benefit from for his/her whole life.

This manual is the abbreviated version of the French « Manuel des Parents ». It will contain the basic information you will need but please take the time to review (with the French speaking parent of the family) the French version as it contains more important details.

Our preschool, **La Petite École**, is licensed every year by Alberta Children & Youth Services and must adhere to the Child Care Licensing Act for preschools. We accept 3 to 4-year olds in our stimulating francophone preschool. Our teacher must have a first aid certificate specific to child care and must complete many workshops during the year through our partner, la Fédération des parents francophone de l'Alberta (the Francophone Parents Association of Alberta).

Please note, most of our correspondence throughout the year will be in French. We hope you do not view this as an inconvenience but as an opportunity to learn!

QUALIFICATIONS

In order to qualify and benefit from our preschool program, the child must have at least one of their parents who adhere to the conditions as cited in Article 23 of the Canadian Charter of Rights and Freedoms:

- ~ Whose first language learned and still understood is that of the French linguistic minority population of the province in which they reside, or
- ~ Who have received their primary school instruction in Canada in French and reside in a province where the language in which they received that instruction is the language of the French linguistic minority population of the province
- ~ Citizens of Canada of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

PARENT PARTICIPATION

We are our children's first educator. We hope that you will be able to participate in and outside the classroom during the year; it shows your child your support. Participation takes a few forms at **La Petite École**:

1. In the classroom:
 - a. Sharing your talents with the children
2. Field Trips:
 - a. Accompanying field trips
 - b. Signing permission forms
3. At home:
 - a. Having positive conversations about school and about the French language
 - b. Using French words with your child, make it fun
4. Parent council:
 - a. Being part of the parent council
 - b. Planning and/or participating in preschool fundraisers

REGISTRATION

1. **La Petite École** preschool accepts children who are ages 3 or 4 and are either Francophone or are eligible based on Article 23 or the Canadian Charter of Rights and Freedoms.
2. A registration form and the health form must be signed and completed.
3. A meeting with the parents may be part of your registration procedure.
4. All children must be potty trained.
5. Registrations are accepted throughout the year as space permits.

PAYMENT / FEES

1. The registration fee of \$50 per child is due in order to register your child. A cheque post-dated to September 1st of the school year is acceptable.

2. The post-dated cheques are payable to “**La Petite École**”. We also require the monthly post-dated cheques to be submitted by the first class in September.

Payment option	Date of cheques	3 classes per week
Monthly	1st of the month (September to June)	\$120 / month
Payment option	Date of cheques	2 classes per week
Monthly	1st of the month (September to June)	\$90 / month
Payment option	Date of cheques	1 classe per week
Monthly	1st of the month (September to June)	\$60 / month

3. Participation cheque: A cheque of \$200 will be required, post dated for September 1st of the current school year. This cheque will only be cashed at the end of the year if families do not meet the participation requirements throughout the year.

Participation Requirements
Annual parent meeting
2 fundraising events
Make playdough 1-2 times throughout the school year

4. Parents must submit all cheques and all registration forms in order for their child to be enrolled in la prématernelle **La Petite École**.
5. **All monthly fees are due throughout the year even if your child is absent for reasons like illness or vacations. No refunds for missed days.**

SCHEDULE

Francophone & Francisation	Hours of Operation Tuesday, Wednesday, Thursday
3 years old	8:45am – 11:15am *May change dependant on numbers of children*
4 years old	12 :30pm – 3 :00pm *May change dependant on numbers of children*

CALENDAR YEAR

La Petite École will start on the second Tuesday of September, in the basement of École Citadelle. Classes typically finish in June. A calendar will be issued at the beginning of the year outlining more details. If we need to cancel a class during the year, it will be rescheduled at a later date in the month or at the end of the year.

Comments or/and suggestions

If you have any suggestions or comments about preschool, you can speak to either the educator or one of the board members.

We ask that you please sign this document in the presence of the educator or a member of the board of directors who indicates that you have received and read this manual.
THANK YOU.

Parent's signature

La Petite école signature

Dated

Bienvenue to **La Petite École** of Legal & have a great year!