

Emergency Contacts

Name: _____

Phone Home: _____ Cell: _____ Work: _____

Name: _____

Phone Home: _____ Cell: _____ Work: _____

Persons Authorized to Pick Up Child

In addition to the people listed above the following people are permitted to pick up my child:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Previous Preschool

Did your child go to a previous Preschool? Yes No

If so, what is the name of the preschool? _____

Has your child received Special Education Programming? Yes No

Special Needs Designation (if applicable): _____

Date of Diagnosis: _____

Health

Family Doctor _____ Phone _____

Health Card Number _____

Are your child's immunizations up-to-date? Yes No

A copy of my child's immunization record is included: Yes No

A copy of your child's immunization record must be submitted. These can be attained from the Health Unit.

Does your child have any medical history or condition that staff need to be aware of? Yes No

Details: _____

Does your child have any allergies that staff need to be aware of? Yes No

Allergies: _____

Reaction: _____

Has your child ever had a life threatening allergic reaction or carry an epi-pen? Yes No

Fees

Monthly Preschool/Pre-K Fees for the 2023/2024 School Year

2 spots per week	\$180/month
1 spot per week	\$90/month

Policies & Procedures	<p>Please refer to the FAMILY HANDBOOK and familiarize yourself with Notre Dame Preschool/Pre-K Policies and Procedures.</p> <p>I have read and accept the policies and procedures outlined in the Family Handbook.</p> <p>Signature: _____</p> <p>Date: _____</p>
Other Permissions	<ul style="list-style-type: none"> • I hereby give permission for program staff to apply and/or re-apply Sunscreen brand 30 SFP sunscreen when required <input type="checkbox"/> Yes <input type="checkbox"/> No • I understand that in case of accident or illness, if a parent or guardian cannot be reached, Notre Dame Preschool will phone an ambulance and a staff member will accompany your child to the hospital. I give my authorization for emergency health services. <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No • I accept all responsibility for payment of all accounts rendered to my family. <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Signature _____ Date _____</p>

This registration form will be considered by the admission committee.

For Notre Dame Use Only:

Date of Enrollment: _____

Date the child stops attending: _____

Document Checklist:

- Copy of immunization records**
- Copy of birth certificate**
- Copy of health care card**
- Copy of fee option form**
- Volunteer application form**
- Permission to administer medication (if applicable)**
- Legal Documents (i.e. court documents)**
- Signed PIPA form**



**NOTRE DAME
PRE-SCHOOL/PRE-KINDERGARTEN
PROGRAM**

925-104th Ave. Dawson Creek, BC, V1G 2H8

Phone: 250-782-4923 Fax: 250-782-4388

www.notredameschool.ca

notredame@cispj.ca



Consent Form for the Personal Information Protection Act

as per the Personal Information Privacy Policy for Parents and Students of Notre Dame School

What is Student Personal Information?

A student's personal information includes: their name, birthdate, address, telephone number, email address, personal education number, educational information, art work, and anything that identifies the individual, including photographs or video footage. Student photos may be collected and used without consent for purposes necessary to school operations (e.g., for student identification purposes).

The **Personal Information Protection Act** (British Columbia) is in effect for all independent schools. To ensure that we comply with the legislation, and your wishes as parents/guardians, we ask that you read the following information carefully.

The legislation states that all photographs, names, or anything else that identifies an individual or an individual's personal information, is protected.

From time to time your child's name and/or photograph may be used in a school newsletter, yearbook or other school publication, or media coverage concerning school events.

Registration Information:

Information provided at the time your child was registered at school was collected under the authority of the Independent School Act. This data is used for educational program purposes and, when required, may be provided to health services, social services and other support services. If a student moves to another school, student records are requested by that school. It shall be the understanding that our school administration has permission to pass on this information to the student's new school.

Media Coverage:

It is possible that there will be media coverage of a school event. This coverage could include your child's photo (or video), name and comments being part of a broadcast, publication or newsletter.

Parent Support Group:

From time to time, the Parent Support Group may wish to contact parents. To assist, the school will provide the PSG with a list of parents/guardians, email addresses, along with the names and grade levels of students.



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P.I.P.A – Personal Information Privacy Act Permission Form – Notre Dame School

1. I consent to having Notre Dame School collect personal information that may include student information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and email address, behavioural, academic and health information, report cards, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration.

I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Notre Dame School (1) for the purpose of establishing, maintaining, and terminating the student's or parent's relationship with Notre Dame School, (2) for Additional purposes identified when or before personal information is collected, and (3) as otherwise provided in Notre Dame School's Personal Information Privacy Policy, a copy of which is available on request. I also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of Notre Dame School.

**This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency.
For more information, the Privacy Officer for Notre Dame School is Colleen Richard (250-782-4923)**

Student Name: _____ Parent Signature: _____ Date: _____
(Student Name – Please PRINT)

2. I consent to having my child's name and/or photo to be used in any school publications including the yearbook, newsletters, website and school facebook.

Student Name: _____ Parent Signature: _____ Date: _____
(Student Name – Please PRINT)

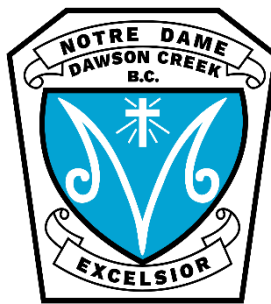
3. I acknowledge my child to be include in any media coverage of a school event, including radio, television, newspaper and advertising.

Student Name: _____ Parent Signature: _____ Date: _____
(Student Name – Please PRINT)

Notre Dame Pre -School/Pre-K Handbook

2023-24

*Monday & Tuesday,
Wednesday & Thursdays:
Morning and afternoon classes
8:30am-11:30/12:30 -3:30*



925 – 104th Ave
Dawson Creek, BC
V1G 2H8
Phone: 250-782-4923
Fax: 250-782-4388

*This Handbook contains basic information about Notre Dame Preschool/Pre-K Program.
If you have a concern or question that is not addressed by this publication, please contact the
Preschool ECE Instructor at 250-782-4923.*



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Notre Dame School
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INTRODUCTION

June 26, 2023

Dear Parents and Guardians,

Welcome to Notre Dame Preschool/Pre-Kindergarten Program!

We at Notre Dame are pleased to contribute to your child/ren education. We aim to provide opportunities for them to grow and develop in all aspects of their lives, especially spiritually, academically, and emotionally. In addition, we strive to prepare students to think critically about the world, and find their way as constructive, creative members of society. Notre Dame Staff is blessed and privileged to contribute to this inspiring, significant task. We look forward to working with you to provide a safe environment for which your child can learn and play.

This Handbook is intended to be a reference that will introduce you to our preschool policies, procedures and the daily activities.

If you have any other questions about the School or its programs, please feel free to contact me.

Your Partner in Education,

Colleen Richard
Principal, Notre Dame School
250 782 4923
crichard@cispq.ca



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CATHOLIC INDEPENDENT SCHOOLS, DIOCESE OF PRINCE GEORGE

Notre Dame School is one of eight Catholic Independent Schools in the Diocese of Prince George. Catholic Independent Schools, Diocese of Prince George (CISPG) comprises the northern half of British Columbia and includes Catholic schools located in the communities of Prince Rupert, Terrace, Kitimat, Smithers, Prince George and Dawson Creek - a geographic span of 1200 kilometres. The CISPG community acknowledges, respects, and honours the following traditional territories in which they work and learn: the Lheidli T'enneh First Nation in Prince George; the Tsimshian Nation in Prince Rupert and Terrace; the Haisla Nation in Kitimat; the Wet'suwe'ten Nation in Smithers; and the West Moberly and Saulneau First Nations in Dawson Creek.

CISPG Purpose/Mission

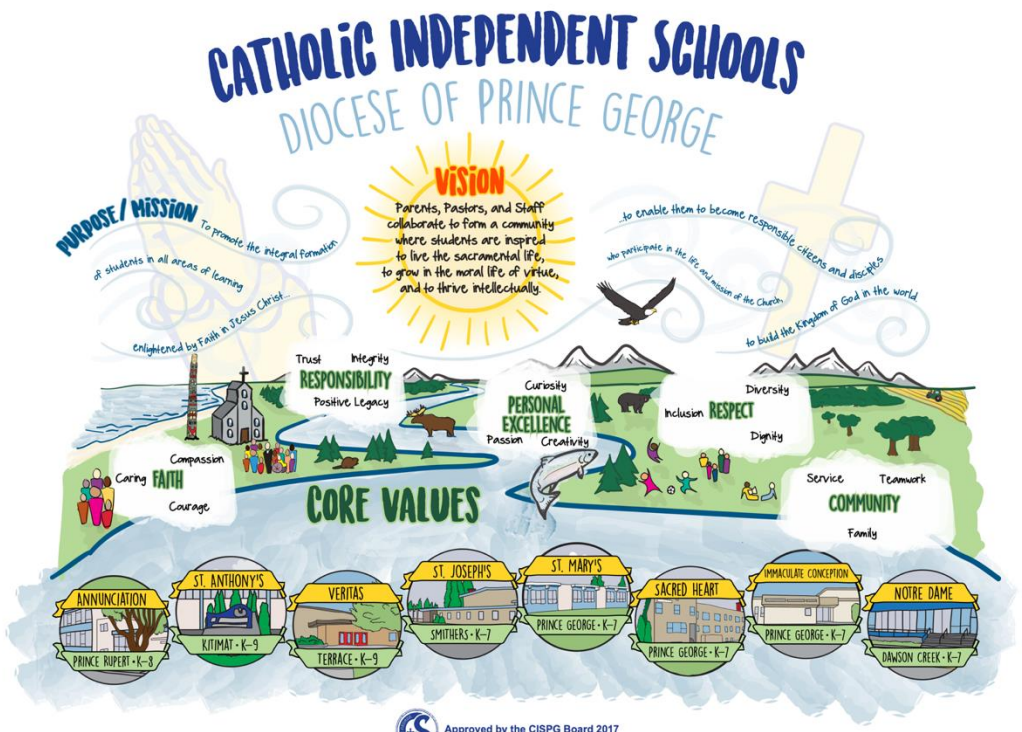
To promote the integral formation of students in all areas of learning enlightened by Faith in Jesus Christ to enable them to become responsible citizens and disciples who participate in the life and mission of the church to build the Kingdom of God in the world.

CISPG Vision

Parents, Pastors, and Staff collaborate to form a community where students are inspired to live the sacramental life, to grow in the moral life of virtue, and to thrive intellectually.

CISPG Values

- **Faith:** caring, compassion, courage
- **Responsibility:** trust, integrity, positive legacy
- **Personal Excellence:** passion, curiosity, creativity
- **Respect:** inclusion, diversity, dignity
- **Community:** service, teamwork, family



Approved by the CISPG Board 2017



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NOTRE DAME PRE-SCHOOL/Pre-Kindergarten

Program Philosophy

The philosophy of the Preschool/Pre-Kindergarten Program is that children learn best through play and in an atmosphere of enthusiasm and fun. We provide a balance of child-centred activities and structured curriculum throughout the year in an environment rich in experiences that promote positive physical, emotional, social, and cognitive development.

Of course, the most powerful form of exploration is PLAY. Young children learn best when encouraged to move freely and explore in a safe, age-appropriate setting. There will be many opportunities to freely explore a planned learning environment. Each child's feelings and uniqueness will be respected.

We strive to keep a comfortable physical environment and provide children with fun and exciting learning experiences. Providing a child-centred curriculum based on the children's interests allows them to feel satisfied with what they know and excited to learn more about their world. Various toys, materials and activities are provided daily to foster growth in all developmental areas.

Our Preschool/Pre-Kindergarten Program is downstairs of the Notre Dame school and maintains an open-door policy. This means parents and designated adults will have access to their children throughout the day. We ask that you contact the school office before visiting the Preschool/ Pre-K class or remove your child for the day.

Children will be encouraged to pursue their interests; problem solve and develop independence. The central focus of the Preschool/ Pre-Kindergarten Program will be to build self-esteem and respect for self and others.

Preschool/Pre-Kindergarten Days and Hours of Operation

Notre Dame's Preschool/Pre-Kindergarten has classes:

Monday & Tuesday

Morning classes: 8:30am – 11:30am
Afternoon classes: 12:30 pm -3:30 pm

Wednesday & Thursday

Morning classes: 8:30am – 11:30am
Afternoon classes: 12:30 pm -3:30 pm



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NOTRE DAME PRESCHOOL/Pre-Kindergarten Family Policies & Procedures

Preschool/Pre-K Fees & Repayment Agreement Policy

Monthly Preschool Fees for the 2023/2024 School Year

2 spots per week	\$180/month
1 spot per week	\$90/month

Notre Dame, Preschool/Pre-K Program has the following options for payment of fees for the 2023/2024 school year:

- 1) Lump sum payment by September 15, 2023 (via cash or cheque)
- 2) Cash payments on the 15 and 30th of each month
- 3) Pre-authorized Debit payments on the 15th and 30th of each month
- 4) Cheque payments on the 15th and 30th of each month
- 5) Debt payments on the 15th and 30th of each month
- 6) Interac E-transfer on the 15th and the 30th of each month via ndsaccounting@cispg.ca

If paying by cheque (either post-dated or current), please note that a **\$25.00 NSF charge** will apply for bank-returned payments.

If other persons are responsible for fees for your child(ren), please notify the school office so we can send them a copy of the fee letter and the payment form. In addition, copies of any court documentation/letters outlining shared fees must be provided to the School.

We ask that you please **return the following to the school office - attention Mr. Caguitla** – Notre Dame School Bookkeeper:

- One completed copy of the payment options form (the other copy is for your records)
- The Financial Commitment letter with the **declaration is signed at the bottom of the page.**

Payment for Preschool/Pre-K Program services is due after receipt of the bill on the 15th or 30th of each month or in one lump sum. An invoice will be mailed to each family at the end of each month. Payment may be made through the school office by e-transfer, cheque, cash or credit card.

Parents/guardians will be charged for all the days their child is scheduled to attend, even if their child misses a day or is sick due to budgeting and staffing. Unless parents/guardians notify the School, in writing, 30 days in advance that their child will be away for a while. Upon written notice, parents/guardians will not be charged for missed days if the School can fill the space.



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Late Payment Policy

All payments are due on the 1st of the month. There will be a seven-day, one-week grace period. A \$25.00 late payment fee will be added to your account if payment is not received after that grace period. After two weeks, if no payment arrangements have been made, you forfeit your spot until the invoice is paid in full. We do not want to see anyone lose their spot because of non-payment, so please get in touch with us if payment is going to be late. This policy avoids accounts accumulating a large balance because of late payments or people deciding to leave without paying for multiple months.

The subsidy is welcomed as long as a letter of approval is obtained before the child attends. No refunds are given unless the parent provides two weeks' written notice when withdrawing a child from Notre Dame's Preschool- Pre-Kindergarten School Program. If there are problems or concerns with the child or family and the staff have tried but cannot rectify the situation, then two weeks' written notice will be given to the family of termination of services. For example, this could include unacceptable behaviour of the child or family or non-payment of fees. You will not be refunded if the notice is given within the last two weeks of the month.

Rate Changes

Parents/guardians will be given as much notice as possible of any rate changes.

Policies and Procedures

Arrival and Departure

Drop off and Pick up Times

Please **drop off and pick up** your child from class at the correct times, no earlier or later.

- Our **drop-off times** will be **8:30 am and 12:30 pm**.
- We cannot accommodate early drop-offs because we need that time to prepare for the day.
- Our **pick-up times** will be **11:30 am and 3:30 pm**.
- If you are late picking up your child, a \$15.00 late pick-up fee will be added to your account. If you are late, we will need a staff member to be with your child until you arrive, which will help cover staff supervision. Please get in touch with us if you will be late so that we can prepare your child to stay longer than their friends.
- Please remember that staff work certain hours and have other activities they must attend at closing. Please respect this and pick up your child on time.

Release of Children

Only authorized persons on the child's registration form filled out by the parents/guardians can pick up the child.



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Please inform the staff member if an unauthorized person will be picking up/dropping off the child, as that person will need to show photo identification to the licensee before taking the child home.

In situations when an individual who appears to be incapable of providing safe care or is "not permitted access to a child" attempts to remove a child in care from the facility, the staff member is obligated to consider the health and safety of all involved including the other children in care, staff and him/herself.

For an individual who appears incapable of providing safe care, the staff member will offer to call a friend or relative for pick up. If the licensee/staff member believes a child to be at risk, a report should be made to the Ministry of Children and Family Development. If an individual chooses to drive a vehicle while impaired, staff will report this to the police.

If the child is not picked up after 30 minutes of the Preschool/ Pre-K Program closing and every attempt to reach someone listed on the registration form has failed, we are required by law to notify the Ministry of Children and Families.

Parent/Guardian Volunteers and Visitors

We welcome all parents to help in the classroom if they would like. Please remember to find alternate care for other siblings during this time.

A volunteer application and a criminal record check are mandatory for all volunteers. This must be completed before any volunteering can occur. Please see the school office for the necessary paperwork, and thank you in advance for your willingness to volunteer.

Visitors may also come to the Preschool for a variety of reasons. Parents will be notified of these occurrences as soon as possible. These people will not be alone with the children at any time. A sign-in/out sheet needs to be completed when entering and exiting the school premises.

Daily Schedule

The daily program is designed to support the healthy development of young children by:

- Building strength, perseverance and good habits
- Developing social awareness and sensitivity
- Awakenning a lifelong enthusiasm for learning and work

Although we follow a daily schedule, the daily programs will have some flexibility within that schedule according to the needs of the children. Your child's day will include but not be limited to activities such as story time, circle time, arts/crafts, gross motor, fine motor, science, dramatic play, etc. Newsletters will be posted monthly, sharing our explorations and plans!

During this time, children will:

- Participate in teacher-planned centers



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- Evolve their own activities in the learning centers
- Participate in group activities

Learning Centers include:

- Art (time for creative expression)
- Block Area (constructive and imaginative play)
- Small Manipulatives (cognitive and constructive play)
- Books (language development) and quiet area!
- Housekeeping (social & dramatic play)
- Math & Science (time to develop senses and curiosity)
- Sensory Table (social skills, open end learning)

Circle time:

- A time for language development, songs, stories, games, fingerplays and discussion.

Gym/Outdoor time:

- Allows children time to run, jump, climb and balance. This will enable children to discover what their bodies can do and develop their large muscles.

Nutrition Policy

Our goal at Notre Dame Preschool is to promote good health and nutrition. We encourage the children to eat healthy snacks first and treats last (e.g., a sandwich first, then a cookie).

Families are to send their children with their own snacks. To encourage healthy eating habits, please send only healthy snacks like fruit, vegetables, cheese or yogurt. Please save cookies and other baked goods for special parties or events as they occur throughout the year.

We respect the parent's decision about what food their child can eat but must discourage candy, gum, and pop.

The children will wash their hands before and after eating snacks. They will be given time to eat and drink at their own pace and direction to always sit down while consuming food.

Snack times will be a calm and pleasant experience, focusing on the social interaction between children and staff. Staff will participate in snack time by sitting with the children and modelling healthy eating, cooperation, and pleasant conversation.



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Children are encouraged to bring a water bottle. There is water from a tap within the classroom which can be provided in a cup should a water bottle be forgotten.

At Notre Dame Preschool, food and drink will not be given as a reward or punishment to comfort children.

Active Play & Screen Time Policy

Various indoor and outdoor activities will be planned for at least 30 minutes to encourage active play and help develop gross motor skills. Children will play outside daily except during inclement weather.

As we know, Dawson Creek weather can be extremely frigid when winter arrives. Our policy states **that the children will be kept inside when the temperature hits -20°C** . Please dress your child accordingly. Dressing in layers is helpful on those days that might start cold and warm up. Have your child bring a sweater, jacket, snow pants, mittens and toques during winter. Being prepared for the changing temperatures ensures your children are appropriately dressed for the weather and can enjoy the outside.

Programs where children attend for 3hrs or less do not include screen time activities in the daily routine. At Notre Dame Preschool, no screens will be incorporated into the program (this includes T.V., iPad, smartphones and computers). During preschool hours, the teacher will use a smartphone to take pictures of the children for wall display only. Texting and personal calls will wait until breaks or the end of the day (unless it is considered an emergency or a call to a parent).

Additional Play Areas Policy

In addition to the classroom in the School, our children will use other school facilities when scheduled. The gym, library and primary playground will be available to the teacher and students. These opportunities will be scheduled when the rest of the School is not using these and will be supervised appropriately.

The neighbourhood may have occasional outings, such as a nature walk. In these cases, additional staff will be included to supervise.

Guidance and Discipline Policy

We believe in positive reinforcement and encouragement and stress throughout the year that we are all friends. Each child is seen as unique, and the Preschool/Pre-K teacher is aware of the effect of developmental stages on behaviour. Our goal is to encourage the process of socialization and developing relationships with and among the children.



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Each child will be encouraged and supported to develop positive relationships and learn social skills. Our goal is to provide a safe and healthy learning environment for each child to feel secure. Your children are always supervised to ensure their safety and be there to solve problems and mediate.

Teaching and modelling clear, consistent limits and expectations and allowing plenty of time to practice can prevent many challenging behaviours.

The following intervention strategies will be used to ensure guidance is supportive:

- Gain a child's attention in a positive way
- Use proximity and touch
- Remind, clarify and reinforce limits
- Distract or divert when appropriate
- Offer appropriate choices
- Use natural and logical consequences
- Redirect
- Later, discuss the situation and discuss solutions together
- Offer positive time-out as an option if needed

Notre Dame's Pre-Kindergarten Program will follow the guidelines of the Guiding Children's Behaviour Handbook. We believe Discipline is: Helping children to be unique individuals by learning acceptable behaviours rather than stopping them from behaving in undesirable ways. We will assist children to develop self-control, confidence, and sensitivity to others by using a positive, non-punitive approach.

We aim to maintain the Preschool/ Pre-Kindergarten program as a 'stepping stone' to Kindergarten with educated and experienced staff to provide quality programs.

Care & Supervision of Children Policy

The children are always supervised by a responsible adult with a valid ECE and first aid certification.

The child-to-adult ratio is 1/10 as per the Childcare Licensing regulations. If the licensee must leave in an emergency and unforeseen circumstances, then the School's Principal will be contacted and arrange a replacement responsible adult with the appropriate qualifications to cover the licensee.

The licensee practices active daily supervision and maintains proximity and attention. The licensee must be able to move and see the entire play space. The indoor space has open sightlines, so staff can always see all play space areas.



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In the outside play area, the licensee continuously monitors and counts the children behind unattended (e.g., moving from the school doors to the Preschool/ Pre-K playground area). One area is identified for the Preschool/ Pre-K children to play on. Staff are aware of "unsafe" play and step in when necessary to redirect play toward a safer, more positive direction.

Staff perform daily playground checks and eliminate any potential hazards creating "off-limit" zones for areas deemed unsafe. Staff position themselves in the best position to continuously scan and see every child in care, moving themselves accordingly to accomplish this.

Health & Hygiene Policy

Immunizations

All children will be expected to have their immunizations up to date upon enrollment in Notre Dame's Preschool/Pre-Kindergarten Program. The family, upon registration of the child, must supply a copy. This copy will be kept in the child's file. If the family has chosen not to immunize, a letter stating this must be given to keep in the child's file.

Illness

Children in our care inevitably get sick. They play very intimately, sharing toys and joys. As well, younger children have lower resistance to infection and communicable diseases. Children in Preschool/Pre-Kindergarten have increased exposure to these because of the expandable number of people with whom they are in contact.

When a child becomes ill at Preschool/Pre-Kindergarten, we will keep the child as comfortable as possible in a quiet area closely supervised by an adult. We will then contact the parents to pick up their child. A doctor or ambulance may be called if we cannot contact the parents or the emergency contact person. All costs incurred will be the responsibility of the parent or guardian. Your child's health and safety are our top priority.

Children and caregivers' frequency of hand washing is an essential factor in controlling communicable diseases. Hands should be washed with soap and water after going to the washroom, before meals, snacks, and food preparation.

Staff will use **universal precautions to prevent the spreading of germs**. These include: using gloves when dealing with blood and bodily fluids, cleaning cuts and scrapes, following handwashing guidelines, and using appropriate sanitizing solutions to clean up blood and bodily fluids.



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Consistent cleaning and sanitizing procedures of the toys and equipment at Preschool will be followed by staff, and universal precautions will be used to reduce transmission of blood-borne disease. A high cleanliness level will always be maintained in the Preschool/Pre-Kindergarten Program.

Children who are ill or have an infectious illness **must not come** to the Preschool.

Please keep your child at home or in alternate care for the following conditions:

1. Pain: Any complaints of unexplained or undiagnosed pain.
2. An acute cold with fever, runny nose and eyes, coughing and/or sore throat.
3. Difficulty breathing, wheezing or a persistent cough.
4. Fever of 100° F /38.3° C or greater.
5. Sore throat or trouble swallowing.
6. Infected skin or undiagnosed rash.
7. Diarrhea or loose stool combined with nausea, vomiting, or abdominal pain.
8. Severe itching of the body or scalp.
9. Children with known or suspected communicable diseases.

Please notify the Preschool teacher within **24 hours if your child has been exposed** to a communicable disease. The Preschool staff will then inform the other families attending the facility. The Health Unit may be notified, and if necessary, the staff will complete a Serious Incident Report for the Community Care Licensing Officer.

Before a child can return to Preschool after being sick, they must be well enough to participate in the Preschool's daily programming and no longer be infectious.

Medication prescribed or recommended for a child by a physician must remain in its original packaging with full instructions and precautions. All parents must sign a "**Permission to Administer Medication**" form before dispensing medication. Only then will it be administered by staff. The medication is stored in a locked container at room temperature or in the fridge if necessary.

There is always a qualified first aid staff member on site.

Field Trip Policy

Parents/guardians will be notified well before upcoming field trips, and written consent will be required for each trip.

Field trips will require volunteer parents.



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Pet Policy

No pets allowed. No exceptions.

Emergency and Disaster Preparedness

Emergency Preparedness

An "Emergency" is an unplanned event that can:

- threaten the organization's reputation or revenue
- disrupt or permanently shut down operations
- cause physical and/or environmental damage
- cause deaths and/or significant injury

An emergency poses an *immediate* risk to health, life, property or environment. Most emergencies require urgent intervention to prevent the worsening of the situation.

In the event of an emergency, Program Supervisors will:

- determine the severity of the emergency
- designate who will call the appropriate authorities
- designate who will call an ambulance or transport the child(ren)
- designate who will contact the parents
- designate responsibility for the supervision of the remaining children
- report the incident to appropriate contacts (i.e., Licensing)

Emergency Policy & Evacuation Plan

In the case of an emergency, the parents will be contacted as soon as possible. An emergency procedure and phone numbers are located near the exit in the Preschool room. If Notre Dame's Preschool has to evacuate the building at any time, the following procedure will take place:

- Children will line up at the door.
- Staff will do a quick head count and check for missing children.
- Staff will take the emergency backpack upon evacuation.
- Children will follow the staff out the door and go to Notre Dame Parish across from the School.
- Emergency personnel will be called.
- Parents will be contacted.
- Staff will stay with the children until parents pick them up or until re-entry into the building is allowed.
- Staff and children will not re-enter the building until emergency personnel agree it is safe.



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If the School and the church are deemed unsafe, the students will follow the evacuation plan for the School and proceed with their teacher to Kiwanis Performing Arts Center. Once we determine where the children will be located, parents will be contacted to come and pick them up, and the children will be supervised until they are collected.

General Evacuation Procedures

In the event of an emergency where it may be necessary to evacuate Notre Dame Preschool, the staff will:

- take attendance
- collect children in pairs to line up at whichever exit is determined to be 'safe.'
- take a sign-in sheet and children's records
- make sure washrooms are empty, and doors shut
- walk children in an orderly fashion to the **school kitchen** (inclement weather) or out to the middle of the playing field
- the Supervisor will take attendance again
- contact parents to pick up their child

Emergency Evacuation Procedures

There is an emergency evacuation policy that is reviewed, practiced, and recorded regularly.

In preparing for emergency situations:

- Smoke alarms will be tested monthly.
- A first aid kit, an attendance record, a pen or pencil, and an emergency information card for each child and each staff member are kept beside the exit door for quick and easy access.
- Emergency supplies, including water and food, will be kept in an accessible place. The supplies will be checked and rotated on a regular schedule.
- A buddy system will be adopted and practiced regardless of the number of children in the facility.
- All staff will know how to work the fire extinguishers, shut off gas lines, hydro, water and furnace.
- Children will be taught what to do in the case of fire, earthquake and other emergencies. Evacuation drills will be practiced.
- A simple diagram of exit paths from the building to the meeting place and all emergency phone numbers will be posted.
- The designated meeting place outside the building will be assigned.

Fire Drills

It is a requirement of Licensing for all licensed centers **to conduct Fire Drills** every month. These fire drills occur during each child's class on any given day. In the beginning, the children will know about them beforehand, coupled with practice and education in fire safety. After the children are comfortable, the drills will be unplanned and occur on different days and times throughout the month.



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Power Outage Procedures

- The program Supervisor will first check to see if power is off to surrounding buildings or isolated to the Small Hall.
- If the power outage is limited to the School, start by checking out the fuse panels located in the furnace room by the upstairs washrooms. Check the breakers on the panel and ensure the main power switch is 'on.'
- Notify the school principal that you have no power. Contact BC Hydro (1-888-769-3766)
- If the power does not return, removing children from the School may be necessary. Follow the general evacuation procedure.

Gas Leak

Natural Gas fuels the heating system in the School. If you do not detect the smell of rotten eggs, hear the hissing of escaping Gas or see a broken gas line, consider leaving the gas on.

If a gas odour or sound of escaping gas is detected:

- Turn off the gas to the furnace using the 'kill switch,' located high on the wall to the right of the furnace and a second switch straight ahead on the wall once you enter the furnace room.
- Do not operate electrical switches, use cell or telephone, or create any ignition source.
- Follow the general Evacuation Procedures.
- Contact PNG: 1-800-663-1173.

Hazardous Spills Procedure

All hazardous products, including cleaning chemicals, must be secured in the locked cupboard under the kitchen sink.

In the event of a spill:

- The program supervisor will determine if the spill can be easily cleaned up with minimal discomfort to the children in attendance.
- If determined that it is necessary to evacuate, the Supervisor will follow the general Evacuation Procedures.

Earthquake Procedure (Drop, Cover, Hold)

In the event of an earthquake, staff will respond with the appropriate steps to ensure children's safety.

Staff:

When you feel the shaking of an earthquake, immediately:

- I. Direct all children and staff to drop, cover, and hold. Count to 60 together.
- II. Stay away from windows, bookcases and other hazards.
- III. Children should crouch down and protect their heads and neck.
- IV. Follow the evacuation procedure to the middle of the playing field.

Once the shaking stops:

- I. Program Supervisor: Assess the situation.
- II. Evaluate if the building must be evacuated.
- III. In the event of an evacuation, Program Supervisor will ensure the evacuation route is safe and clear of hazards.
- IV. The Supervisor will account for staff and children and take attendance.
- V. Staff will assist children in exiting in an orderly manner.



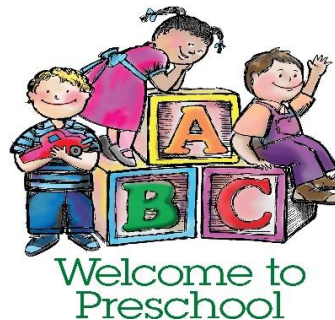
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- VI. The Supervisor will take key documentation, including the current attendance/sign-in sheet record and medication. The assistant is responsible for taking emergency supplies in grab & go kit.
- VII. Once at a safe location (middle of the field), the Supervisor will account for staff and take attendance again.
- VIII. Keep parents/guardians informed. The Supervisor will evaluate the situation with the help of first responders before re-entering Notre Dame Preschool.
*If you are outdoors: Stay away from overhead hazards.



Notre Dame Elementary School Admissions

Preschool families are invited to apply for Kindergarten Registration in January, the year before planned attendance. Kindergarten students must be 5 years of age by December 31 of their entry year. While school attendance gives the child and family a chance to become familiar with the School, all kindergarten applications are considered according to the priorities for admittance below, and preschool attendance does not guarantee enrollment.

Parents of students wishing to enter Notre Dame School must complete an application package. Registration will be considered when the application form is complete and the required documents are submitted.

[CISPG Policy 501](#) dictates the priorities for admittance into CISPG Elementary Schools:

1. Students presently enrolled in Notre Dame Elementary School (K-7).
2. Students with siblings presently enrolled in Notre Dame Elementary School (Catholic/Non-Catholic, K-7).
3. Students whose families are parishioners (defined as practicing Catholics – for the purpose of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass faithfully).
4. Catholics of surrounding parishes, Non-Catholics, and students whose families are not practicing Catholics but accept the goals and philosophy of the School and sign the Family Statement of Commitment.

Catholic student/family applications must be accompanied by Baptismal, First Communion and/or Confirmation certificates where applicable. While priority is given to the children of Catholic families who participate in the faith life of Notre Dame Parish, we welcome children of other faiths/beliefs, provided their families accept their child's participation in our religious activities. The final decision to admit a child resides with the Admissions



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Committee and is conditional upon an interview with the parents/guardians and the student. Every child's needs are complex. As stated in CISPG's Family Statement of Commitment, Notre Dame School reserves the right to re-evaluate your child's enrolment if their learning needs are not being met despite our best efforts.

NOTRE DAME PRESCHOOL/PRE-K PROGRAM - Staff Policies & Procedures

PERSONNEL REQUIREMENTS

Orientation

Policy:

All new staff will be given an orientation to staff, School, children, and building.

Procedure:

Each new staff member will be given the Staff Handbook policy and the Parent Handbook to review, a "tour" of the building, and introductions to staff and children.

Vaccination Records

Policy:

As a condition of employment, all employees in direct contact with children must declare immunization status and provide documentation upon request.

Procedure:

Staff will declare immunization status on the Northern Health form and retrieve records of records.

Criminal Record Search

Policy:

As a condition of employment, all employees and volunteers entrusted with the care of children (defined as a person under the age of 19 and vulnerable adults) must have a criminal records search completed through the office of the Ministry of Justice.

Procedure:

When hiring, the school administration will provide a consent form for the criminal record search.

The School will then submit the form to the appropriate agency. Returned forms, with results documented, will be reviewed. If action is required as a result of the record search, it will be determined by the licensee and the School. (see appendices)

First Aid Training

Policy:

First Aid is a requirement of all employees.



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Procedure:

All employees must keep their first aid certification current per licensing regulations. For a list of acceptable first aid courses, see appendices.

Education

Policy:

Notre Dame's Preschool/Pre-Kindergarten staff is encouraged to attend training related to child care, education and development annually *and* maintain their 'License to Practice.' Staff must be trained in accordance with the *Childcare Licensing Regulations*.

Procedure:

An employee must present the proposed course to the school principal for approval. At the School's discretion, employees may receive financial assistance to attend workshops or conferences.

Confidentiality

Policy:

Any information acquired by staff regarding the children, families, Pre-Kindergarten program and School is confidential and must not be discussed outside of the agency.

Procedure:

The policy is discussed with each new staff member. A serious breach of this policy can result in suspension until the issue has been cleared. Each staff member will sign and date the confidentiality form. (See Appendix B)

Smoking

Policy:

Smoking is prohibited in and around Notre Dame's school grounds and buildings. Smoking is also prohibited on field trips and during any Special Events where children may be **present**.

Job Descriptions

It is distributed along with the contract.

Evaluations

Policy:

Evaluations will take place in a timely fashion after 3 months of employment. Staff will then participate in an annual evaluation of their duties every year.

Procedure:

The person conducting the evaluation will document and discuss the duties from the job description with the employee. Goals, quality of work and general evaluation will be discussed and written.



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Volunteers/ Substitutes

Policy

Volunteers/Substitutes must complete Orientation, Criminal Records Search and sign a Confidentiality Agreement before working at the facility.

Supported Child Development Workers

Policy

The Pre-Kindergarten program will, from time to time, require the assistance of Supported Child care workers. Support workers will participate in individual child programs as necessary and are supplied by a contractor.

Procedure:

In collaboration with parents/guardians and Supported Child Development, the Pre-Kindergarten program will include Support staff as part of the team working with children. These employees must meet the requirements outlined in the Child Care Licensing Regulation and verified by the contractor.

Staff Responsibilities - General

Registration (Preschool/Pre-K)

Policy:

A parent/guardian interested in registering their child for the Preschool/Pre-Kindergarten program is requested to contact the School office and ask for a registration package or see our Notre Dame School Website for a Preschool/Pre-K Registration Package.

Procedure:

Upon request from a parent to enroll their child in the Pre/School/Pre-Kindergarten Program, the parent will be given a registration form and parent package from the office. Generally, the parents/guardians' first choice of program days will be accommodated when possible. If a space is unavailable, it is filed in the Waiting List file. Any requests to the Preschool/Pre-K staff should be redirected to the school office.

Medication

Policy:

Medication prescribed or recommended for a child by a physician must remain in its original packaging with full instructions and precautions. All parents must sign a "**Permission to Administer Medication**" form before dispensing medication. Only then will it be administered by staff.

No medication of any strength or kind is to be administered to a child without the written consent of the parent/guardian/physician. Prescription drugs require a parent/guardian consent form. (See Registration Package for the required form)



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Procedure:

Upon the consent to administer medication to a child, the parent/guardian must supply the medication to the Preschool/Pre-Kindergarten staff. A method other than external application (as in pill or liquid) is to be administered only by someone qualified to do so. A medication administration chart for each child receiving medication will be filled in with the date and time of the staff member giving the medication. ***ALL** medications must be stored in a locked container, not accessible to children.

Children's Allergies

Policy:

Staff is not to administer any substance the parent or child has specified as producing an allergic reaction.

Procedure:

Any allergies specified by the parent/guardian in the health form at registration will be marked on the child's file card and added to the list posted in the kitchen. If a snack includes something a child is allergic to, the child is to be given an alternate choice. Staff will avoid serving snacks known to contain nuts and nut products.

Reporting Child Abuse

Policy:

Staff must report child abuse made known to them or that they suspect via observations.

Procedure:

Staff will follow the B.C. Handbook for Action on Child Abuse and Neglect.

Individual Programs

Policy:

All staff members interacting with a child requiring extra support will participate in the child's care plan. Staff unfamiliar with the care plan program will have an orientation.

Field Trips

Policy:

Staff will take Emergency Cards and a First Aid Kit on any trips away from the facility. Attendance will be taken before and upon return to the facility. Parents/guardians will be informed by staff of details of the proposed field trip in advance.



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Communication

Policy:

All staff will maintain open communication between the School, staff, and parents/guardians.

Procedure:

Staff will communicate with all parties to the best of their ability. All written communications sent home with children will be pre-approved by the school Principal before being sent.

Playground Supervision

Policy:

Children will be supervised at all times on the playground for safe play. There is designated playground equipment for the Preschool/Pre-K program students in the fenced area to meet licensing regulations. All other equipment is not to be used by the Preschool/Pre-K program students.

Procedure:

Alert! A signal is a whistle blow (Preschool/Pre-K) or air horn (ASP) at which children will come immediately to Supervisor at the Preschool/Pre-K entrance doors.

1. **Perimeters of Play:** children are to be supervised when playing outside; boundaries should be proportional to the amount of supervision. For example, one ECE should set limits for play in the Preschool/Pre-k playground area.
2. **Dangerous or dirty Items:** adults are only to pick up broken glass or questionable or disgusting items.
3. **Wildlife and domestic animals:** if wildlife is noticed, students will NOT approach the wildlife and will walk quickly to the school entrance if the way is not blocked by wildlife. If blocked, children will follow Supervisor's directions. "Pets" on the playground are not to be approached or petted. If a "pet" is acting unfriendly, follow the wildlife guidelines. If a daycare family pet accompanies a family member who is picking up a child, the Supervisor must determine the "safeness" of the pet and act to keep all children safe.
4. **Strangers:** children will not approach strangers, and supervisors must not allow strangers to approach children. Suspicious behaviour by a person requires the children to be brought inside, the door to be locked, and police notified.

Incident Report

Policy:

A reportable incident is an event where a person in care has been injured, seriously or adversely affected, or has gone missing while under the care or supervision of the licensee. A detailed list of reportable incidents can be found in [Schedule H of the Child Care Licensing Regulation](#) and [Schedule D of the Residential Care Regulation](#).

Parents/guardians must be informed immediately of any injury or illness.



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Procedure:

The educator must complete an incident report and give it to the facility manager (school principal). Any first aid treatment administered to a child must be recorded in a bound book. The name of the child, date and time, staff member present at the accident, the nature of the injury, and a brief explanation of events are required on the form. Parents must be informed immediately. The report, complete with the staff member's and the Supervisor's signature, will then be filed under Accident Reports.

The manager will notify the Medical Health Officer (public health/licensing) via phone, email, or fax and submit a Reportable Incident Form. Reportable Incident Forms can be accessed from Reportable Incident Forms found in the appendices or accessed from [Northern Health's website](#).

Petty Cash

Policy:

The Preschool/Pre-Kindergarten program may submit purchase requests at the beginning of each year and throughout the school year to be allocated for refurbishing supplies if needed, as determined by the principal.

Procedure:

Requests for using funds allocated for equipment and supplies must be given to the school principal. It will then be decided whether the School should purchase the item or if the ECE would do so and be reimbursed. The ECE will use the form provided by the principal to authorize expenditures. These funds are not to be used for admissions on field trips or art supplies that may already be available in the School. Receipts will be kept and returned to the office with the program name and staff name printed on the back.

Fire Regulation Procedure

Policy:

In the event of fire or smoke, staff will follow the evacuation procedure for children's safety.

Procedure:

Staff: Clear washrooms, Preschool/Pre-k room, and leave immediately through the nearest exit.

DO NOT STOP TO PUT ON COATS

Preschool staff:

- Pick up an emergency bag (red), and check the washrooms and Preschool/Pre-k room on the way out.
- Fire Department is to be called once outside.
 - Take children immediately to a designated outside spot and/or the church, depending on the situation.
 - Parents/guardians should be contacted to pick up the children.

Health and Hygiene – Standard Precautions

Policy:

The ECE worker in the Preschool/Pre-k room sanitizes their toys and equipment.

Children will not be accepted at the program if they are sick or have a communicable disease. Staff will use the Illness list and the family handbook as a guideline to determine if refusing a child at the facility is appropriate.



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Children who become ill (fever, vomiting, diarrhea, etc.) at the facility will be sent home as soon as possible.

Procedure:

Parents/guardians must inform the facility if their child is ill and **NOT** send them to School. If the child has a communicable disease, all parents/guardians will be notified as soon as possible by staff. The programme staff will notify Licensing, with action taken.

Upon determining that a child is too ill to be at the program, staff will contact a parent/guardian to pick the child up. The child will be isolated from the rest of the children to limit the spreading of germs.

Staff will use universal precautions to prevent the spreading of germs. These include using gloves when dealing with blood and bodily fluids, cleaning cuts and scrapes; following handwashing guidelines; and using an appropriate sanitizing solution to clean up blood and bodily fluids.

Staff Standard Operating Guide

Daily Procedures

- **Day Book**

Staff will maintain a day book with a record of planned daily activities and note any incidents.

- **Attendance**

Staff will take attendance and check in and check out children. Parents/guardians must sign in and out their child(ren) and note the drop-off and arrival time.

- **Snack Preparation/Baking**

The child's family will provide a nutritious snack. General food-safe practices will be followed and taught. Kids must sit to eat, and food is not to be used as a reward.

- **Contact with Parents/Guardians**

It is encouraged that staff members have as much interaction with parents/guardians as possible. Every effort should be made to contact each parent entering N.D. daily. Preschool/Pre-K program. A communication whiteboard, weekly memos and/or emails will be used to keep parents/guardians informed of weekly happenings.

- **General Clean-up**

Staff will maintain the facility in a clean and orderly state. Regularly cleaning of toys and equipment will take place using a sanitizing solution. The cleaning of the washroom and floors will be done by the school custodian at the end of each day.

- **Lock-up**

Each day the program supervisor will ensure that the facility is locked up.

Weekly Procedures

- **Purchasing Program Supplies**

The ECE worker does shopping by submitting a purchase request to the principal for approval. The ECE worker is encouraged to watch for sale prices on items. The principal must approve the purchase of any items before purchase.



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- **Programming**

A suitable program that includes plans for art, games, field trips, outdoor play, etc., must be prepared and written in the daybook with directions, samples or other pertinent information two weeks in advance.

- **Payroll**

Staff hours are documented on the employees 'Schedule One payroll sheet, submitted to CISPG payroll at the start of the school year and signed by the ECE employee.

Monthly Procedures

- **Billing/Receipts**

The school bookkeeper is to invoice and mail statements. Receipts are issued annually from the office.

- **Fee Statement**

A statement of enrollment will be sent to the office for bookkeeping.

- **Month-End Program Report**

The program staff (ECE worker) will submit a month-end report to the office when requested.

- **Attendance Records**

Attendance records will be kept on file and made available to the office as necessary. Records must be kept for 7 years.



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Notre Dame Pre-school/Pre-Kindergarten Policy for Administration of Medication

Description: Notre Dame Pre-school/Pre-Kindergarten program realizes that it may be necessary, on occasion, to administer medication to students within the school environment/day.

ADMINISTRATION OF MEDICATION

Description:

The Principal will designate a person or persons who shall administer [or supervise the self-administration of medications] to students, if the following conditions occur:

1. The initiation for the administration of medication in the schools will continue to remain the responsibility of the parent/guardian. Each school principal, in conjunction with the student, parent, family physician and the Public Health nurse shall develop individual plans for the administration of medication to the student if:
 - i) The parent of a student wishing to request the administration of medication in the school makes a written request to the school principal.
 - ii) A student requiring medication can be reasonably assisted or supervised by a designated staff person.
 - iii) The medication is required while the child is attending school, and medication support is the only recommended option.
2. The parent has signed a release requesting the administration by a designated person. [Use the Form attached]. This form must be updated each September.
3. The Public Health Nurse has been informed so that she may complete a Medic Alert Card, including possible side effects and necessary actions if needed.
4. The designated person is named and where applicable and necessary has been trained with adequate instructions from the Public Health Nurse concerning the administration of the medication including side effects and medication storage.
5. A record of medication administration shall be maintained.
6. Medication shall be stored in a safe and secured location.
7. When a student requiring medication is involved in a Field Trip, there shall be a trained designated person on the trip.



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REQUEST FOR ADMINISTRATION OF MEDICATION AT SCHOOL

Student's Name: _____ Medication: _____

Frequency, time, and manner in which medication is to be administered:

Name of family physician _____

I, _____, am the legal guardian of _____, confirm that my request for administration of medication at school for my child is necessary, in that the medication must be given during school hours. I HEREBY RELEASE Notre Dame School [CISPG], its officers, directors, administrators and employees, of any liability for any and all claims whatsoever that I might have or that I might bring on behalf of my child, in connection with my current "Request For Administration of Medication At School." I also hereby give permission for this information to be used by the School Based Team [principal, classroom teacher, learning assistant teacher, and appropriate student support personnel].

_____ Signature: PARENT/LEGAL GUARDIAN

_____ Date Medication is Authorized to Administer

If additional information is required the school may contact the family physician after consulting with the parent/guardian.



NOTRE DAME Pre-School/Pre-Kindergarten Program

925-104th Ave. Dawson Creek, BC, V1G 2H8
Phone: 250-782-4923 Fax: 250-782-4388

www.notredameschool.ca

notredame@cispq.ca



Dear Parents/Guardians,

It is a goal of Notre Dame Pre-School/Pre-Kindergarten Program that all students receive the best education possible. This can only be done by instituting a fee structure. The fees that are collected go towards ensuring that: the pre-school/pre-kindergarten is kept safe (replacement of faulty equipment, playground structures, regular maintenance on the building, etc.), and have adequate resources to enhance their learning (desks, chairs, wobble chairs, fidgets, books, learning tools etc).

Notre Dame Pre-School/Pre-K Program has the following options for payment of fees for the 2023/2024 school year:

- 7) Lump sum payment by September 15, 2023 (via cash or cheque)
- 8) Cash payments on the 15 and 30th of each month
- 9) Pre-authorized Debit payments on the 15th and 30th of each month
- 10) Cheque payments on the 15th and 30th of each month
- 11) Debt payments on the 15th and 30th of each month
- 12) Interac E-transfer on the 15th and the 30th of each month via ndsaccounting@cispq.ca

Please see the enclosed "*Payment Option*" form for more details. If paying by cheque (either post-dated or current), please note that a **\$25.00 NSF charge** will apply for bank-returned payments. If there are other persons responsible for fees/tuition for your child(ren), please notify the school office so we can send them a copy of this letter and the enclosed form. Copies of any court documentation/letters outlining shared tuition must be provided to the school.

We ask that you please **return the following to the school office attention Mr. Caguitla**

- One completed copy of the "*Payment Option*" form (the other copy is for your records)
- The lump sum **or** first month's payment for your child(ren)'s fees
- This letter with the **declaration signed at the bottom of the page**

The office is open between the hours of 8:30 am – 3:30 pm (Monday to Friday on regular school days) to accept payments. If you are unable to make it to the school during these times, other arrangements need to be made to keep your account current. This is an important area of responsibility when a parent/guardian registers his/her child with Notre Dame Pre-School/Pre-K Program.

Thank you for your time and consideration.

Yours in Christ,

Notre Dame School Council

DECLARATION: I hereby declare I have read and understood the information contained in this letter.

Parent/Guardian Name (please print)

Parent/Guardian Signature



NOTRE DAME Pre-School/Pre-Kindergarten Program

925-104th Ave. Dawson Creek, BC, V1G 2H8
Phone: 250-782-4923 Fax: 250-782-4388

www.notredameschool.ca

notredame@cispg.ca



FULL Student(s) Name(s) and Grade(s)

1. _____ GR:___ 3. _____ GR:___
 2. _____ GR:___ 4. _____ GR:___

Fee Payment Options: Please choose one Method of Payment and check your desired payment option:

<i>Method of Payment</i>	<i>Payment options</i>
1. Lump Sum Payment	<input type="checkbox"/> At registration <input type="checkbox"/> Prior to September 15 th
2. Post Dated Cheque <i>(15 and 30th of each month)</i>	<input type="checkbox"/> 10 Equal Payments (Sept-June)
3. Pre-authorized Debit Payments <i>(15th and 30th of each month)</i>	<input type="checkbox"/> 10 Equal Payments (Sept-June)
4. Cash <i>(15th and 30th of each month)</i>	<input type="checkbox"/> 10 Equal Payments (Sept-June)
5. Debit, Visa, Master Card <i>(15th and 30th of each month)</i>	<input type="checkbox"/> 10 Equal Payments (Sept-June)
6. Interac E-transfer <i>(15th and 30th of each month)</i>	<input type="checkbox"/> 10 Equal Payments (Sept-June)

You can register your account with the Secretary for automated monthly withdrawals on either the 15th or 30th of each month. Bring a void cheque to the office and complete the Payors PAD Agreement.

please contact the school in advance if making cash payments over the summer

Alternate Payment: If someone other than you will be paying all or part of the tuition, please complete the following details:

NAME:	RELATIONSHIP TO STUDENT(S):	PHONE:
FORM OF PAYMENT (see above):	% OF TUITION PAID BY OTHER PERSON:	% OF TUITION PAID BY PARENTS OR GUARDIANS:
MAILING ADDRESS:		

Parent/Guardian Name *(please print)*

Date

Parent/Guardian Signature



NOTRE DAME

Pre-School/Pre-Kindergarten Program

925-104th Ave. Dawson Creek, BC, V1G 2H8

Phone: 250-782-4923 Fax: 250-782-4388

www.notredameschool.ca

notredame@cispg.ca



1. Customer Information

Name: _____

Mailing Address: _____

City: _____ Province _____ Postal Code: _____

Telephone Number: _____ Cell Phone Number: _____

Email Address _____

Payor's Pre-Authorized Debits (PAD) Agreement

2. Bank Account Information

Bank Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Financial Institution Number:

--	--	--	--	--

Branch Transit Number:

--	--	--	--	--	--	--	--	--	--

Chequing Account

Savings Account

Financial Institution: Name: _____

Branch Address: _____

3. Pre-Authorized Debit (PAD) Details

You, the Payor, authorize Notre Dame School to debit the bank account identified above on the 15th or the 30th of the month, starting September 15th or 30th, _____ and ending June 30th, _____ for the amount of \$ _____

You, the Payor, may revoke your authorization at any time, subject to providing notice of 15 days.

Signature of Account Holder

Signature of Joint Account Holder (if appropriate)

Name (Please print)

Name (Please print)

Date

Date

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.



NOTRE DAME
Pre-School/Pre-Kindergarten Program
925-104th Ave. Dawson Creek, BC, V1G 2H8
Phone: 250-782-4923 Fax: 250-782-4388



www.notredameschool.ca
notredame@cispq.ca

Credit Card Fee Payment Form

Card Member Info: _____
 Address: _____
 Home Phone _____ Cell Phone: _____
 Number: _____
 Email: _____

Credit Card Information	
Please Check One: Visa <input type="checkbox"/>	Mastercard: <input type="checkbox"/>
Card Number: _____	
Expiration Date: _____ / _____	
Name on Card: _____	

Payment Fees

Please charge for my regular tuition payments on the (check only one):

15th of the month 30th of the month Amount to be charged: \$_____

By signing below, I, _____, authorize Notre Dame School to charge my credit card on the dates I have indicated above.

Name: _____
 Signature: _____
 Date: _____

Cancellation/Change Policy

I also understand that if I wish to change any payment amounts or dates, I must cancel this agreement and create another. Any changes made will come into effect the date of signing of the new agreement.



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notredame@cispq.ca



Interact E-Transfer Fee Payment Form

Payor Information: _____

Address: _____

Home Phone Number: _____

Cell Phone: _____

Email: _____

Tuition Payments

E-Transfers will be sent one the following day each month for my regular tuition payments to **ndsaccounting@cispq.ca (check only one):**

15th of the month 30th of the month Amount to be charged: \$_____

By signing below, I, _____ authorize Notre Dame School to accept my E-transfer on the dates I have indicated above.

Name: _____

Signature: _____

Date: _____