



General Information

Location:	155 Finnigan St. Portable classroom on the grounds of Cape Horn Elementary School (corner of Kaptey St. and Finnigan)
Times:	Monday, Wednesday, and Friday 9:15am to 11:30am 12:45 pm to 3:00pm Tuesday and Thursday 9:15am to 11:30am
Fees:	\$70.00 Registration fee (non-refundable) 2 days a week \$80.00 per month (participating rate) 3 days a week \$95.00 per month (participating rate) Additional \$50.00 per month for partial participating

We accept your \$70.00 registration fee to hold your child's spot, however, we cannot accept the registration package until all forms are completed.

First and last month's fees (September and June) are due at the Orientation Meeting in early September. Post-dated cheques are to be submitted at that time for the remaining months (October to May).

Responsibilities of all parents:

The Preschool is owned and operated by the parents; therefore, it is essential that all parents participate equally.

We are licensed by Community Care Licensing in Victoria; therefore all parents who are members of our preschool must receive orientation and ongoing parent education.

Orientation: Must complete 10 hours of orientation before assisting in the classroom; i.e. observations, attendance at meetings, mock participation days.

Participation Days: You will be asked to assist in the classroom on regularly scheduled days (approximately 2-3 times per month). Duty schedules are drawn up monthly. If you are unable to do your duty day, it is your responsibility to make arrangements to switch with another duty parent. Duty parents are required to arrive at the school 15 minutes before class to set up the classroom for the day's activities.

General Meetings: Attendance at monthly General Meetings is mandatory. They are held the third Wednesday of each month of the school year at 7pm at the preschool. The meeting consists of 1-1/2 hours of parent education (usually a guest speaker speaking on a child-related topic), and the remaining time (approximately 1-1/2 hours) for school business. Please note, attendance for the entire duration of the meeting is required.

Jobs: Each parent is asked to volunteer for a job (executive or non-executive) to help run the school.

Fundraising: This is a necessity to help pay administration costs and keep fees to a minimum. Fundraising events are planned regularly and we ask that everyone participate either personally or by promoting our fundraising activities to others.

Partial Participation: Partial participation means the parent does not participate in the classroom. Each partial participating parent is still required to attend general meetings, have a volunteer job, and participate in fundraising. The ratio of partial participating parents to participating parents in each class is one in eight.