



**CZECH HERITAGE
LANGUAGE SOCIETY**

OF EDMONTON

Česká škola v Edmontonu

PARENT HANDBOOK | 2021-22 School Year

Table of Contents

INTRODUCTION 3

OUR MISSION AND VISION 3

LEADERSHIP 3

PROGRAMMING 3

LOGISTICS 3

WHAT TO BRING 4

FEES 4

EXPECTATIONS OF PARENTS/GUARDIANS 4

CONTACTS 5

COVID-19 CONSIDERATIONS 6

Appendix A: REGISTRATION FORM 7

Appendix B: RELEASE OF LIABILITY WAIVER 10

Appendix C: SEMESTER 1 SCHOOL CALENDAR 11

INTRODUCTION

This handbook is intended to provide parents with additional information about the weekend school program and what they can do to help make it successful.

OUR MISSION AND VISION

The Czech Heritage Language Society was founded in 2019 with a **mission** to bring together the next generation of Czechs living in Edmonton and teach them about Czech culture through fun, interactive, and high quality programming.

Our **vision** is for our students to gain an understanding and appreciation for their Czech roots and forge lifelong friendships with other children from a similar background.

LEADERSHIP

Guided by the School Board, our programming is developed and delivered by two teachers who are Czech speakers and have extensive experience in teaching and engaging with children.

PROGRAMMING

We currently offer programming for children aged 3 to 11 years. All activities will be delivered in Czech language. Students will be encouraged to speak Czech when interacting, and will be gently corrected when speaking another language including English. The teachers will work with the kids to build their vocabulary to make such interactions possible.

Group name	Age	Programming
Kindergarten	3 to 4 years	Interactive games, songs, rhymes, and crafts. Screen time might be used for educational purposes. Please note: it is expected your child can go to the washroom by themselves. If not, please let the teachers know.
Elementary Saturday	5 to 11 years	Interactive games, writing, reading and crafts.
Library: We currently own more than 170 for both children and adults FREE for families to access. For a complete list of books, please visit our website .		

LOGISTICS

Classes will be held at the **Seeds & Sprouts Early Learning and Childcare Centre** which is located at the priMED Mosaic Centre in Ellerslie.

- **When:** Saturday mornings, 9:30 AM to 11:30 AM (Please see calendar when class is in session, typically three Saturdays a month).
- **Where:** 2003 91 St SW, Edmonton AB T6X 0W8. On-site parking is available for free of charge.

WHAT TO BRING

Students should bring the following items with them to class:

- A full water bottle
- Snack
- Indoor shoes
- For the **Kindergarten group** (ages 3-4), please bring a change of clothing including undergarments and a plastic bag in case of any accidents.
- Comfort toys are allowed for the smaller children but teachers are not responsible for them.
- The Czech School will supply all school supplies. You do not need to purchase or bring any school supplies.

FEES

Parents can pay their fees in two ways: Full-year (preferred) or pro-rated (monthly). Fees remain in effect regardless of absences due to illness or vacation. All fees are due and payable in advance on the 1st day of the month. **E-transfer is preferred** but cash or cheques payable to Czech Heritage Language Society of Edmonton will be accepted as well.

- Fees include our school fees, textbooks from the Czech Republic and supplies.
- One free trial is available for kindergarten, elementary class and adult group class.
- Prorated fees are available
- Drop-in fees are not available.

Installment	Cost for First Child	Sibling Cost	Due Date**
Full-year	\$280 one time fee	\$140 one time fee	Sept 16, 2021
Prorated	\$40/month	\$20/month per sibling	First day of the month

**individual arrangements can be made, please speak to one of the teachers.

EXPECTATIONS OF PARENTS/GUARDIANS

The success of the program depends on parental participation. The list below summarizes the expectations of parents over the course of the school year:

- **Bring your child(ren) to class.** The program is only as successful as the parent's commitment to the program. Children learn from each other as much as they learn from the teachers and the program needs their participation to grow and to thrive. Of all the expectations listed, this is the most important one.
- **Be on time.** School starts at 9:30 am and ends at 11:30 am. While we understand sometimes things do not go as planned, the expectation is that parents are here for a timely drop off and timely pick up. We recommend a buffer of 5 to 10 minutes.
- **In the event of unforeseen absences** (illness, for e.g.), **please text both teachers as soon as possible** so they can adjust the lesson plan in advance.
- **Assist with clean up.** To keep costs down, the School is responsible to clean the centre after class. A parent will be expected to help the teachers clean the classroom each week after class.
 - We will be circulating a sign up roster at the start of each semester or parents to register as Clean Up Assistant. That parent will be asked to help the teachers put everything away and clean the centre after the end of class.
 - It is the parent's responsibility to find a cover-off in the event of them not being able to make their cleaning.
- **Communicate with the teachers.** Any address changes, phone number changes, any concerns, please bring them up to the teachers in a timely fashion either through email or text or phone call.
- **Fund-raising.** From time to time, we may ask parents to help with fund-raising (e.g. Casino night participation). Any fund-raising drives will be communicated in advance and all derived funds will go to program costs, to keep the program affordable.

One of the reasons for having the Czech school in Ellerslie is its close proximity to South Edmonton Common, grocery stores, and cafes. Most parents typically take advantage of the two hours by catching up on a few chores or enjoying some well-deserved relaxation with delicious latté - our favorites are Brown Butter Café (1528 91 st SW) and of course the Workshop Eatery (located in the priMED Mosaic Centre).

While we want parents to enjoy their time away, we ask that they are **within 15 minutes of the Centre** in case the child needs them, in which case they will be contacted by one of the teachers by text message.

CONTACTS

- E-mail address: czechschoolinedmonton@gmail.com
- President: Jitka Storoschuk, cell: (587) 989-9279
- Vice President: Naomi Jehlicka, cell: (780) 934-5395

COVID-19 CONSIDERATIONS

The Czech Heritage School of Edmonton School Board is closely following all developments regarding COVID-19, and will be following advice as directed by the Chief Medical Officer and Alberta government.

Teachers will wear masks or PPE and we also ask parents to wear masks when they are in the building and classroom. Masks will be mandatory for students who are in grade 4 and up.

Children will regularly wash or sanitize their hands. Toys and equipment will be cleaned and sanitized after each class. We will try to avoid toys that are hard to clean.

We ask parents to leave your child at home if either a child or anyone from the family shows any symptoms of COVID 19. Here is a screening questionnaire for your self-assessment. It does not have to be submitted to the school, but the any of the questions are responded to in the affirmative, you should not be sending your child to school. <https://www.alberta.ca/assets/documents/edc-covid-19-screening-questionnaire-english.pdf>

In the extreme event of the school closing, parents will have the option of either a refund, or deferring their fees to the following school year. If you have any COVID-19 related questions or concerns, please contact Jitka.

Appendix A: REGISTRATION FORM

Instructions

- Complete one form for each student and indicate all registered classes.
- Please complete all sections - student information, emergency contacts, medical information, family contacts, media release and school fees.

Student Information			
First and Last Name (including nickname if applicable with Czech diacritic)			Grade Entering
Birthdate (DD/MM/YYYY)		Place of Birth (City and Country)	
Citizenship		Czech Birth Certificate (if applicable)	
Gender Female Male		"	
Mailing Address (with postal code)			
Telephone Home	Cell	Email	
Siblings			
First and Last Name		Age	Attending Czech School Yes No
First and Last Name		Age	Attending Czech School Yes No
Authorized Persons for Pick-up			
First, Last Name, Relationship, Phone Number			
First, Last Name, Relationship, Phone Number			
Religious or ethnic observances Yes No If yes, indicate any considerations			
Family Languages			
Language mostly spoken with Mother		Father	
Within Family		Other spoken languages	
Completed Education (Please list all schools attended)			
School Name	City and Country	From	To
Alternate Emergency Contact			
First and Last Name and Relationship			
Telephone Home	Cell	Email	
Mailing Address (with postal code)			
Medical Information			
Alberta Health Care Number		Allergies	

Requires Epi-Pen Yes No	Medication
Family Physician	Telephone
Special medical or emotional condition including learning and behaviour Yes No Mandatory Vaccination Yes No	
Your signature gives the school permission to contact a physician or ambulance if you cannot be contacted or during an emergency. Date (DD/MM/YYYY) Student/Parent/Guardian's Signature _____	
Parent/Guardian Information	
Communication preference: Czech English	
Father's First and Last Name	
Mailing Address (if different and with postal code)	
Telephone Home	Cell Email
Mother's First and Last Name	
Mailing Address (if different and with Postal Code)	
Telephone Home	Cell Email

Volunteer Commitment

We are highly committed to very low school fees. Friends and family are encouraged to participate in school activities as volunteers. Student/Parent/Guardian's Initials _____

School Activities Location

I agree that with my child may participate in school activities located outside the regular classroom. Yes No

Media Release

I agree with capturing photos and videos during school activities. They are created to document students' achievements and promote our school. Photos and videos are used in various media. Yes No

Student/Parent/Guardian's Signature _____

School Fees

- **Siblings discount is 50 percent of the School Fee.**
- Fees include our school fees, textbooks from the Czech Republic and supplies.
- One free trial is available for kindergarten, elementary class and adult group class.
- Drop-in fees are not available.
- Prorated 5-month semester fee is available for students registering during or after February for kindergarten, elementary class and adult group class.
- Teacher's permission for registration after October is required for elementary class and adult group class.

#	Class	Fee	Notes
1	Kindergarten	\$280	Fees compulsory for children over 2-year-old and includes materials
2	Elementary Saturday	\$280	Includes materials from Czech Republic
8	Library	Free	Per family for a school year A maximum of 5 books borrowed per family for 1-month period with 1 renewal
Total payable			
Select applicable payment option Cash. Cheques (payable to Czech Heritage Language Society of Edmonton E transfer via czechschoolinedmonton@gmail.com			
For office			
Payment received on (DD/MM/YYYY)		by (print name)	

General Consent

The personal information is collected for the school registration under the Alberta’s Freedom of Information and Protection of Privacy Act (FOIP) and the Canadian Charter of Rights and Freedoms, Section 23. This information is used to establish a student record, to provide a safe and secure school including class placement, and to access contact and health information in case of problems or emergencies.

I, the undersigned, hereby represent that I have the legal authority to register the child. I declare the information that I have provided on this form is complete and accurate. I will notify the school of any information changes on this form.

Registration Date (DD/MM/YYYY)



Student/Parent/Guardian’s Signature _____

Appendix B: RELEASE OF LIABILITY WAIVER

RELEASE OF LIABILITY WAIVER FORM FOR ACTIVITIES, CLASSES, AND OTHER PROGRAMS BY THE CZECH HERITAGE LANGUAGE SOCIETY

CZECH HERITAGE LANGUAGE SOCIETY OF EDMONTON reserves the right to cancel or withdraw a registration of a group based on improper behavior and conduct of child participant and/or parent.

In consideration for allowing myself or child to participate in programs and other activities at or sponsored by the Czech Heritage Language Society and further in consideration of the society allowing me and/or my child to enter and use the facilities owned, leased or otherwise provided by the Czech Heritage Language Society (the "Facilities") undersigned, for myself and for my child and his/her parents, heirs, assigns, personal and legal representatives and estate, fully and completely releases, discharges and holds harmless the Czech Heritage Language Society, and its directors, trustees, officers, employees, agents, insurers, instructors, coaches, caregivers, and volunteers (collectively "its agents and employees") from any and all claims, actions, causes of action, and damages of any kind whatsoever, including but not limited to claims for personal injury or property damage, arising out of myself and/or my child's participation in any program or activity at the Czech Heritage Language Society or the Facilities.

The undersigned acknowledges and recognizes there are inherent risks involved in certain activities or recreational activities at the society and the Facilities and the undersigned and myself or my child assumes the risk of any injury sustained while at the Czech Heritage Language Society or at the Facilities. The undersigned agrees to indemnify, defend and hold harmless the Czech Heritage Language Society and its agents and employees from any and all claims arising out of my child's participation in any program or activity at the society or the Facilities, even if such claim arises as a result of a negligent act or omission of the Czech Heritage Language Society or its agents and employees.



Parent Signature: _____ Date: _____ (Parent signature required if under 18yrs of age)

Emergency Contact: _____ Phone: () _____

PHOTOGRAPH WAIVER FORM

I give consent for myself or my child to be photographed, videotaped or filmed while participating in Czech Heritage Language Society activities and for the resulting images to be used by Czech Heritage Language Society for promotional purposes. Signature:



Parent Signature: _____ Date: _____ (Parent signature required if under 18yrs of age.)

Czech School in Edmonton: 2021 School Calendar - Semester 1

September

S M T W T F S

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S M T W T F S

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S M T W T F S

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S M T W T F S

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	