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**Česká Škola v Edmontonu**

**PARENT HANDBOOK |** 2024-25 School Year

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**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 three teachers who are Czech speakers and have extensive experience in teaching and engaging with children.

# **PROGRAMMING**

* Krteček group for 3 to 4 years old children run **three Saturdays a month from 9.30-11.30. Program will be delivered in Czech language.**
* General language programming will now run **only one time** **Saturday a month. Program will be delivered in English and some Czech language.**
* Advanced program for kids with Czech conversational fluency will run two **Saturdays a month**. **Program will be delivered in Czech language.**
* Adult classes are **not offered** this year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group name** | **Age** | **Programming** | **Frequency** | **Fees** |
| **Krteček**    Conversational fluency in Czech is expected | 3 to 4 years | Učitelka Jitka  **Program** delivered in Czech language – various themes, songs, rhymes, games, crafts, and traditions.  **Please note**: it is expected children are fully potty trained. | Two Saturdays a month for two hours | $250/child/1year  Siblings pay half the price |
| **Group 5–6 years old**  Conversational fluency in Czech is expected | 5-6 | Učitelka Veronika  **Program** delivered in Czech language - various themes, songs, traditions, culture, starting to learn Czech ABC. Focus on speaking skills | Two Saturdays a month for two hours | $250/child/1year  Siblings pay half the price |
| **Group 7 years old and up** | 7+ | Učitelka Lucka  **Program** delivered in Czech -reading, writing, grammar, history, geography, culture, traditions  Focus on speaking skills, reading | Two Saturdays a month for two hours | $250/child/1year  Siblings pay half the price |
| **Group 3-6-years old – general program**  Conversational fluency in Czech is NOT expected | 3-6 | Učitelka Jitka  Program delivered in English and Czech – new vocabulary, songs, geography, culture, traditions  Focus is on learning new vocabulary and keeping good relationship with Czech heritage | One Saturday a month | $125/child/year  Siblings pay half the price |
| **Group 7 years old and up – general program**  Conversational fluency in Czech is NOT expected | 3-6 | Učitelka Lucka  Program delivered in English and Czech – new vocabulary, songs, geography, culture, history, traditions  Focus is on learning new vocabulary and anything interesting about Czech heritage, | One Saturday a month | $125/child/year  Siblings pay half the price |
| **Please note: Siblings pay half the price of the year's fee only if siblings are registered for the whole year program**  **Library:** We currently own more than 170 books including books of current Czech authors for both children and adults FREE for families to access. For a complete list of books, please visit our [website](https://czechschoolinedmonton.com/). We will be bringing some books to the Saturday school, where you can see them. | | | | |

# **FEES**

Fees must be paid in full, but individual circumstances will be considered. Please connect with Jitka if you need any accommodations. Fees remain in effect regardless of absences due to illness or vacation. **E-transfer to** [**czechschoolinedmonton@gmail.com**](mailto:czechschoolinedmonton@gmail.com) **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. Fees also include entrance to special events during the year, but some additional fees may apply if the expenses of the event are higher
* One free trial is available for all class types
* Prorated fees are available
* Drop-in classes available at the cost of $18/2 hours/1child. Teachers must be notified 3 days before the class by email [czechschoolindemonton@gmail.com](mailto:czechschoolindemonton@gmail.com) or by contacting Jitka

# **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 schedule when class is in session).
* **Where:** In Summerside at 2003 91 St SW, Edmonton AB T6X 0W8. On-site parking is available free of charge.
* **There may be some situations where the class is moved online.** Notice will always be given in advance, and the Zoom platform will be used in these situations.
* **The school will communicate important information by email.** Information may be supplemented by texts or social media posts, but email will be the main source of communication by the program from the address [czechschoolinedmonton@gmail.com](mailto:czechschoolinedmonton@gmail.com).

# **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 for the other children. 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 minutes.
* **In the event of unforeseen absences** (illness, for e.g.), **please text 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. (last year was wonderful for this, a few parents always helped without being asked, so we will see how it works this year)
  + 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.
* **Practice, practice, practice** – work with your child during the week to boost their vocabulary, to make the most out of the programming offered.

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 Workshop Eatery (located in the priMED Mosaic Centre, opens at 10, reservation recommended).

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.

# **WHAT TO BRING**

Students should bring the following items with them to class:

* A full water bottle
* Snack
* Indoor shoes
* For the Skupinka Krteček (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. No need to purchase anything.

# **CONTACTS**

* E-mail address: [czechschoolinedmonton@gmail.com](mailto:czechschoolinedmonton@gmail.com)
* Website: [czechschoolinedmonton.com](https://czechschoolinedmonton.com/)
* President: Jitka Storoschuk, cell: (587) 989-9279

# **REGISTRATION FORM 2024-2025 school year**

**Instructions**

* Complete one form for each student and indicate all registered classes.
* Please complete all sections

Parent e-mail address for communication purposes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Information** | | | | | | | | |
| First and Last Name (including nickname if applicable with Czech diacritic) | | | | | | | Age | |
| Birthdate (DD/MM/YYYY) | | Place of Birth (City and Country) | | | | | | |
| Citizenship | |  | | | | | | |
| Gender Female Male | |  | | | | | | |
| Mailing Address (with postal code) | | | | | | | | |
| Telephone Home Cell | | | | | | | | |
| **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 Language 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 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**

Parent/Guardian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Fees**

* **Siblings discount is 50% of the established fee (if there are two different tuition fees, discount is taken from the lower fee)**
* Fees cover tuition, supplies, administrative fees including rent, and teacher honoraria
* One free trial is available for all families
* Teacher’s permission required for registration after October.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **☒** | **Program** | **Fee** | **Lessons** |
| 1 |  | **Skupina Krteček**  **Siblings 50% off** | $250  $125 | Two Saturdays a month  9.30 - 11.30 |
| 2 |  | **Group 5-6 years old**  **Siblings 50% off** | $250  $125 | Two Saturdays a month  9.30 - 11.30 |
| 3 |  | **Group 7 years old and up**  **Siblings 50% off** | $250  $12 | Two Saturdays a month  9.30 - 11.30 |
| 4 |  | **General program -Group 3-6 years old**  **Siblings 50% off** | $125  $62.50 | One Saturday a month  9.30 - 11.30 |
| 5 |  | **General program - Group 7 years old and up**  **Siblings 50% off** | $125  $ 62.50 | One Saturday a month  9.30- 11.30 |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Total payable | $ |
| Select applicable payment option ☐ Cash ☐ Cheque ☐ E-transfer | |
| 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)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **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:\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CZECH SCHOOL SCHEDULE**

**first semester of 2024-2025 school year**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Czech speaking children** | | | **Non-Czech-speaking children (general program)** | | **Special event/**  **Comment** |
|  | **3-4 years** | **5-6 years** | **7 years and older** | **3-6 years** | **7 years and older** |  |
| **Sept 14** | 9.30-11.30 | 9.30-11.30 | 9.30-11.30 | - | - | **FIRST CLASS** |
| **Sept 21** | **no school for all** | | | | |  |
| **Sept 28** | - | - | - | 9.30-11.30 | 9.30-11.30 | **FIRST CLASS** |
| **Oct 5** | 9.30-11.30 | 9.30-11.30 | 9.30-11.30 | - | - |  |
| **Oct 12** | **no school for all** | | | | |  |
| **Oct 19** | 9.30-11.30 | 9.30-11.30 | 9.30-11.30 | - | - | **OCT 20 CORN MAZE TRIP** |
| **Oct 26** | - | - | - | 9.30-11.30 | 9.30-11.30 |  |
| **Nov2** | 9.30-11.30 | 9.30-11.30 | 9.30-11.30 | - | - |  |
| **Nov 9** | **no school for all** | | | | |  |
| **Nov 16** | 9.30-11.30 | 9.30-11.30 | 9.30-11.30 | - | - |  |
| **Nov 23** | - | - | - | 9.30-11.30 | 9.30-11.30 |  |
| **Nov 30** | 9.30-11.30 | 9.30-11.30 | 9.30-11.30 | - | - |  |
| **Dec 7** | - | - | - | 9.30-11.30 | 9.30-11.30 |  |
| **Dec 14** | **Christmas celebration for all children, parents are welcome \*\*\*** | | | | |  |
| **Dec 21** | **no school for all** | | | | |  |
| **Dec 28** | **no school for all** | | | | |  |
| **Jan 4** | **no school for all** | | | | |  |
| **Jan 11** | 9.30-11.30 | 9.30-11.30 | 9.30-11.30 | - | - |  |
| **Jan 18** | 9.30-11.30 | 9.30-11.30 | 9.30-11.30 | - | - | **VYSVĚDČENÍ** |
| **Jan 25** | - | - | - | 9.30-11.30 | 9.30-11.30 | **VYSVĚDČENÍ** |

**\* SUNDAY OCT 20 – CORN MAZE TRIP – QUESTIONS FOR THE MAZE DIRECTIONS WILL BE AVAILABLE IN CZECH, MORE INFO TO COME**

**\*\* MIKULÁŠ event will be announced**

**\*\*\* CELEBRATING CHRISTMAS with Czech traditions, crafts, and goodies. Parents are welcome (parents of the youngest children are recommended to stay)**