



PRESCHOOL ADMISSIONS GUIDE 2023-2024

Dear parents,

Thank you for your interest in ADE's preschool program! We look forward to welcoming new and returning families to our preschool in the new school year. We thank our returning families for their continuous support and collaboration, giving us the opportunity to keep our school and community growing. In order to continue to fulfill our mission in offering an enriching and inclusive educational preschool experience, we have updated our service offerings and budget for the upcoming school year. These updates will allow for Académie de l'enfance (ADE) to continue to improve and offer the highest quality early childhood education services to our community.

Our preschool registration package for the upcoming school year is currently available. All students, (currently enrolled and new) must complete and submit a registration package in order to return to the program for the upcoming year. It is important for parents to carefully read through this document to ensure that all steps are completed in order to confirm your child's enrollment to the preschool program for the period of September 1, 2023 to August 31, 2024.

Please note, due to the very high number of wait-list applicants for our preschool program, we have assigned deadlines to priority enrollment for our currently enrolled students and their siblings (who are not currently enrolled).

→ The deadline for priority enrollment (and to guarantee a spot) for currently enrolled students (and their siblings) is Friday, May 26, 2023

For questions about our preschool registration forms, contracts, tuition or payments please contact our Director of Administration, Mr. Vincent Bracaglia, by email at admin@academiedelenfance.com.

For questions about our preschool program, wait-list or admissions process, please contact our Preschool Director, Ms. Stacey Chrysanthakopoulos, by email at stacey@academiedelenfance.com.

We thank you again for your interest in our preschool programs and we look forward to welcoming your family into our community very soon!

Sincerely,

Joanna Colida

General Director & Founder, (ADE) Académie de l'enfance - Preschool Centres

**Please note that as I am currently on maternity leave, kindly direct any questions related to our program registration, contracts, or admissions process to our director team using their contact information as indicated above.*



PRESCHOOL CENTER UPDATES 2023-2024

Please be advised that as of the new preschool year there will be an increase in tuition for the service period of September 1, 2023 to August 31, 2024. Information about preschool tuition, payment schedule, payment methods, and tax credits offered to parents are detailed in this guide.

As a result of changes to the economy and challenges within the industry of early education, the cost of preschool center operations has continued to rise quickly and significantly. These realities have required us to review and adjust our school's budget accordingly, and make adjustments to our operations. These adjustments will allow us to continue to offer high quality educational services and continue to operate our school in a sustainable manner.

We have observed two major factors which contribute to the increasing operating costs. Firstly, inflation has been a major contributor to the increasing costs of goods and services, educational materials, food, cleaning supplies, and interest rates. Secondly, highly competitive labor markets and industry-wide teacher shortages require significant increases in education staff salaries, with an average increase of 13%. These increases have resulted in substantially higher business operating costs, as educational staff salaries make up the bulk of the center's operating expenses. In order to promote staff stability and limit the high cost of turnover, we promote and increase employee compensation based on employee performance and seniority. Our administrative team works to keep other operational costs down by sourcing competitive suppliers and closely monitoring inventory levels to ensure efficient operations, and limiting waste.

This past year, we had observed higher than average teacher turnover directly related to burnout and mental health, a quickly rising cost of living, and changing trends in what employees are seeking in their work-life. These challenges were seen across the industry as a whole, as many teachers chose to step away from the field of education. Apart from the recent mass exodus of teachers from the education industry, there are several other important trends to pay attention to. After conducting a deep-dive analysis of the industry and internal challenges, we have observed post-COVID trends that include employees seeking work-life balance, preferring remote work models, and a competitive employee compensation market. Employment trends are demonstrating that employees are seeking employers that prioritize mental health support, well-being, flexibility, and competitive compensation. Qualified and well-trained teachers are essential for the proper implementation of high quality preschool programming. However, hiring and retaining highly qualified staff members requires investment in compensation, benefits and a positive work-life experience. We stand by the belief that investing in teachers and educational design leads to student success across a lifetime. **This upcoming school year will offer the following employee policies in an effort to be responsive to the realities of the employment market and people's evolving needs:**

- **Salary increases** to adjust for cost of living and reward high performance
- **Match pay rate to government salary scale (MFA)** for all staff
- **Telemedicine and mental health** benefits
- **Legal and financial assistance** programs
- **Family and relationship support** programs



- **Optional 4-day work-week** for teachers and administrators
- **Reduced workday** and center operating hours to offer a maximum of a 37.5 hour work-week
- **Remote work days** for administrators
- **Mental health days** for all staff members
- **Continuous professional development** for teachers and administrators
- **Mentorship and coaching program** for teachers and administrators
- **Opportunities for growth** by prioritizing promoting from within the organization
- **Special community events** to promote an inclusive work environment

We continue to prioritize educational and program quality by investing in program and curriculum improvements, teacher and staff training and educational supply purchases. We believe that offering an environment of continuous learning and development, along with a data-driven educational approach is the foundation required for a healthy and productive learning environment.

Our teachers receive continuous training and feedback related to their teaching strategies, building relationships, health, safety and other key areas of education. In an effort to meet and exceed government standards for excellence in early education, we continue to implement monthly teaching and classroom quality assessments. These assessments are necessary to offer a high quality learning environment for children. Employee expectations are clearly communicated through performance reviews, as well as ongoing formal feedback through our coaching programs. This past year, we have implemented in-classroom coaching programs to help teachers improve their approaches and strategies to ensure alignment with research-based approaches. We have provided coaching support to newer administrators in learning to effectively manage teams of people and preschool operations. We are currently working with a curriculum designer who specializes in the Highscope educational approach, in which our program is founded upon. Our curriculum designer is working with our director team to launch a signature scripted curriculum this upcoming September. A scripted curriculum will provide teachers with preset lesson plans to ensure consistency in content taught to children and program quality across classrooms. **Moving forward, the following new and existing policies will be implemented at ADE to enhance children’s educational experience:**

- **New teacher hires must have a minimum of 5 years** of preschool experience
- **Certification programs for “non-qualified” teachers to ensure 100% qualified** educator ratio (compared to MFA policies requiring a 60% qualified staff ratio)
- **French-language immersion program** for our pre-kindergarten classrooms
 - French language specialist is currently making improvements to the French language curriculum to launch in September
 - With the goal of exposing our demographic of primarily anglophone children to French language, our pre-kindergarten program will be offered 75% in French and 25% in English
 - A French language teacher will speak and instruct exclusively in the French language in pre-kindergarten to promote immersion
- **Teachers will use a signature scripted curriculum** using weekly pre-approved lesson plans based on the Highscope educational approach
- **Classroom environments will reflect the Highscope approach and laid out** to effectively implement our unique inclusive educational approach



ADE continues to invest in center improvements to ensure an impeccably maintained, safe and functional environment for our children and staff members. We continue to use high quality cleaning supplies, including gentle cleaners for tables, chairs and toys, which are frequently handled by children. We continue to use HEPA air filtration systems, which have helped to reduce the presence of airborne viruses, dust and particles in our classrooms. As always, we continue to purchase and offer high quality toys and educational materials, made of non-toxic materials, favoring wood and natural finishes. In addition, our maintenance team regularly repairs and improves our building. It is important to note that this past school year's budget (2022-2023) had included a play-yard improvement project. However, after the tragic incident at a daycare in Laval this year, we decided to allocate that budget towards the installation of additional security bollards. This decision was made to further protect the first floor classrooms from accidents involving on-coming vehicles. We have purchased and are currently awaiting for the supplier to install the security bollards. **This upcoming school year's budget (2023-2024) will include the following improvements and purchases for our facilities:**

- **Continue to employ a cleaning team** to ensure center maintenance and cleanliness
- **Design and install new elements in the play yard**
 - Creating new play areas for children, including: Outdoor art center, outdoor reading corner (under the tree), custom gross motor activity center, water and sand play bar, and exterior storage unit for outdoor play equipment.
- **Play-yard toys and equipment** purchases and installations
- **Repair and stain** exterior wooden fence
- **Repair a large pothole** on the side parking lot
- **Improvements to the staff room**
 - New furniture, decor, coffee machine and snack bar
- **Purchase outdoor furniture (tables and chairs)** to encourage staff members to take breaks outdoors when possible

GOVERNMENT FUNDING FOR EARLY EDUCATION

As ADE Laval is a non-subsidized private preschool center, it currently receives no government funding. Due to a shortage of daycare spots across the province, the provincial government plans to expand its subsidized daycare network by creating new centers and converting high quality non-subsidized daycares into government-subsidized programs. Our ownership team has made the decision to work towards obtaining government-subsidized daycare status with the Ministry of Family (MFA) for its Laval location. ADE Laval will be applying for government-subsidized daycare status in the next round of conversion projects, which is due to be announced by the provincial government shortly. Government-subsidized daycare status would result in the government contributing to the majority of the costs and parents paying only \$8.50 (or a similar amount) out of pocket per day in daycare tuition fees at ADE Laval. We cannot confirm when the government call to projects will begin, however we anticipate being accepted for a conversion to subsidized status. This past year ADE applied for and successfully obtained 3 new daycare permits through the government's most recent project to create new subsidized daycare spots. By 2025, ADE will expand its preschool program by 278 additional spots in new locations in the North Shore and West Island areas. In addition, the new locations will offer government-funded inclusive education services for children 0-5, with additional funding for children with special needs. Our goal in transitioning ADE Laval to a government-subsidized private center would allow us to continue to



fulfill our vision, mission and mandate of providing excellence in inclusive education in a financially sustainable and accessible manner.

While we understand that tuition increases can pose financial challenges to families, they are necessary to continue to ensure the sustainability and quality of the program. In the meantime, we will offer flexible payment plan options to families and resources to obtain government tax credits.



ADMISSIONS PROCESS

ENROLMENT PERIODS

Due to the very high volume of applicants registered to our wait-list, preschool enrollment will open and registration documents will be accepted in two phases, as indicated below:

1) **PRIORITY ENROLLMENT PERIOD FOR CURRENTLY ENROLLED STUDENTS:**

All currently enrolled students and their siblings (who are not yet enrolled) will have first priority to register to the program for the upcoming preschool year until the deadline indicated below. After this deadline, enrollment will be open to all families who have applied to the wait-list. Registration packages and contracts will be accepted on a first come, first served basis.

→ **The deadline for priority enrollment (to guarantee a spot) for currently enrolled students is Friday, May 26, 2023.**

2) **ENROLLMENT PERIOD OPEN TO WAIT-LIST APPLICANTS:**

ADE will offer program spots to families registered to our wait-list based on the order of admissions as indicated below. Once a child has been offered a spot in the program, parents must complete and submit the registration package to be eligible for enrolment.

→ **As of Saturday, May 27, 2023, ADE will open program enrollment to all students registered to our wait-list.**

Currently enrolled students and their siblings (who may not yet be enrolled) are guaranteed a spot and granted priority enrollment status until the deadline. After this deadline, enrollment will be open to all wait-list applicants, and accepted on a first come, first served basis:

ORDER OF PRIORITY FOR PROGRAM ADMISSIONS

ADE follows the official order of priority for admissions to the preschool program as indicated below. Please note that ADE assigns the highest priority enrollment to full-time students. Full-time enrollment promotes classroom stability and offers the greatest benefits for students enrolled in our academic preschool program.

- 1) Full-time enrollment status
- 2) Currently enrolled students (until the end of the priority enrollment period)
- 3) Siblings of currently enrolled students (until the end of the priority enrollment period)
- 4) Classroom availability based on a student's age
- 5) Date of submitted enrollment application



STEPS TO APPLY

Parents must complete the following steps in order to register their child to our preschool program.

- 1) Complete a preschool registration package for each child you wish to enroll for the upcoming preschool year.
- 2) Send your completed preschool registration package and all supporting documents by email to admissions@academiedelenfance.com
- 3) Once your child’s spot within the program has been confirmed, parents will receive a signed copy of their registration contract by email. Once you have received a signed contract, this means that your child has been granted a spot in our program for the upcoming preschool year.
- 4) Once your child has been accepted to our program, new students (not currently enrolled in the program) will be contacted by the Preschool Director to set up an initial in-person center visit with their child.

TIPS FOR COMPLETING THE REGISTRATION PACKAGE

- ★ Parents can use the mobile app “Adobe Fill & Sign” to quickly and easily fill out and sign the registration package and contracts.
- ★ Parents can use the smartphone application “Genius Scan” or another free smartphone application to quickly and easily take photos of their supporting documents, transforming them into a PDF file.

REQUIRED DOCUMENTS

Parents must submit the following documents by email to admissions@academiedelenfance.com in order for a registration package to be considered complete. **Please note: All preschool registration packages and supporting documents must be submitted by email. These documents will not be accepted in a paper version, in order for us to fairly assign a date and time-stamp to each submission.**

For ALL STUDENTS (new and returning)	For NEW STUDENTS only
<ul style="list-style-type: none"> → Completed and signed preschool registration package 	<ul style="list-style-type: none"> → Initial visit and enrollment fee of \$150.00 paid by cash or e-transfer (sent to admin@academiedelenfance.com) → Copy of child’s birth certificate → Copy of child’s medicare card → Copy of child’s vaccination booklet → Copy of a government issued photo ID for each parent → Proof of registration to the wait-list on La Place 0-5 (i.e. screenshot)



PRESCHOOL PROGRAM

ABOUT ADE

Académie de l'enfance (ADE) offers a private preschool program that implements an early childhood curriculum based on the latest research practices in early childhood. Our centers offer full-day preschool programming, extended daycare, and early intervention services. ADE's preschool curriculum introduces academic concepts and life-skills for children 18 months to 5 years. Our preschool program encourages children to explore their environment through play and learning based experiences. Our holistic approach to education focuses on all aspects of a child's development including socio-emotional, motor, cognitive, and language development. This approach helps children gain confidence, teaches emotional awareness and intelligence, and allows them to acquire language and communication skills, critical for their development. ADE has been recognized for its early education programs by the Ministry of Family, Mathieu Lacombe and a medal of honor from the National Assembly of Quebec. Parents can learn more about our programs and services by visiting our website: <https://www.academiedelenfance.com>

OPERATING HOURS

The preschool center operates between the hours of 7:30am to 5:30pm from Monday to Friday.

Please be advised that as of September 1, 2023 we will reduce operating hours (as indicated above) in order to provide teachers and staff with a shorter workday, reduce burnout, and prioritize a healthy work-life balance.

PROGRAM INCLUSIONS

★ Access to a mobile application (digital agenda)

- Daily updates on children's development, meals, sleep and toileting routine
- Daily communication with teachers and administration
- Daily photos and/or videos of children's activities
- Calendar access for center events

★ Daily preschool program (9:30am to 4:00pm)

- Inclusive education program founded on the research-based Highscope approach
 - Plan, do, review model of learning in ECE
- Educational materials and classroom resources

★ Extended childcare hours (7:30am to 5:30pm)

- We offer a maximum of 8 hours of child care service per day, based on the parents chosen daily schedule (during operating hours). Essential service workers can use our services for a maximum of 10 hours per day.
- In order to promote children's socio-emotional development and well-being, it is important that parents limit their child's time at the center to no longer than 8 hours per day.

★ Extracurricular activities led by instructors to promote gross motor skills



<ul style="list-style-type: none">○ Yoga, dance, music and movement
<p>★ Themed monthly special events and activities for children and families</p> <ul style="list-style-type: none">○ Parents and children are invited to monthly events celebrating themes of the month
<p>★ Field trips and excursions</p> <ul style="list-style-type: none">○ Transportation and activity fees not included in preschool tuition
<p>★ Meals prepared daily by formally-trained chef</p> <ul style="list-style-type: none">○ Meals are prepared using whole and healthy ingredients, offering a menu prepared by our collaborating nutritionist. Freshly prepared meals and snacks accommodate all allergies and restrictions.<ul style="list-style-type: none">■ Breakfast station - Open for all children present from 8:30am to 9:30am■ Lunch-time - 11:30am to 12:30pm■ Afternoon snack - 3:30pm○ Summer garden program with the fresh produce used in our meal recipes throughout the harvest season.○ Seasonal summer, fall, winter and spring menus
<p>★ Qualified and professional educational staff</p> <ul style="list-style-type: none">○ Teachers participate in continuous professional development○ In-house teacher coaching program
<p>★ Pedagogical support team for parents and children</p> <ul style="list-style-type: none">○ Access to our pedagogical support team for children’s developmental concerns○ Child development reports<ul style="list-style-type: none">■ Individual reports on children’s development and progress within the program■ Bi-annual parent-teacher conferences○ Academic planning support for elementary school○ Priority access to a network of clinical professionals (ex: Speech therapy, occupational therapy, recreational therapy, psychoeducation)<ul style="list-style-type: none">■ Clinical services not included in tuition fees

HIGHSCOPE APPROACH TO EARLY EDUCATION

ADE offers an inclusive education model, based on current ECE research and best practices, and founded on the High Scope educational approach. Our approach to teaching focuses on high quality child-teacher interactions, explorative learning and a data-driven curriculum. Our organization promotes teacher development by offering continuous training and support to our staff, in turn ensuring the highest quality early childhood education. Our preschool program prepares children for elementary school & life by giving them the skills and tools required for future academic success. Parents can learn more about our educational approach by visiting our website at: <https://www.academiedelenfance.com/our-approach>.



PRESCHOOL PROGRAMS

Children should be between the ages indicated below by September 30 in order to be eligible for enrolment in the preschool programs below. Parents can learn more about our preschool programs and goals by visiting our website at: <https://www.academiedelenfance.com/our-programs>

EARLY LEARNING PROGRAM For children 18 to 36 months	PRE-KINDERGARTEN PROGRAM For children 3 to 5 years old
Our early learning program is an academic preschool designed for children aged 18 months to 3 years. The program aims to prepare children for academic programs in both English (50%) and French (50%) instruction.	Our pre-kindergarten program is an academic preschool program offered over 2 years (Pre-kindergarten I & Pre-kindergarten II), designed for children aged 3 to 5 years. The program will aim to prepare children for academic programs in both English (25%) and French (75%) instruction.

LEARNING CENTRES - “PLAN, DO, REVIEW”

ADE’s educational approach is research-based and founded on the Highscope approach. This September, our curriculum will incorporate the Plan, Do, Review (PDR) method into the morning preschool program. This approach emphasizes active learning, child-initiated activities, and a focus on the development of social and cognitive skills. The PDR method is a cyclical process that encourages children to engage in purposeful planning, carry out their plans, and reflect on their experiences afterward. It is designed to promote independent thinking, problem-solving, and decision-making skills in young children. The Plan, Do, Review method in the HighScope educational approach empowers children to take an active role in their learning, develop essential skills, and become independent, self-directed learners. The PDR method promotes several important skills and concepts. It fosters critical thinking, problem-solving, and decision-making abilities by giving children the autonomy to plan and carry out their activities. It also encourages self-assessment, self-regulation, and metacognitive skills as children reflect on their experiences and make adjustments for future activities. Moreover, the PDR method promotes communication, collaboration, and social skills as children interact with their peers and share their thoughts and ideas during the review phase.

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| <p>1) PLAN: Children will arrive at their classroom each morning and “plan” what they would like to do, selecting a learning center of their choice. The classroom will be set up with various learning centers encouraging different areas of their development, following the program’s monthly themes and objectives. During the planning phase, children have the opportunity to make choices and set goals for their activities. Teachers facilitate this process by encouraging children to think about what they want to do, what materials they might need, and how they can achieve their desired outcomes. Children learn to think ahead, consider alternatives, and make decisions based on their interests and abilities.</p> |
| <p>2) DO: In the “do” phase, children engage in their planned activities. They actively participate in hands-on experiences, interact with materials, and work individually or collaboratively with their</p> |



peers. Teachers support children’s exploration, offer guidance when needed, and ensure a safe and stimulating environment for learning. The “do” phase allows children to put their ideas into action and experience the consequences of their choices.

- 3) **REVIEW:** The review phase is a crucial part of the PDR method. After completing their activities, children and teachers come together to reflect on what happened, what they achieved, and what they learned. This reflection process encourages children to analyze their experiences, evaluate their strategies, and make connections between their actions and outcomes. Teachers ask open-ended questions, encourage dialogue, and help children recognize their accomplishments, challenges, and areas for improvement.

KDI WORKSHOPS

ADE’s curriculum designs small group workshops around Key Developmental Indicators (KDIs), a component of the Highscope approach, to build children’s knowledge and development across various domains. KDIs are used as a framework to observe and document children’s skills and abilities in order to track their growth over time. The HighScope KDIs cover different areas of development and learning. The purpose of the Key Developmental Indicators (KDI) is to guide teachers in observing and documenting children’s progress in these key areas of development. By regularly assessing children’s skills and abilities using the KDIs, educators can tailor their teaching strategies, provide appropriate support, and create a learning environment that fosters each child’s growth and development. While specific indicators may vary depending on the age group, the following are examples of the types of areas typically addressed by KDIs:

- 1) **Approaches to learning:** This domain focuses on children’s motivation, engagement, and curiosity. It includes indicators related to initiative, problem-solving, and persistence in tasks.
- 2) **Social and emotional development:** KDIs in this domain assess children’s abilities to interact with others, develop friendships, express emotions, and regulate their behavior. They focus on indicators such as empathy, conflict resolution, self-control, and self-confidence.
- 3) **Physical development and health:** This domain encompasses children’s gross motor and fine motor skills, as well as their understanding of health and safety practices. KDIs may include indicators related to coordination, strength, self-care routines, and knowledge of healthy habits.
- 4) **Language, literacy, and communication:** These KDIs assess children’s language skills, including vocabulary, grammar, listening comprehension, and speaking abilities. They also cover indicators related to emergent literacy, such as phonological awareness, letter recognition, and comprehension of written materials.



- 5) **Mathematics:** This domain focuses on children’s understanding of mathematical concepts and processes. KDIs may include indicators related to number recognition, counting, sorting, patterning, measurement, and problem-solving.
- 6) **Creative arts:** This domain explores children’s creative expression, imagination, and artistic skills. KDIs may include indicators related to visual arts, music, movement, and dramatic play.



DAILY ROUTINE - EARLY LEARNING (18 - 36 MONTHS)

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 9:30	Morning arrivals & Learning centers (PDR - Plan, Do, Review)				
Open from 8:30 - 9:30	Breakfast Routine (on demand)				
10:00	Circle time & Story of the day (whole group)				
10:30	Outdoor Gross Motor Play (whole group)				
11:30	Lunchtime Routine				
13:00 - 15:00	Naptime Routine				
15:15	Afternoon Snack Routine				
15:30 - 16:00	KDI workshop (small group)				
	Creative arts	Sensory exploration	Cognitive play	Fine motor	Introduction to STEM
16:00 - 17:30	Child-directed play (small group) & Departures				

***Please note that there will be changes to the daily operations of the preschool center programming. Specifically, there will be changes to the nap routine time across the center in an effort to slow down the morning routine. This will give children more time to focus and enjoy the morning activities, and give teachers adequate time to prepare for busier times of day such as lunch and nap-time. These changes will take place as of September 1, 2023.**



DAILY ROUTINE - PRE-KINDERGARTEN (36 - 60 MONTHS)

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 9:30	Morning arrivals & Learning centers (PDR - Plan, Do, Review)				
Open from 8:30 - 9:30	Breakfast Routine (on demand)				
10:00	Circle time & Story of the day (whole group)				
10:30	KDI workshop (small group)				
	Literacy (Bilingual instruction)	Creative arts (French instruction)	Mathematics (French instruction)	Pre-writing (French instruction)	Science (English instruction)
11:00	Indoor Gross Motor Activity (whole group)				
11:30	Lunchtime Routine				
13:00 - 15:00	Naptime Routine				
15:00	Afternoon Snack Routine				
15:30	Outdoor Gross Motor Play (whole group)				
16:00 - 17:30	Child-directed play (small group) & Departures				

***Please note that there will be changes to the daily operations of the preschool center programming. Specifically, there will be changes to the nap routine time across the center in an effort to slow down the morning routine. This will give children more time to focus and enjoy the morning activities, and give teachers adequate time to prepare for busier times of day such as lunch and nap-time. These changes will take place as of September 1, 2023.**



2023 - 2024 PRESCHOOL CALENDAR

SEPTEMBER	<ul style="list-style-type: none"> ★ Welcome breakfast for families - Friday, September 1 (8:00am - 9:30am) ★ School Closed - Holiday - Labour Day - Monday, September 4 ★ Field trip - Apple Picking at Labonte de la Pomme - Friday, September 22 ★ School Photo Day - Thursday, September 28
OCTOBER	<ul style="list-style-type: none"> ★ Parent committee meeting #1 (virtual only) - Wednesday, October 4 (6:00pm) ★ Field trip - Fire station (Pre-kindergarten only) - Friday, October 20 ★ School Closed - Holiday - Thanksgiving - Monday, October 9 ★ Halloween Trick or Treating - Tuesday, October 31 (4:00pm - 5:00pm) <ul style="list-style-type: none"> ○ Bake sale fundraiser supporting pre-kindergarten graduation
NOVEMBER	<ul style="list-style-type: none"> ★ Child Development Reports (sent to parents) - Wednesday, November 15 ★ Parent-Teacher Interviews - Monday, November 20 to Friday, November 24 <ul style="list-style-type: none"> ○ Virtual meetings to be scheduled between 10:00am to 3:00pm ★ Health Hero Week - Monday, November 27 to Friday, December 1
DECEMBER	<ul style="list-style-type: none"> ★ Holiday Show & Party for Families - Friday, December 15 (5:00pm - 7:00pm) <ul style="list-style-type: none"> ○ Location to be determined ○ Fundraiser supporting school fundraising goal (TBD) ★ School Closes at 3:00pm - Friday, December 15 ★ Breakfast with Santa - Wednesday, December 20 ★ Holiday Sweater Day - Friday, December 22 ★ School Closed - Holiday Period - Monday, December 25 to Friday, January 5 (inclusively)
JANUARY	<ul style="list-style-type: none"> ★ School Closed - Holiday Period - Monday, December 25 to Friday, January 5 (inclusively) ★ Parent committee meeting #2 (virtual only) - Wednesday, January 17 (6:00pm) ★ Science Show (Pre-Kindergarten only) - Friday, January 26
FEBRUARY	<ul style="list-style-type: none"> ★ Valentine's Day Café - Wednesday, February 14 <ul style="list-style-type: none"> ○ Fundraiser supporting pre-kindergarten graduation ○ Children and staff wear pink and red ★ Art Exhibit Soirée for Parents - Friday, February 23 <ul style="list-style-type: none"> ○ Fundraiser supporting school fundraising goal (TBD)



MARCH	<ul style="list-style-type: none">★ Sugar Shack Day - Friday, March 8★ Parent committee meeting #3 (virtual only) - Wednesday, March 13 (6:00pm)★ St-Patrick's Day - Friday, March 15<ul style="list-style-type: none">○ Children and staff wear green★ Easter Egg Café - Thursday, March 28<ul style="list-style-type: none">○ Fundraiser supporting pre-kindergarten graduation★ School Closed - Holiday - Easter Friday - Friday, March 29
APRIL	<ul style="list-style-type: none">★ School Closed - Holiday - Easter Monday - Monday, April 1★ Autism and Neurodiversity Acceptance Day - Tuesday, April 2<ul style="list-style-type: none">○ Children and staff members wear blue○ Special project and guest speaker for pre-kindergarten★ Field trip - Library visit (Pre-kindergarten only) - Friday, April 12
MAY	<ul style="list-style-type: none">★ Parent committee meeting #4 (virtual only) - Wednesday, May 1 (6:00pm)★ Mother's Day Tea Party - Friday, May 10 (4:00pm - 5:00pm)★ School Closed - Holiday - Victoria Day - Monday, May 20★ Teacher & Staff Appreciation Week - Tuesday, May 21 to Friday, May 24★ Field trip - Intermieil - Friday, May 31
JUNE	<ul style="list-style-type: none">★ Child Development Reports (sent to parents) - Wednesday, June 5★ Parent-Teacher Interviews - Monday, June 10 to Friday, June 14<ul style="list-style-type: none">○ Virtual meetings to be scheduled between 10:00am to 3:00pm★ Father's Day BBQ - Friday, June 14★ Pre-Kindergarten Graduation - Thursday, June 20 (4:00pm)★ School Closed - Holiday - St-Jean-Baptiste - Monday, June 24
JULY	<ul style="list-style-type: none">★ School Closed - Holiday - Canada Day - Monday, July 1
AUGUST	<ul style="list-style-type: none">★ Last day of school - Wednesday, August 28 (end of contract)★ School Closed - Pedagogical Day - Thursday, August 29 (School closed)<ul style="list-style-type: none">○ Center preparation for new school year (all staff members)★ School Closed - Pedagogical Day - Friday, August 30 (School closed)<ul style="list-style-type: none">○ Teacher and staff training day○ Meet the teachers day for parents (virtual)



PRESCHOOL PROGRAM FEES

TUITION FEES FOR 2023-2024

The daily rate is \$65.00 for the 2023-2024 preschool year, for the period of September 1, 2023 to August 31, 2024. After applying [Quebec's advance child care tax credit program](#), the average out of pocket daily cost to parents is \$29.59 per day. We offer part-time (2 or 3 days) or full-time (5 days) enrollment status for all children in the preschool program. Please note that due to high program demand, full-time enrolment status is prioritized.

PART-TIME STATUS 2 days per week	PART-TIME STATUS 3 days per week	FULL-TIME STATUS 5 days per week
\$563.33 per month <u>OR</u> \$281.66 twice per month	\$845.00 per month <u>OR</u> \$422.50 twice per month	\$1408.33 per month <u>OR</u> \$704.16 twice per month
<i>\$29.59 per day <u>OR</u> \$256.45 per month <u>after applying the advance child care tax credit</u></i>	<i>\$29.59 per day <u>OR</u> \$384.67 per month <u>after applying the advance child care tax credit</u></i>	<i>\$29.59 per day <u>OR</u> \$641.17 per month <u>after applying the advance child care tax credit</u></i>

TUITION PAYMENT SCHEDULE

Preschool fees are invoiced monthly or semi-monthly, and due according to the payment schedule and methods indicated below. Parents will receive an invoice by email each month for the upcoming month's tuition fees, and the due date based on the payment option selected.

Tuition due date	Monthly payment due on/before the 1st of each month (100% of the monthly tuition due) 12 equal payments / year	Monthly payment due on/before the 15th of each month (100% of the monthly tuition due) 12 equal payments / year	Semi-monthly payment due on/before the 1st and the 15th of each month (50% of the monthly tuition due on each date) 24 equal payments / year
Payment method(s)	E-transfer, cash, or post-dated checks *E-transfers must be sent to admin@academiedelenfance.com	Post-dated checks	Post-dated checks

*Please note that payment schedules requiring post-dated checks must be provided to administration by August 31 (before the start of the new preschool year).

LATE PAYMENTS: A payment is considered late if it is provided after the date indicated on the invoice, based on the payment schedule agreed upon when signing the preschool registration contract. In the case of a late payment, a \$50.00 late fee per month will be added to that month's invoice. **ADE reserves the right to cancel the registration contract or withhold services in the event of a late payment, until a child's account is paid in full.**



GOVERNMENT TAX CREDITS FOR PRIVATE DAYCARES

ADE (Académie de l'enfance) operates as a private non-subsidized ministry-accredited daycare center. This means that ADE does not receive any government funding for its programs. This allows families to take full advantage of both Federal and Provincial government tax credits. The Quebec government offers parents the possibility of obtaining advance monthly tax credits for daycare tuition, for a refund of up to 78% of the daily tuition rate. The Quebec Advance Child Care Tax Credit is paid directly to parents each month, on the 15th day of each month. Parents can apply to claim and obtain the tax credit directly, which is based on family income. We encourage parents to apply for the advance child care tax credit 60-90 days before the start of the new school year, in order to receive their monthly tax credit on time.

The provincial government has recently increased the child care tax credit for parents, in order to help with adjustments for cost of living and wage increases in the industry.

Parents can learn more about the child care tax credit program and their daily rate after the tax credit using the following link:

- Claiming the child care tax credit:
<https://www.revenuquebec.ca/en/citizens/tax-credits/tax-credit-for-childcare-expenses/claiming-the-tax-credit/>
- Tax credit for childcare expenses:
<https://www.revenuquebec.ca/en/citizens/tax-credits/tax-credit-for-childcare-expenses/advance-payments/>
- Calculate the daily rate after my tax credit (based on household income):
http://www.budget.finances.gouv.qc.ca/Budget/outils/garde_fr.asp



FIELD TRIP FEES

As of September 2023, administration will reserve all field trips at the beginning of each year in order to secure transportation, ensure availability of field trip venues and avoid last-minute cancellation fees. Field trip participation for children must be reserved and fees must be paid by September 1st of each year, for the upcoming year. Parents who choose to participate in the field trip can reserve and pay for their tickets 1 month prior to the trip.

As school-wide field trips require significant coordination and planning, we have decided to implement this new policy to ensure adequate participation and avoid last-minute cancellations. This will allow our team to limit time-consuming last minute planning. It is important to note that ADE is a very small preschool, with only 52 children, and changes to participation by only a few children significantly affects the cost of field trips. In order to keep the costs down and fair for all participating children, field-trip fees will be non-refundable. If there is not enough participation for a field trip to keep the cost within the budget, the trip will be canceled. Children who are not participating in the field trip can have access to daycare services at the preschool that day. We thank you for your collaboration and understanding on this matter.

This upcoming school year, our program will offer the following field trips:

Apple picking at Labonte de la Pomme https://labontedelapomme.ca/en	\$30.00 per child - includes activity & bus transportation	Friday, September 22, 2023	All age groups
Fire Station visit at Caserne 4 https://www.laval.ca/lieux/Pages/Fr/caserne-4.aspx	Free of charge (\$0)	Friday, October 20, 2023	Pre-kindergarten groups only
Library Visit at Yves Theriault https://www.laval.ca/lieux/Pages/Fr/bibliotheque-yves-theriault.aspx	Free of charge (\$0)	Friday, April 12, 2023	Pre-kindergarten groups only
Intermiel Honey Farm https://intermiel.com	\$30.00 per child - includes activity & bus transportation	Friday, September 22, 2023	All age groups