

Jack & Jill Playschool  
Box 600  
Elk Point AB  
T0A 1A0

November 30, 2012

Mr. Myron Goyan  
Town Manager  
Town of Elk Point  
Box 448  
Elk Point AB  
T0A 1A0

Dear Mr. Goyan:

*RE: MSI Grant Application*

Please accept our application for an MSI grant. We are requesting a grant in the amount of \$12,000.

The Elk Point Jack & Jill Playschool Association is a non profit children's program that provides children, ages 3 1/2 to 5, with a warm, safe environment that supports a balance of socializing and learning. Our program is comprised of a theme based pre-literacy program, arts and crafts, sharing time, and free play time. The combination of our play based learning environment and pre-literacy program provides our children with a positive transition from home to school. All of our parents are actively involved in our program, spending time in class with the students and volunteering time and effort to run the board, clean and sanitize our toys, and fundraise.

This year, we have an operational deficit of \$13,411.67. Our expenses for the year are \$19,183.77, and our registration income is \$5507.50. We rely on fundraising, grants and donations to make up the deficit. Our parents and instructor have already fundraised \$1,919.05 this fall, so we currently face a deficit of \$11,757.22 for the year.

Our playschool also faces uncertainty as to our future location. We are currently located in the basement of the Play2Learn daycare (formerly the Elks Hall). Our lease expires after May 2013, and it is uncertain whether it will be renewed. The P2L owner has informed us that she requires the basement for her business. We may be able to negotiate with her to have some space set aside for our use for next year or at least until we can find another space, but

we are facing the possibility of needing to relocate at the end of May. Even if we are able to extend our lease for another year, we do not expect any arrangement to be permanent. We are investigating available rental spaces in Elk Point, but if we are forced to relocate, we will likely face a doubling of our rent and/or significant expenses to renovate a space so as to meet the licensing standards of Alberta Children and Youth Services.

Our expenses for the year are as follows:

Instructor -- legislation requires our instructor to hold the highest early childhood education certification: Child Development Supervisor

Wages .....	\$10,800.00
Employer payroll contributions (E.I./CPP) .....	1,145.88
WCB .....	<u>217.48</u>
Total expense for instructor .....	\$12,163.36

Expenses (excluding instructor)

Rent .....	\$ 4,050.00
Insurance .....	898.16
AAMDC membership fee .....	97.65
Classroom supplies/photocopying/ arts & crafts/other consumables .....	900.00
Janitorial fees (deep cleaning only, daily maintenance and toy washing and sanitizing done by parents) .....	810.00
Advertising .....	<u>264.60</u>
Total expense (excluding instructor) .....	\$ <u>7,020.41</u>

Total Expense .....

	\$19,183.77
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We are requesting a grant of \$7000 to meet our operational expenses. If funds remain available, we request an additional \$5000 to assist us in relocating the playschool to a new space. We would of course be grateful for any additional funding and we assure you that it would be used to benefit young families in Elk Point.

Please do not hesitate to contact me if you require further information about this grant application. I may be reached by phone at 780-724-2621 or by email at [mbayduza@xplornet.ca](mailto:mbayduza@xplornet.ca).

Sincerely yours,



Margaret Bayduza  
President  
Jack & Jill Playschool