

Application form 2018-2019

Enrolment Fees:

To enroll your child at Children's House Montessori Pre-School and Kindergarten, the following fees are payable upon submission of your application:

1. Registration Fee

\$100.00/student

2. Children's House Montessori Preschool Society Fee

\$50.00 per family

The Registration fee is non-refundable; however, if we are unable to accept your application, or if you withdraw your child within one month of starting school, the Society Fee will be refunded.

Programs:	Times	Tuition
5 Day, Extended Day (Monday-Friday)	9:15 am – 2:45 pm	\$650.00/month
5 Day, Half Day (Monday-Friday)	AM 9:15 am – 11:45 am PM 12:15 pm – 2:45 pm	\$350.00/month
3 Day, Extended Day (Monday/Wednesday/Friday)	9:15 am – 2:45 pm	\$520.00/month
3 Day, Half Day (Monday/Wednesday/Friday)	AM 9:15 am – 11:45 am PM 12:15 pm – 2:45 pm	\$260.00/month
2 Day, Extended Day (Tuesday and Thursday)	9:15 am – 2:45 pm	\$390.00/month
2 Day, Half Day (Tuesday and Thursday)	AM 9:15 am – 11:45 am PM 12:15 pm – 2:45 pm	\$180.00/month

Fundraising:

As a Non-Profit organization, the school relies on funds raised throughout the year to operate. Families will be invited to participate in a few fundraisers throughout the year.

Refund Policy:

To withdraw your child from Children's House, we require one full calendar month's written notice from the 30th of the month before your last month, or one month's fees will be forfeited. We also require one month written notice of any program changes

If a child is withdrawn during the months of May or June, tuition fees will have to be paid to the end of the year. Written notice must be given by March 30th for refunds of May & June fees.

The school is closed for summer vacation so written notice must be given by June 30th for the withdrawal of a student enrolled for September, or one month's fees will be forfeited.

NSF Fee:

A \$20 fee will be charged for NSF cheques.

- Tuition includes equipment and material fees.
- Fees subject to change without notice.

Application Checklist

The following items are due prior to confirmation of registration. Once all of the items listed below have been handed into the school, we will contact you to confirm your child's registration has been accepted.

- Application Form (all areas must be filled out)
- Cheques:
- Pre-authorized payment form for monthly tuition

PLEASE INCLUDE YOUR CHILD'S NAME IN THE MEMO SECTION OF EACH CHEQUE

- Registration Fee \$100.00 (dated when registration handed in)
- Society Fee \$50.00 (dated when registration handed in)

CHILDREN'S HOUSE MONTESSORI PRE-SCHOOL AND KINDERGARTEN



2018/2019

Date: _____ / _____
(Date child started) (Date withdrawn)

Reg/Society fee: _____ / _____
(Date Paid) (Chq #)

Confirmation email _____
(Date)

OFFICE USE ONLY

- Returning Student
- Sibling
- New Student

Child's Name: _____
(Last) (First) (Middle)

Name Child Responds to: _____ Gender: Boy _____ Girl _____

Birth date: _____ Place of Birth: _____
(Year) (Month) (Day) (Province or State) (Country)

Primary Language Spoken at Home: _____

Home Phone: _____ Mom Cell: _____ Dad Cell _____

Home Address: _____
(Street) (City)

Postal Code: _____ E-mail Address: _____

Mother's Name: _____
(Last) (First)

Place of Employment: _____

Occupation: _____ Work Phone: _____

Father's Name: _____
(Last) (First)

Place of Employment: _____

Occupation: _____ Work Phone: _____

Names of other children in your home:

_____ Age: _____

_____ Age: _____

Please indicate which schools your child has attended, including the date they began the program and the date they completed the program (Pre-school).

(Name of School) (Age) (Date)

(Name of School) (Age) (Date)

Person to contact in case of emergency, if parents are unavailable:

(Name) (Relationship to Child) (Phone No.)

Alternate person allowed to pick up or dropoff your child:

(Name) (Relationship to Child) (Phone No.)

How did you hear about our school (Friend, Newspaper, Website, Facebook, etc.)?

Child's Medical Information

Child's Personal Health No: _____

Family Doctor: _____ Phone No: _____

Please list any medical concerns the school needs to be aware of:

If your child has any allergies, you must complete an Emergency and Care Plan.

Immunization Record

_____ My child has been fully vaccinated.

_____ My child has not been fully vaccinated.

_____ I do not know if my child has all vaccinations.

I hereby certify that all of the information given regarding my child's registration is deemed complete and correct. I have included all of the required paperwork and fees.

Signature of Parent/Guardian

Date

CHILDREN'S HOUSE MONTESSORI PRE-SCHOOL AND KINDERGARTEN

I, the undersigned, agree to the following:

1. To enroll _____(Child's name)
in Children's House Montessori Pre-School and Kindergarten
for the 2018/2019 school year.
2. To complete the pre-authorized payment form as detailed in Enrolment and Tuition Fee Policies
for monthly tuition.
3. To give one full calendar month's written notice of withdrawal of my child or any program
changes. Otherwise I will forfeit one full month's tuition fee.
4. To deliver my child directly to the teacher, and not to take my child without informing the
teacher.
5. To notify the School in advance if any person other than the undersigned is picking up my child.
6. I understand that absences due to illness or holidays are not exempt from payment.
7. To keep my child from the School if there is any question of illness, and to notify the School about
any serious illness.
8. That permission is granted to call a physician or ambulance in case of an accident.
9. The School reserves the right to release a child if the School decides it is best for the child and/or
the School.
10. I hereby give permission for the Head Directress and/or the Directress at the School to take
photographs of my child during class time. These photographs will be used for bulletin board
displays, scrapbooks, the School's web site, Brightwheel app, and Facebook page.
11. If your child attends the extended day program, I give permission for the directresses to sign my
child out of the morning preschool program at 11:45am and into the group daycare program.
12. I understand that my child needs to be picked up promptly at pick-up time or it may result in a
late fee.

Signature of Parent/Guardian

Date

CHILDREN'S HOUSE MONTESSORI PRE-SCHOOL AND KINDERGARTEN



Program options:

* Please indicate the program that you are registering for *

Full Time Programs

- o 5 Day – Extended Day
- o 5 Day - Half Day – Morning
- o 5 Day – Half Day – Afternoon

Monday, Wednesday and Friday

- o 3 Day – Extended Day
- o 3 Day - Half Day – Morning
- o 3 Day – Half Day – Afternoon

Tuesday and Thursday

- o 2 Day – Extended Day
- o 2 Day - Half Day – Morning
- o 2 Day – Half Day – Afternoon

❖ **Extended Day Program runs from 9:15am – 2:45pm**

❖ **Half Day Morning 9:15am – 11:45am**

❖ **Half Day Afternoon 12:15pm – 2:45pm**

PRESCHOOL/KINDERGARTEN QUESTIONNAIRE

Child's name: _____ Date: _____

Parent/Guardian filling out this form: _____

Please list any specific goals for which you would like your child to accomplish with the help of the preschool program:

What are the child's greatest strengths?

What are the child's weaknesses or difficulties?

Is your child currently involved with supported child development, speech and language services, occupational therapy or on a waitlist for any of these services?

Describe the child's behaviour:

Describe the child's peer relationships and social interaction skills:
