



Enrolment Form

Child Info	Health Info
Full Name _____	Family Doctor's Name _____
Sex _____	Family Doctor's Street Address _____
Date of Birth _____	City _____
Health Card Number _____	Postal Code _____
Street Address _____	Family Doctor's Phone _____
City _____	Family Doctor's Fax _____
Postal Code _____	Are there any existing medical conditions that your child has (including allergies) that we should be aware of? Please describe
Home Phone Number _____	_____
Starting Date at Brason _____	_____
Leaving Date (office use) _____	_____
Age at the time of Registration _____	_____
Program (please circle) Casa Toddler	_____
_____	_____
Mother's Info	Father's Info
Full Name _____	Full Name _____
Street Address _____	Street Address _____
City _____	City _____
Province _____	Province _____
Postal Code _____	Postal Code _____
Home Phone _____	Home Phone _____
Occupation _____	Occupation _____
Work Street Address _____	Work Street Address _____
City _____	City _____
Postal Code _____	Postal Code _____
Cell _____	Cell _____
Business Phone _____	Business Phone _____
Email _____	Email _____
May we use this as an emergency contact?	May we use this as an emergency contact?
Yes No	Yes No

Emergency Contact Info

Please fill the following out if there are not yet already two emergency contacts

Full Name _____

Street Address _____

City _____

Postal Code _____

Home Phone _____

Occupation _____

Cell _____

Business Phone _____

Program and Fees Info

Please circle all that apply

- **Full Day** (Mon-Fri, 9am-3:30pm)

- **Mornings** (Mon-Fri, 9am-12.00am)

- **2 Full days** per week:
 - Tue and Fri OR Mon and Wed

- **3 Full days** per week:
 - Mon, Wed & Thur OR Tue, Thur, Fri

- **Before School care** (7:30am-9am)
- **After School care** (3:30-5:30pm)

- **Casa Summer Camp** (Jul-Aug)

Pick Up 1 Info

Please fill out the following if you would like to give permission to someone (other than parents) to pick your child up from school.

Full Name _____

Street Address _____

City _____

Postal Code _____

Phone _____

Relationship to child _____

Pick Up 2 Info

Please fill out the following if you would like to give permission to someone (other than parents) to pick your child up from school.

Full Name _____

Street Address _____

City _____

Postal Code _____

Phone _____

Relationship to child _____

<p>Do you give permission for your child to be photographed for use on the website, social media, brochure, display boards and other promotional products ONLY?</p> <p>Yes No</p>	<p>Payments due at the time of Registration (once the spot is offered):</p> <ul style="list-style-type: none"> -A \$200.00 Non-Refundable fee plus last month's tuition is applicable for all applications. -Please note this registration is a commitment for the entire academic year. -A \$500.00 Withdrawal fee will be charged in addition for withdrawal prior to end of school year. -All subsidy placement parents/legal guardians are responsible for any fees not covered by the Regional Child Care Office. They must also read, understand and sign a separate form (see supervisor) -Failure to submit all required documentation will result in all of the tuition fees falling upon the parent. -Please note all cheques returned for non-sufficient funds will incur a \$45.00 bank charge and replacement monies must be either cash or certified cheques.
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Payment Policy:

Upon enrolment, there is \$200 registration fee and one month's fee deposit (depending on the program chosen and excluding before and after care). Both of the payments are forfeited if the child does not start the program. If the child attends the program then the one month's fee deposit is used towards the exit month's fee. This is held in a non interest bearing account.

Fees:

There is a fixed monthly fee for the entire academic year unless there is a revision in the fee schedule.

Methods of payment:

There are 2 acceptable modes of payment:

1. Pre authorized debit: This is our preferred mode of payment. PAD is a safe & convenient way to pay the fees on 1st of every month. A PAD form along with a void cheque is required upon enrolment.
2. Post dated cheques: If paying by post dated cheques, you must submit cheques for the entire academic year and date it for the 1st of every month.
3. All occasional use of before and after care will have to be paid in cash on the same day as used.

Enrolment Agreement

The school reserves the right to determine the suitability of the child in the programs offered. Admissions are only accepted for the entire academic year.

Application procedure

I/we will provide a complete set of application in the registration package for the enrolment of the child to the school along with the non refundable registration charge, last month's tuition deposit along with a Pre authorized debit form or post dated cheques towards tuition for the entire academic year.

Acceptance for enrolment

This document is considered only as an Application for Registration unless and until the above student has been accepted and such acceptance is confirmed by receipt of the registration charge and last month's tuition. The acceptance shall be reserved to the absolute discretion of the school.

Probation Period

Brason Montessori has a two-week probationary period in which observations of the child are made to determine suitability to the program. The child's teacher will advise the parent of the child's inability to function in the program. The school reserves the right to end the enrolment.

I/we understand that if the school finds that our child is repeatedly and consciously rejecting the guidelines set out by the school, (parents will be notified and the strategies will be developed to encourage a positive solution), should this fail, the school reserves the right to accept or reject candidates, or withdraw services at their sole discretion for the reason which the school deemed necessary for the best interest and welfare of the school. Any damages to school material or property will be the responsibility of the parents to replace or repair.

We also agree that upon withdrawal, and including the period, which families are enrolled at the school, we will not engage in any behaviour or engage in any dialogue, which constitutes either slander or defamation of character towards the school, its staff, or families registered here.

We agree that while registered at the Academy, we will not solicit the staff for personal childcare needs while staff are employed by the school (this includes school closures).

Fees and Possible Refund

I/we agree to pay all tuition fees, deposit dues, account and other indebtedness incurred during the school year regardless of absence, school closures, PD days, Christmas and Spring break, statutory closures or emergencies and that no portion of such fees so paid will be refunded or cancelled. All payments due (post-dated cheques) at the time of Registration. A \$200.00 registration charge and the last month's tuition is payable during registration, both of these payments are non refundable once the spot is secured.

This registration is a commitment for the entire academic year. Should you decide to withdraw your child from the school in the middle of the academic year then you must provide a minimum of 30 days notice failing which the next month's fee will become payable. A \$500.00 withdrawal fee will be charged in addition for withdrawal prior to end of school year.

Unpaid account will accumulate and interest at 1% per day late (18% per annum) or part thereof from billing date to date of payment. Please note all cheques returned for non-sufficient funds will incur a \$45.00 bank charge and replacement monies must be either cash or certified cheques.

A charge of \$1 per minute will be applied for late pick ups from extended care.

Release Indemnity

We realize that children, even under close supervision by the school staff, tend to incur injuries. Therefore, we hereby release Indemnify and will not hold Brason Academy Montessori School, its agents, and/or employees harmless from any all claims, damages, or other liabilities for injuries to my child however caused.

In the event that we cannot be reached at the time of illness or injury or if the situation does not allow any time for us to be reached, Brason Academy Montessori School is hereby authorized to take the child to the nearest facility and to proceed with medical treatment.

I/we have completed all the forms correctly and to the best of our knowledge and that all information provided is up to date and in future if any information changes, it is my/our responsibility to inform the school (in writing) as soon as possible.

I/we will abide by, comply with, and obey any and all rules and regulations, guidelines of Brason Academy Montessori School as may be in force and as those additionally included in the Parent's Handbook.

By signing this agreement, we acknowledge that we have read it, understood it, and are in agreement with all its provisions.

We, the undersigned, do hereby declare that all statements made by us on the Application, Schedule of fees and Enrolment agreement form are correct and we acknowledge and agree to all the terms and conditions herein.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Please tell us more about your child

In an effort to make your child's experience at BRASON Montessori a positive one we would appreciate the following information:

Describe your child into words.

Does your child have siblings? If so, please list names and ages.

Who does your child live with?

Does your child have any pets? If so, please list species and name.

Has your child been in any prior child care setting? If so, where and for how long?

Has your child ever been assessed for a visual, hearing or other barriers to learning? Has your child ever been diagnosed with either a physical or psychological development or learning challenge? If yes, please give us more details.

What language/s does your child understand and speak? If your child doesn't speak English, please list key vocabulary in your child's language and translate in English example water, food, mommy, daddy, sleepy, is hurt, is hungry, wants to pee etc.

Please include any further information you wish that would help us to know your child better.