

ENROLLMENT AGREEMENT



This is to confirm my intention to enroll _____ at the Yellowknife Montessori School
in one of the following programs for the 2010 - 2011 School Year, subject to the terms listed below:

Choose Location:	<input type="checkbox"/>	YMS – Yellowknife Montessori School
	<input type="checkbox"/>	NJM – NJ Macpherson School

Basic Programs:	<input type="checkbox"/>	Morning Half-day Program , 8:30 – 11:30
	<input type="checkbox"/>	Afternoon Half-day Program, 12:30 – 3:30
	<input type="checkbox"/>	Full day Program, 8:30 – 3:30

Extended Care Options:	<input type="checkbox"/>	Early Morning Care, 7:30 – 8:30	*DOWNTOWN LOCATION ONLY
	<input type="checkbox"/>	After School Care, 3:30 – 5:25	
	<input type="checkbox"/>	Lunch Supervision, 11:30 – 12:30 (Half-day Students Only)	

- An Annual membership fee of \$50.00 must accompany this form.** Membership fees are payable annually according to our fiscal year which starts August 1 and ends July 31. Membership fees are non-refundable and are not prorated when families join the Society mid-term. Families, who have 1 or more children registered in our Montessori Programs, only need to pay one Annual Membership Fee. Receipt of the membership fee will entitle you to be a voting member of the NWT Montessori Society.
- A non-refundable deposit of \$250.00 is to accompany the application form.** The receipt of this deposit and signed agreement constitutes a contract that the student will attend the Yellowknife Montessori School. If for any reason the child is withdrawn after the commencement of school, a one month written notice must be given to the Executive Director.
- In accepting this agreement, the undersigned accepts the responsibility for tuition for the school year. The school reserves the right to cancel the student’s enrollment if payments by post dated cheques for tuition are not submitted along with the registration package. The registration package must also be filled out completely in order for the student to be enrolled in the school.
- The undersigned also agrees to provide two cheques in the amount of \$250.00 each, post-dated for December 1 and May 1.** These cheques are your family’s contribution towards fundraising for the school. The fundraising committee will plan a number of events throughout the school year. At the end of the school year, any family having met their minimum fundraising requirements for the school is entitled to a full refund of the fundraising deposit of \$500.00. **These fundraising cheques are to be submitted at the same time as the tuition payments.**

I hereby agree to all terms and conditions set forth in the Yellowknife Montessori School Enrollment Agreement.

Parent / Guardian Signature		Date (dd/mm/yyyy)	/ /
Parent / Guardian Signature		Date (dd/mm/yyyy)	/ /

OFFICE USE ONLY			
Accepted By		Date (dd/mm/yyyy)	/ /



STUDENT INFORMATION

Last Name:

Middle Name:

First Name:

Date of Birth:

Health Care #:

Address:

Postal Code:

Language Spoken at Home:

Student lives with: Both Parents Mother Father Other:

1. PARENT/GUARDIAN INFORMATION

Last Name:

Relationship:

First Name:

Address:

Postal Code:

Home Phone:

Work Phone:

Cell Phone:

Email:

2. PARENT/GUARDIAN INFORMATION

Last Name:

Relationship:

First Name:

Address:

Postal Code:

Home Phone:

Work Phone:

Cell Phone:

*** If there is more Parent / Guardian Information, please list on a separate piece of paper and submit with form.

EMERGENCY CONTACT INFORMATION

Last Name

Relationship

First Name

Address

Postal Code

Home Phone

Work Phone

Cell Phone

*** Please inform the School ASAP of any changes to the above information



PICK UP INFORMATION

Please list below people who are permitted to pick-up your child:

Name: _____ Contact No. _____

Name: _____ Contact No. _____

Name: _____ Contact No. _____

Name: _____ Contact No. _____

Name: _____ Contact No. _____

***** Only those names listed above along with parent/guardian and emergency contact will be permitted to pick up your child. If for some unforeseen circumstance you require a different person to pick up your child you must notify the school. Your child will not be released to anyone who does not have permission.**

SIBBLING INFORMATION

Name of sibling: _____ Age: _____

Name of sibling: _____ Age: _____

Name of sibling: _____ Age: _____

Name of sibling: _____ Age: _____

Name of sibling: _____ Age: _____

MEDICAL RELEASE FORM

Doctors Name: _____ Contact No. _____

List any medical conditions (asthma, allergies, hearing, speech deficits, etc.):

I, _____ am the parent / guardian of, _____

herby authorize the staff of the Yellowknife Montessori School to bring my child to the Stanton Territorial Hospital for emergency medical care in the event that I, my spouse, or the designated emergency contact person can not be reached.

Parent / Guardian Signature

Date



Detach this page and return the form completed to the Executive Director or have the Public Health Nurse fax this form to 873-2526. This form does not have to be completed if your child has a **current** immunization confirmation on file.
In any case an up to date immunization confirmation must be present in your child's file.

IMMUNIZATION CONFIRMATION

Please have this form completed by the Public Health Nurse

This will confirm that the immunization of: _____ is up to date.

Child's Name

Public Health Nurse Name (Please Print)

Public Health Nurse Signature

Date



TRANSPORTATION CONSENT

Throughout the school year various extra-curricular activities are scheduled such as DND Gym & Gymnastics. Transportation to and from events are usually by Cardinal Coach lines. Child care seats and booster seats are not required for this mode of transportation.

I allow my child to be transported by school bus within city limits, to and from school in order to participate in field trips and extra-curricular activities

I give consent

I do not give consent

COPYRIGHT PERMISSION / PHOTO RELEASE

Our school believes that students work should be celebrated in a variety of ways. Therefore, it may be displayed in the classroom or at special events including promotional events. From time to time pictures may be taken of your child for which, maybe displayed at school, used on our website and/or special events including promotional events and material.

I allow the school / teacher to display my child's work in the classroom and at special events. As well, pictures taken of my child maybe displayed at school, on the website and/or special events including promotional events and materials.

I give consent

I do not give consent

RELEASE OF INFORMATION

Communication with the families of our school is very important to us whether it be verbal or written. Newsletters and or notices are our main way of communication for the families to inform them of upcoming events. There are times though; this means of communication does not always reach the parents/guardians. The Board of Directors appoints a board member or staff member to be an alternate communication liaison between the school and the parents/guardians via the phone and email.

I allow the Yellowknife Montessori School to release our family's contact information to the communications director for the above mentioned reason.

I give consent

I do not give consent

Your signature below is required to validate all of the above consent choices.

Parent / Guardian Signature

Date

***Please inform the school ASAP if any of your permission requests change.

NWT Montessori Society
REGISTRATION PACKAGE



BILLING INFORMATION

Please choose one of the following payment options:

- Plan A** **SINGLE PAYMENT:** One cheque post-dated for September 2, 2010 for 100% of the tuition less the deposit of \$250.00 is required with the registration package.

- Plan B** **TWO PAYMENTS:** Two cheques dated for September 2, 2010 and January 7, 2011 totaling 100% of the tuition less the deposit of \$250.00 is required with the registration package.

- Plan C** **QUARTERLY PAYMENTS:** Four cheques dated for September 2, 2010, November 1, 2010, January 7, 2011 and March 1, 2011 totaling 100% of the tuition less the deposit of \$250.00 is required with the registration package.

- Plan D** **MONTHLY PAYMENTS:** see Appendix A for monthly payment schedule. September to June: Post-dated cheques made payable for the 1st school day of each month is required with the registration package

Please note: Fees are calculated to include the entire school year and take into account school holidays and statutory holidays. No rebate or reduction of fees is allowed for temporary absences. Failure to submit post-dated cheques with registration package shall result in the cancellation of the student' enrollment. Please refer to the Montessori Parent Handbook for Withdrawals, Refunds and NSF cheques.

FEE STRUCTURE

Basic Programs	Time	Yearly Fees (Sept – June) 188 Instructional Days	
Primary Morning Program	8:30 – 11:30	\$4200.00	
Primary Afternoon Program	12:30 – 3:30	\$4200.00	
Primary Full Day Program	8:30 – 3:30	\$6562.50	
Extended Care Options	Time	Fees (excluding March)	March Fees
Early Morning Care * DOWNTOWN ONLY	7:30 – 8:30	\$105.00 / month	\$68.25 / month
After School Care	3:30 – 5:25	\$175.00 / month	\$125.00 / month
Lunch Supervision – Half Day Student Only	11:30 – 12:30	\$105.00 / month	\$68.25 / month

FUNDRAISING & VOLUNTEERING

Parent contribution to and involvement with the program is important to children's development and the general success of the program.

The NWT Montessori Society fosters partnerships with parents to promote mutual trust and respect and develop the ethical and moral conduct of our students. As members, parents benefit from a strong association with the school and with other parents who share similar values and aspirations for their children.

The primary CASA classes and public classes offer various opportunities for parents and their families to become involved, meet other parents, and collectively enrich our classroom and school environment.

Important aspects of contribution and involvement include:

1. Fundraising participation
2. Committee involvement
3. Classroom assistance

1. Fundraising Participation

Every family is required to provide two post-dated cheques (for December 1st and May 1st) in the amount of \$250.00 each. These cheques represent your family's contribution towards a minimum fundraising total for the year.

A number of fundraising activities will be planned for the year. For certain fundraising events -- such as bingos, grocery bagging, etc, -- volunteers will earn \$20 per hour worked toward their fundraising total. For other events -- such as catalogue sales, Purdy's chocolate sales, etc, -- volunteers will be credited a percentage of their sales toward their fundraising total. If your volunteer efforts reach the \$500 mark, your post-dated cheques will not be cashed. If your participation does not reach the \$500 mark then you will pay only the difference. **Post-dated cheques are required at time of registration.** Members whose volunteer efforts surpass the \$500 minimum family fundraising total may be eligible for bonus prizes or recognition by the Board.

2. Committee Involvement (Please check any committee(s) you would be interested in helping with)

Fundraising Committee

Assist the Fundraising Chairperson with the development & execution of fundraising opportunities.

Building and Maintenance Committee

Maintenance of building, equipment and grounds (e.g., repair and maintenance of building and equipment as needed, landscaping and lawn care, etc.) and provision of advice on capital needs.

Special Committees

As required special committees are formed and require member involvement.

3. Classroom Assistance

We encourage every parent to spend time in the classroom. This time can be spent reading to the children, presenting a special craft or musical instrument, organizing a celebration, baking or cooking with the children or sharing any other special talent you may be gifted with. These activities will be scheduled by the teacher. Please keep in mind that this time spent volunteering does not count towards your fundraising requirement.

APPENDIX A – Monthly Payment Schedule 2010 - 2011				
Monthly Payment	Sept 2010 – May 2011	March 2011	June 2011	Yearly Total
½ Day – AM or PM	\$420.00	N/A	\$170.00	\$4200.00
½ Primary with Morning Care	\$525.00	\$488.25	\$275.00	\$5213.25
½ Primary with After School Care	\$595.00	\$545.00	\$345.00	\$5650.00
½ Primary with Lunch Care	\$525.00	\$488.25	\$275.00	\$5213.25
Monthly Payment	Sept 2010 – May 2011	March 2011	June 2011	Yearly Total
Full Time	\$656.25	N/A	\$406.25	\$6562.50
Full Time with Morning Care	\$761.25	\$724.50	\$511.25	\$7575.75
Full Time with After School Care	\$831.25	\$781.25	\$581.25	\$8012.50
Full Time with Both Morning and After School Care	\$936.25	\$849.50	\$686.25	\$9025.75

Any questions regarding the payment schedule, please contact the Executive Director.

Please keep this page for your reference.

APPENDIX B – 2010 - 2011 School Calendar - DRAFT			
Month	Special Days	Dates	# of Instructional days
September 2010	First Day of School Labour Day	September 1, 2010 September 6, 2010	21
October 2010	Thanksgiving Day	October 11, 2010	20
November 2010	Remembrance Day	November 11, 2010	21
December 2010	Christmas Break	Dec. 18, 2010 – Jan. 3, 2011	13
January 2011	School Reopens	January 4, 2011	20
February 2011			20
March 2011	March Break	Mar. 19, 2011 – Apr. 3, 2011	14
April 2011	School Reopens Good Friday Easter Monday	April 4, 2011 April 22, 2011 April 25, 2011	19
May 2011	Victoria Day	May 23, 2011	21
June 2011	Aboriginal Day Last Day of School	June 21, 2011 June 28, 2011	18
TOTAL NUMBER OF INSTRUCTIONAL DAYS			187

*** Statutory Holidays & School Closures are in Bold.