

# ENROLLMENT AGREEMENT



This is to confirm my intention to enroll \_\_\_\_\_ at the Yellowknife Montessori School  
in one of the following programs for the 2011 - 2012 School Year, subject to the terms listed below:

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

<b>Basic Programs:</b>	<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

<b>Extended Care Options:</b>	<input type="checkbox"/>	Early Morning Care, 7:30 – 8:30	<b>*DOWNTOWN LOCATION ONLY</b>
	<input type="checkbox"/>	After School Care, 4:00 – 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 If for any reason the child is withdrawn after the commencement of school, a one month written notice must be given to the Executive Director.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 year is entitled to a full refund of the fundraising deposit of \$500.00. **These fundraising checks are to be submitted at the same time as the tuition payments.**

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

Parent / Guardian Signature	<input type="text"/>	Date (dd/mm/yyyy)	/ /
Parent / Guardian Signature	<input type="text"/>	Date (dd/mm/yyyy)	/ /

OFFICE USE ONLY			
Accepted By	<input type="text"/>	Date (dd/mm/yyyy)	/ /

# REGISTRATION PACKAGE



ALL INFORMATION MUST BE COMPLETED BEFORE REGISTRATION PACKAGE WILL BE ACCEPTED.

## 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:

Occupation:

## 2. PARENT/GUARDIAN INFORMATION

Last Name:

Relationship:

First Name:

Address:

Postal Code:

Home Phone:

Work Phone:

Cell Phone:

Email:

Occupation:

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

## EMERGENCY CONTACT MUST BE SOMEONE OTHER THEN THE PARENTS

### 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

# REGISTRATION PACKAGE



## 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

# REGISTRATION PACKAGE



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 provided 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.

## 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 checks (for December 1<sup>st</sup> and May 1st) in the amount of \$250.00 each. These checks 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 checks will not be cashed. If your participation does not reach the \$500 mark then you will pay only the difference. **Post-dated checks are required at time of registration.**

### 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.

**BILLING INFORMATION**

Please choose one of the following payment options:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Plan A</b> | <b>SINGLE PAYMENT:</b> One cheque post-dated for September 6, 2011 for 100% of the tuition less the deposit of \$250.00 is required with the registration package.  |
| <input type="checkbox"/> <b>Plan B</b> | <b>TWO PAYMENTS:</b> Two cheques dated for September 6, 2011 and January 3, 2012 totaling 100% of the tuition less the deposit of \$250.00 is required with the registration package.   |
| <input type="checkbox"/> <b>Plan C</b> | <b>QUARTERLY PAYMENTS:</b> Four cheques dated for September 6, 2011, November 1, 2011, January 3, 2012 and March 1, 2012 totaling 100% of the tuition less the deposit of \$250.00 is required with the registration package. |
| <input type="checkbox"/> <b>Plan D</b> | <b>MONTHLY PAYMENTS:</b> see Appendix A for monthly payment schedule. September to June: Post-dated cheques made payable for the 1 <sup>st</sup> 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.

**IMPORTANT NOTE: ALL POST DATED CHECKS FOR THE YEAR, ALONG WITH 2 FUNDRAISING CHECKS, MUST BE SUBMITTED BEFORE THE FIRST DAY OF SCHOOL – September 6, 2011.**

**FEE STRUCTURE**

Basic Programs	Time	Yearly Fees (Sept – June) 186 Instructional Days
Primary Morning Program	8:30 – 11:30	\$4410.00
Primary Afternoon Program	12:30 – 3:30	\$4410.00
Primary Full Day Program	8:30 – 3:30	\$6891.00
Extended Care Options	Time	Added to Monthly Fee (Sept – June)
Early Morning Care * <b>DOWNTOWN ONLY</b>	7:30 – 8:30	\$106.40 / month
After School Care	3:30 – 5:25	\$152.30 / month
Lunch Supervision – Half Day Student Only	11:30 – 12:30	\$106.40 / month

# REGISTRATION PACKAGE



This year we are simplifying the payment schedule. We will be making all monthly payments equal. We are taking the total fee for the year (186 Instructional days) and dividing into 10 equal payments. All holidays are taken into consideration for your payments. Please provide the following payments according to the program you have enrolled in.

<b>APPENDIX A – Monthly Payment Schedule 2011-2012</b>			*Yearly Total includes your \$250.00 enrollment deposit
<b>Monthly Payment</b>	<b>Sept 2011 – May 2012</b> (9 checks)	<b>June 2012</b> (\$250 Credit from Enrollment Deposit)	<b>Yearly Total</b>
½ Day – AM or PM	\$441.00	\$191.00	\$4410.00
½ Primary with Morning Care	\$547.40	\$297.40	\$5474.00
½ Primary with After School Care	\$593.30	\$343.30	\$5933.00
½ Primary with Lunch Care	\$547.40	\$297.40	\$5474.00
<b>Full Time</b>	\$689.10	\$439.10	\$6891.00
<b>Full Time with Morning Care</b>	\$795.50	\$545.50	\$7955.00
<b>Full Time with After School Care</b>	\$841.40	\$591.40	\$8414.00
<b>Full Time with Both Morning and After School Care</b>	\$947.80	\$697.80	\$9478.00

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

Please keep this page for your reference.

<b>APPENDIX B – 2011 - 2012 School Calendar - DRAFT</b>			
<b>Month</b>	<b>Special Days</b>	<b>Dates</b>	<b># of Instructional days</b>
September 2011	First Day of School	September 6, 2011	19
October 2011	<b>Thanksgiving Day</b>	<b>October 10, 2011</b>	19
November 2011	<b>Remembrance Day</b>	<b>November 11, 2011</b>	21
December 2011	<b>Christmas Break</b>	<b>Dec. 17 – Jan. 2, 2012</b>	12
January 2012	<b>School Reopens</b>	<b>January 3, 2012</b>	21
February 2012			21
March 2012	<b>March Break</b>	<b>Mar. 3 – 18, 2012</b>	12
April 2012	<b>Good Friday</b> <b>Easter Monday</b>	<b>April 6, 2012</b> <b>April 9, 2012</b>	19
May 2012	<b>Victoria Day</b>	<b>May 21, 2012</b>	22
June 2012	<b>Aboriginal Day</b> Last Day of School	<b>June 21, 2012</b> June 28, 2012	20
<b>TOTAL NUMBER OF INSTRUCTIONAL DAYS</b>			<b>186</b>

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