



Riverforest Montessori School

ADMISSIONS FORM

1595 Third Avenue West, Owen Sound, Ontario, N4K 4R2

Telephone #(519) 371-2313 riverforestmontessori@hotmail.com www.riverforestmontessori.com FAX # (519) 371-1178

(Please read this form thoroughly and sign the back. Please return with Registration Information)

To register at Riverforest Montessori School the following is required:

1. One completed Registration Form per family.
2. One signed Admissions Form per family.
3. Grey-Bruce Owen Sound Health Unit form for children enrolling for first time plus immunization card photocopied.
4. Health and Field Trip Permission Record and Getting to Know You form—one **per child**.
5. Photocopy of Birth Certificate for each child.
6. If a currently enrolled student...either one annual cheque, 3 trimester cheques, or 10 post-dated cheques, in addition to the Tuition Fee Deposit amount.
7. If a new student...an Entrance Fee cheque upon Registration, and post-dated cheques for the school year

REGISTRATION INFORMATION:

An Entrance Fee of \$100.00 is payable upon registration for newly enrolled students and is **non-refundable for any reason** after the acceptance of this contract. **If a grade school age child is entering Riverforest School** from another public or private school a one week trial period and assessment are required at a cost of \$300.00. These fees are non-refundable. Students enrolled in any previous school year at Riverforest do not pay the entrance fee again.

In March, Registration packages will be distributed to currently enrolled families, to be completed and returned to the school. The Tuition Fee Deposit amount payable in March will hold a position for currently enrolled students for the next school year. This amount will be deducted from the first monthly tuition cheque. After March, Registration applications are accepted on a first-come, first-served basis. Names of future students are put on a waiting list.

PAYMENT PLANS:

The Riverforest Montessori School (3 years through to Grade 6) is listed as an Independent School with the Ontario Ministry of Education and has a letter of intent to operate a private school. As such, the school is eligible for grants and any form of federal/provincial government subsidy, including a small French Language subsidy from the Secretary of State.

Our primary source of income is through your annual tuition, extra programmes offered and fund raising. We must, therefore, insist on strict adherence to our established fee schedule and payment policies.

Annual Plan: Payment may be made with a single cheque for the total amount of tuition.

Trimester Plan: Payment may be made with three cheques dated July 1st, November 1st, and February 1st.

Monthly Plan: Fees are paid on a 10 month basis from September to June each year. **10 post-dated cheques are required, dated 1st of each month (starting September 1st through to the following June 1st).**

Family discount: Oldest child full fee, 2nd child 10% discount, 3rd child 15% discount and the 4th child FREE applicable only if all students are enrolled full-time in Riverforest Montessori programmes.

Cheques returned to the school by the bank for any reason will incur a replacement fee of **\$25.00**. Riverforest Montessori School will charge **an interest charge of 2% per month (24%/annum) on all overdue accounts after 30 days.** Any outstanding balances not paid within 60 days will be forwarded to a third party collection agency.

ATTENDANCE POLICY IN REFERENCE TO TUITION FEES:

If a child's attendance must be terminated, and this is a decision made by the parents of the student, **the school requires one month prior written notice.** If one month written notice is not received prior to withdrawal **we will require one months fees** in lieu of this notice. This notice is applicable also to those children registered for September - we must receive notice, in writing, by August 1st if your child is not starting with us in September. Any and all outstanding Tuition Fees and/or additional charges are due on or before the date of withdrawal of the child from the Riverforest Montessori School. Withdrawal of a child from the school without adherence to the above policy could result in legal actions being taken.

If a child's attendance must be terminated and this is a decision made by the school, Riverforest Montessori School will refund Tuition Fees from the date of termination.

Tuition Fees are calculated on an annual basis. No refunds or alternate days are allowed for absences due to illness, vacation or weather related days.

SPECIAL CONSIDERATIONS:

Absences over 25 continuous school days (whether due to illness or an extended vacation) need to be discussed with Administration. A fee adjustment may be considered in special circumstances. Any absenteeism for less than 25 consecutive days requires FULL fees as outlined above.

Special consideration is made in our classroom program for religious beliefs. Riverforest Montessori School does not discriminate on the basis of race, colour, gender, national or ethnic origin in administration of its educational policies, admission policies, athletic or other school related programmes.

Standardized tests may be administered by qualified staff as a method of helping determine your child's learning strengths.

ADDITIONAL ACTIVITIES:

There are **Professional Development** days and **Parent Interview** days scheduled during the school year. Regular classes are cancelled on these days. Daycare is available during your interview time only.

Summer day camp and tutoring are offered as part of the Riverforest educational programme; however, the payment schedule is separate from the regular school year.

TRANSPORTATION:

Transportation to and from school is the responsibility of the parents. Busing, if it can be arranged by the parents through local school boards, is available at extra cost. The school will assist in arranging car pools.

SAFE ARRIVAL:

Your child's safety is our concern. Please advise our school office if your child will be absent or late.

SAFE DEPARTURE:

Please note that children will not be released to anyone not pre-authorized by parents/guardians as outlined on the Registration Form. Any individual arriving to pick up a student will be required to show a Student Release Authorization card before release. Please be sure we are kept up to date concerning all information pertaining to the authorization to release your child(ren) and that these individuals are provided with the appropriate release card.

RECEIPTS:

Information sheets for income tax records will be issued in February.

CONDITIONS OF ADMISSION:

1. Riverforest Montessori School reserves the right to accept or reject this application.
2. Riverforest Montessori School reserves the right to make such policies and procedures in the operation of the school as it deems appropriate, and it is a condition of attendance that students and their families adhere to these policies and procedures.
3. There are no unpaid fees from previous school years.
4. Riverforest Montessori School may request the withdrawal of any child from the school if this action is required to benefit the class and/or school community as a whole.

Children applying to the CASA should be toilet trained, and at least 2 1/2 years old before September 1st of the current school year. Senior Kindergarten should attend a minimum of five half-day morning classes, although five day all day enrollment is strongly encouraged if they are continuing with a Montessori education. Elementary school aged children must attend full day classes.

RELEASE - INDEMNITY AGREEMENT AND DECLARATION:

In consideration of the application for admission being considered, and in consideration of the admission of the child(ren) to Riverforest Montessori School, the undersigned agrees to release and discharge Riverforest Montessori School, its Directors, employees, agents and servants of and from all claims and demands whatsoever, made by or on behalf of the above mentioned children, his/her/their parents or guardians or executors, successors, employees, agents and servants against all claims, demands, judgements and costs in any way arising out of or relating to the said child on the part of any of the said parties or otherwise. We understand and agree to all terms and conditions of this application as explained in this Admissions Form. We the undersigned do hereby represent that all the statements made by us are correct.

Date: _____

Student Name(s): _____

Signature of parent or guardian

Signature of parent or guardian