

**APPLICATION FORM
FOR Toddler
(Ages 18 months as of September 1st 2018)
2018-2019**

Dear parents,

It is with great pleasure that we welcome you and your child to our French Montessori School. You will find in this document the enrolment forms for *La Maison Montessori Kingston Inc*, for the 2018-2019 year:

- Application form
- Fees
- Contract

If you have any questions, please call at the number above and we would be pleased to assist you.

Sincerely,

The Principal,

Tracy Bénéteau de Laprairie

APPLICATION FORM YEAR 2018-2019
Toddler

Child's last name: _____ **First name:** _____

Birth date: _____

Parent's (or Legal Guardian's) full name: _____

Address: _____ **Postal code:** _____

Cell phone: _____ **Home phone:** _____ **Work phone:** _____

E-mail : _____ @ _____

Profession: _____

Address: _____

Parent's (or Legal Guardian's) full name: _____

Address: _____ **Postal code:** _____

Cell phone: _____ **Home phone:** _____ **Work phone:** _____

E-mail : _____ @ _____

Profession: _____

Address: _____

Name of the person to be called if a parent (or legal guardian) cannot be reached:

1 _____ **Relationship to child:** _____

Address: _____ **Phone:** _____

2 _____ **Relationship to child:** _____

Address: _____ **Phone:** _____

Date: _____

Signature of parent or legal guardian: _____

Date of admission: _____ **20** _____ **Date of withdrawal:** _____ **20** _____

MEDICAL FORM 2018-2019
Only for new students, or if required

IDENTIFICATION

Last name: _____ First name: _____

HEALTH INFORMATION

Physician's name: _____ Address: _____

Phone: _____

OTHER

Previous communicable diseases: _____

Previous illness or injury: _____

Special medical information or allergies: _____

Medication administered regularly: _____

Special diet: _____

Please comment on your child's development giving information that would be useful in providing care (e.g. habits, fears, favourite activities, routines, etc.)

In case of an accident or illness, the personnel of the *La Maison Montessori Kingston Inc* will administer first aid, ensuring that the child receives the emergency care required and that the parents (or legal guardians) are notified as soon as possible.

Any transportation fees, in the case of emergencies, will be charged to the parents or guardian.

I, parent or guardian, _____ authorize, *La Maison Montessori Kingston Inc* to share this information if required for medical reasons to the people concerned.

YES NO

Please attach a copy of your child's record of immunization or immunization exemptions.

Date:

Signature of parent or guardian:

PERMISSIONS

Child's name: _____

AUTHORIZATION FOR PERSONS WHO MAY PICK UP YOUR CHILD (other than the legal guardian(s))

I authorize, the following people to pick up my child after school.

1 _____

3 _____

2 _____

4 _____

AUTHORIZATION FOR PHOTOGRAPHS

yes no

I authorize *La Maison Montessori Kingston Inc* to photograph my child and to use photographs of my child for promotional purposes.

AUTHORIZATION FOR INCLUSION ON CLASS LIST

yes no

I agree to share my name, phone number and e-mail address for inclusion on the circulated class list circulated to other parents.

AUTHORIZATION FOR TAKING WALKS

yes no

I authorize *La Maison Montessori Kingston Inc* to take my child for walks.

AUTHORIZATION FOR THE USE OF SUNSCREEN

yes no

I authorize *La Maison Montessori Kingston Inc* to apply sunscreen on my child if needed.

AUTHORIZATION TO APPLY INSECT REPELLENT

yes no

I authorize *La Maison Montessori Kingston Inc* to apply the insect repellent described below on my child.

Name of product : _____

Application instructions : _____

AUTHORIZATION FOR NAPPING

I authorize my child to take a nap in the afternoon. Yes, I want my child to take a nap every day

No, I prefer that my child not have a nap in the afternoon.

Date:

Signature of parent or guardian: _____

TUITION AND FEES
(All meals and snacks included)

Please include with your enrolment forms a cheque in the amount of \$500.00 dated with the current date as a non-refundable deposit along with remaining post-dated cheques and a copy of your child’s immunization record
The program offered by La Maison Montessori Kingston Inc begins Monday August 27th, 2018 and ends Thursday, July 25th, 2019. Please note new toddlers will have a graduated entry during the first week of September. Exact dates will be communicated when the school-year calendar has been finalized.

Extended Time (8:00am-5:00pm)	$\$15.535 \div 12 \rightarrow$	\$1,294.58/month
Full Time (8:30am-4:00pm)	$\$14101 \div 12 \rightarrow$	\$1175.08 /month
4 Days (Monday to Thursday only) extended time (8:00am-5:00pm)	$\$12480 \div 12 \rightarrow$	\$1040 /month
4 Days (Monday to Thursday only) full time (8:30am-4:00pm)	$\$11328 \div 12 \rightarrow$	\$944 /month
<i>Additional Days</i> <i>Additional days will be billed at an amount that is higher than the daily rate stipulated in this contract (Please contact the administration for this rate.)</i>		

Before Care	(8:00am-8:30pm)	\$7.00/day
After Care	(4:00pm-5:00pm)	\$13.00/day
<i>- Any late pick-up after 4:00pm will be billed automatically \$12.00 up until 5:00pm, and after 5:00pm, \$10.00 for the first 5 minutes and \$4.00 per minute for each subsequent minute.</i>		

Monthly tuition is calculated by multiplying the daily rate by the number of days attended in the program during the school year, then dividing by 12 (months). The following calculator shows estimated tuition costs based on a full school year attendance. Because every situation is different, **please contact the administration to calculate your specific monthly tuition.**

Families paying monthly are asked to provide 12 (twelve) post-dated cheques dated of the 1st of the month from August 1st 2018 to July 1st 2019 inclusive. Registration will be considered complete once registration forms have been received, the non refundable deposit and tuition fees have been attached and a copy of your child’ immunization record has been received.

A 4% savings to the total tuition fee is applicable if the fee is paid in full.

Contract for the year 2018-2019

1 Generalities

Between: *La Maison Montessori Kingston Inc*
Kingston, Ontario Canada

Being a private day care under the law of the Ministry of Education.

And: _____ Parents' (or Legal Guardians') names
_____ Child's name

Accordingly the terms are as follows:

a. School's obligations:

The private daycare and school *La Maison Montessori Kingston Inc* is a francophone environment. The school engages to provide your child/children with a program that conforms to the method and the philosophy of Maria Montessori.

b. Parents' obligations:

Parents agree to pay *La Maison Montessori Kingston Inc* all fees mentioned in this contract for educational services offered to their child/children.

c. Respect for our regulations:

Parents must read and respect the rules and the policies of the establishment, found on our web site at www.uneecolepourtous.ca. **Please pay special attention to the school year calendar as well as to the sections dealing with Meals & Snacks, Health & Absenteeism, and Birthdays.**

d. Parent contract:

Parents acknowledge they have received a copy of this contract by receiving services from La Maison Montessori Kingston Inc.

e. Program's length:

The program offered by La Maison Montessori Kingston Inc begins August 27th , 2018 and ends July 25th, 2019.

f. Language of instruction:

The languages of instruction are French and Spanish and occasionally English.

g. Withdrawal

If the parent decides to withdraw their child/children for any reason, 30 days written notice is required. Notices are preferred on or before the 1st of the month for the following month. If withdrawal of the children occurs after the 1st of the month, tuition fees are still applicable for the full month. Reimbursements of the tuition fee will not be given for that month.

2 Financial responsibilities:

a. Administration and registration fee:

- 1) The registration of the child/children is considered valid when the non-refundable deposit of \$500 per child has been paid and the contract has been signed and returned to the school along with all required post-dated cheques withdrawals or payment in full.
- 2) 30 days written notice is required for any changes to a child's enrolment status.
- 3) Up to 3 modifications to your child's enrollment may be made during the school year without the incurrence of additional administrative fees.

b. Regarding your cheques:

Please enclose your cheques with your copies of the signed contract.
Please write your child's/children's name(s) on the front of all cheques.

A supplementary charge of \$60.00 will be added for all cheques that are returned to La Maison Montessori Kingston Inc for any reason.

We have read the terms and conditions of this application and we agree to be bound by them.

The parties have signed this present contract in Kingston, this _____.

Parent's name (or Legal Guardian's): _____

Parent's (or Legal Guardian's) signature: _____

Parent's name (or Legal Guardian's): _____

Parent's (or Legal Guardian's) signature: _____

Please note: This contract must be signed and returned to *La Maison Montessori Kingston Inc.*

La Maison Montessori Kingston Inc _____