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First Academy Montessori School

[website:www.firstacademy.ca](http://www.firstacademy.ca)

Dear Parents,

We extend our warmest thanks for enrolling your child in our program. Your trust in us means a great deal, and we're committed to ensuring a smooth and enriching experience for your child.

To facilitate a seamless transition into our program, we kindly request that you carefully review and complete all sections of the registration package. Returning the completed package at least one week before the program's start date allows us to prepare all necessary paperwork and ensure that the classroom is ready for your child's arrival.

Upon receipt of your completed registration forms, we will promptly email you a parent handbook. This handbook contains vital information regarding our policies and procedures, so we encourage you to familiarize yourself with its contents.

Should you have any questions or require further assistance, please feel free to reach out to us during school hours. We're here to support you every step of the way.

Before your child begins in our program, please ensure that the following items are submitted:

1. Completed Registration package
2. Photocopy of Health card & Immunization Record
3. Registration Fee (Non-Refundable)
4. Security deposit (equivalent to one month's fee)
5. Monthly Fee
6. Post-dated cheques covering the remainder of the program duration. Please make cheques payable to First Academy.

We appreciate your cooperation in completing these requirements and eagerly anticipate welcoming your child into our program.

Warm regards,

Sadaf Asim
Supervisor



First Academy Montessori School

Registration Form

Application Date: _____ Start Date: _____ Withdrawal Date: _____

Class:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Child's Name:	_____	Preferred Name: _____
	First	Last
Date of Birth (D/M/Y):	Age:	
Home Address:	City:	Postal Code:
Health Card Number:	Expiry Date (DD/MM/YY):	
Previous Childcare provided by	<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Private home care <input type="checkbox"/> Licenced Child Care	
Name of Parents or Guardians (Mother) :		
Address (if different from child):		
Contact Information: HOME:	WORK :	CELL:
Email address:		
Work address:	City:	Postal Code (X#X#X#):
Name of Parents or Guardians (Father):		
Address (if different from child):		
Contact Information: HOME:	WORK:	CELL:
Email address:		
Work address:	City:	Postal Code (X#X#X#):
Medical Information:		
Doctor's name:	Doctor's number:	
Doctor's Address:	City:	Postal Code (X#X#X#):
Does your child have allergies or dietary restrictions?		
<input type="checkbox"/> No <input type="checkbox"/> Yes, Explain:		
Does your child require an epi-pen? <input type="checkbox"/> Yes, Please complete anaphylaxis forms <input type="checkbox"/> No		
Persons other than the parents are allowed to pick up the child from school including in emergencies. (In Case of an emergency our first priority is to call parents, if unavailable)		
EMERGENCY CONTACTS:		
1. Name:	Relationship to child:	
HOME TEL:	CELL TEL:	WORK TEL:
Address:		
2. Name:	Relationship to child:	
HOME TEL:	CELL TEL:	WORK TEL:
Address:		



First Academy Montessori School

A bit about your child:

Please tell us About your child: (Please check all that apply)

Is your child Outgoing Shy Struggle with changes

Is Your child Very active Cooperative Accepts limits Difficult to deal with

Is your child Highly sensitive to stimuli Calm Anxious

Does your child Prefer to play alone Play with other children Play beside other children

Please describe your child's communication skills

Non-Verbal Uses word Uses phrases Uses Sentences

Self-Helping Skills

Dressing: Self Assisted Comments: _____

Toileting: Self Assisted In Diapers In pullups

Feeding: Self Assisted Particular eater

Napping: Does not Nap Usually Naps Average length: _____

Self-Regulation: Able to calm His/herself Needs Help Needs time

Comments: _____

Languages spoken at home: _____

Does your child have any fears? Yes No

If yes please describe: _____

Please let us know how you help your child to overcome his/her fears and anxieties

1. Has your child ever attended a child care or community program? _____

2. What type of program was it? / Was a parent present with the child at the program?

3. What activities does your child enjoy doing at home?

4. Are there any siblings at home? _____ How many? _____

5. Does your child have a favorite toy? _____

6. Does your child experience any speech, vision, or hearing problems?

7. Has your child ever been hospitalized? _____

8. How does your child defend themselves? _____

9. Does your child has food Sensitivities Yes No

If Yes Please list:

Does your child have allergies (including to medication) Yes No

If Yes Please complete below

Allergy	EpiPen Required	Reaction
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If your child has Anaphylactic Allergies, please complete the Individualized Anaphylactic Action Plan prior to the Start date (Ask Supervisor).

The form has to be filled and signed by your child's pediatrician at least a week before the start date.

Please let the administration know about all possible precautionary steps to avoid an allergic reaction.



First Academy Montessori School

Photo Consent Form

Our school likes to celebrate your child's work and achievements. As a result, images of your child and his/her work may appear on our website.

I, _____ (PRINT NAME) parent/guardian

of _____ (PRINT NAME)

hereby: grant permission to First Academy to take and use photographs and/or digital images of my child for use in **(Please check the corresponding options that you agree to)**

- Printed publications or materials, school's website open gallery, Facebook page
- Electronic publications, such as the school website (firstacademy.ca), and the school's Parents Only Instagram
- Documentation within the classroom displays for the duration of his/her time in the school.
- I permit First Academy to post my child's pictures to firstacademy.ca to be shared and viewed only by parents. The pictures will be posted onto a private link, only accessible when a given password is entered. The pictures will be a way for parents to view and save pictures to record the growth of their children at First Academy.

CHILD'S NAME: _____

PARENT/GUARDIAN NAME: _____

SIGNATURE : _____ Date: _____



First Academy Montessori School

I permit First Academy staff to assist my child in using/applying sunscreen /Diaper Cream /Diaper wipes/ Hand sanitizer when needed for indoor, and outdoor activities

Parent Signature: _____ Date: _____

I give consent to the staff to take my child for neighborhood outings. Outings may include walks through our neighborhood and the park (conservation area) located behind the school. A sign will be posted outside each class to inform parents of their child's whereabouts.

Parent Signature: _____ Date: _____

I have received the electronic copy of a parent handbook, and menu. I will familiarize myself with the school policies including registration and withdrawal, health and medication, and fee payment policy.

Parent Signature: _____ Date: _____

Supervisors signature _____



First Academy Montessori School

Terms and Conditions

- a. *The terms of this contract apply to the student enrolled at First Academy Montessori School (the "School").*
2. The conditions of this Contract protect our parents, as well as First Academy. To ensure that we can provide the services that your child(ren) is entitled to, parents must pay their fees on time to ensure the operation of First Academy remains financially stable.
 3. Program fees and operating expenses cannot be reduced because of the child's absence from the program. In essence, this agreement is a parental guarantee that you will financially support through your fee the enrollment space guaranteed for your child.
 4. A student will not be accepted into the School unless the entire registration form has been completed in full and signed. Full payment (post-dated cheques from September to June), OHIP number, or proof of health insurance, must accompany the enrolment form. New students must provide a copy of their Health Card and updated immunization document.
 5. Parents and Guardians hereby acknowledge that the School is a nut/ peanut-free environment. I/We understand that my child may inadvertently come into contact with a substance he or she may be allergic to and that such contact may cause an allergic reaction. I understand that there are certain risks of allergen contact that are inherent in a school setting.
 6. There is no OUTSIDE food allowed on school premises due to severe Allergy conditions.
 7. **There are no refunds for withdrawals midway through the month, and no refunds for Vacations, holidays, sick days, or days missed for any reason, throughout the school year.**
 8. The student's full name and class must be written on the back of each cheque.
 9. A charge of \$25.00 will be levied against **all N.S.F. cheques** or cheques returned for any reason.
 10. Students will not be allowed to attend the program unless payment has been made. The School reserves the right to expel a student immediately and take whatever action it deems necessary to collect such overdue accounts.
 11. It is the parent's responsibility to dress and undress the child upon drop-off and pick-up.
 12. There is a late pick-up charge which is applied at the rate of \$1.00 per minute after 6:0 p.m. or at any time that First Academy staff has to remain beyond established hours to care for a student due to a late pick-up.
 13. The School reserves the right to make such rules and regulations in the operation of the School as it deems appropriate and it is a condition of acceptance that these rules and regulations be observed.
 14. Withdrawal Procedure: The School requires a one-month written notice of a student's withdrawal, full fees are required if no notice is given.
 15. I understand that if my child remains at First Academy past the scheduled pick-up time, I will be charged an applicable late fee. If the School is unable to reach the emergency contact persons or me, the Police will be contacted after one (1) hour.
 16. The Centre will be closed on all statutory and Civic holiday and the last Friday before Labour Day, as well as early closure on Christmas Eve and New Year's Eve, and I will be charged normal daily fees for these days.
 17. I understand that First Academy is a smoke-free premise; I will not smoke tobacco or hold lighted tobacco, or a pack of cigarettes that will be visible to the children. If terms are violated, I understand I will be asked to leave the premises.
 18. Only pre-authorized persons designated on the Registration Form may pick up my child(ren). I understand that I must inform Childcare of any changes regarding authorized Pick-Up and Release contacts.
 19. I will observe all the parent's responsibilities under the policies and procedures outlined in the Parent Handbook.
 20. I understand that the school reserves the right to make amendments to its Policies, Fee Schedule, and Program at any time and that I will be given notice of such changes at least two (2) weeks prior to the changes coming into effect.
 21. To avoid the spread of communicable disease / Viral Disease I will keep my child at home until all symptoms are gone and my child has gained his/her normal state of health.
 22. If my child has Fever/ Diarrhea/ Vomit at school, my child will stay home until he/she gets better and fever-free for at least 24 hours before he/she can come back to school.
 23. Security Deposit Refund Policy: Upon enrollment in the program, a security deposit is required. This deposit is fully refundable within three months of registration, provided the withdrawal request is made prior to the program's start date. However, after this initial three-month period, the security deposit becomes non-refundable. Once the child commences the program, the security deposit may be refunded upon receipt of written notice of withdrawal, given at least one full month in advance. The security deposit serves as coverage for the last month's tuition fees. If tuition has been paid in advance, the full amount of the security deposit can be refunded via cheque or e-transfer.

I have read and understood the terms of the contract, the methods of payment, and the policies of the School as outlined in the *Parent Handbook* and I hereby agree to all the terms and conditions stated therein.

Signature of Parent or Guardian

Date

Signature of Supervisor