

Montessori Children's Community

4950 Heather Street, Youville Residence, Vancouver, BC V5Z 3L9
Phone: 604-261-0863 Fax: 604-261-2805 Email: mcc@mtcbc-ami.org

Enrollment Agreement

I/we the undersigned agree to the following:

1. To attend a registration appointment and provide to the Montessori Training Centre of BC (MTCBC) a photocopy of my/our child's birth certificate, a signed copy of this Agreement and post-dated tuition cheques, as per the attached tuition schedule, in consideration of the MTCBC providing a Montessori education for my/our child for the period of September 2015 to June 2016 at the Montessori Children's Community (MCC); and to deliver to the MCC all other required registration documents **on or before our child's first day of school in September.**

2. To submit, along with all other required registration documents on or before our child's first day of school in September, photographs of ALL people authorized to pick-up my/our child (including mom and dad) and to update the photographs immediately if/when there are any changes to the list of authorized pick-up people.

3. That my/our child may withdraw from the MCC on the first day of the month, provided that I/we have given written notice to the MCC of the proposed withdrawal at least one (1) month prior to such date. If I/we provide written notice as required, and the MCC is able to enroll another child immediately, I/we will be released from the obligation to pay the tuition for the period following such withdrawal. Any tuition that has been prepaid past the withdrawal date (excluding the non-refundable deposits paid upon registration) will be refunded. All non-refundable deposits remain non-refundable.

If I/we wish to withdraw my/our child any time after January 1, 2016, I/we will give notice by November 30, 2015. If this notice is not provided, I/we will be responsible for the payment of tuition fees to the end of the school year, June 2016.

4. To drop-off my/our child at 8:30 am and pick him/her up at 12:00 pm if attending the morning program and at 3:15 pm if attending the extended day program and to make prior arrangements if occasionally one is to be late or early by calling the school at **604-261-0863**.

5. To hand in to my/our child's Teacher a signed, dated note explaining the reason and length of my/our child's absence from the MCC.

6. To deliver my/our child directly to a staff member and not pick-up my/our child from the school without first letting a staff member know.

7. To notify the MCC in writing and in advance if any person other than the undersigned is picking-up my/our child.

8. To supply a record of immunizations BEFORE my/our child enters the MCC and to ensure that these records are kept up to date.

9. To pay tuition fees whether or not my/our child attends the MCC. There are no refunds or deductions in tuition fees for days the school is closed, holidays, sick days, family vacations or mid-month withdrawals throughout the school year.

10. To keep my/our child home from the MCC if there is any question of illness and to immediately notify the MCC of the nature of the illness.

11. To put safety before convenience by following and respecting the safety and parking procedures and requirements as outlined in the Parent Handbook.

12. That permission is granted to call a physician or an ambulance in case of accident or illness when the parent cannot be immediately reached.

13. That medication will be administered only on receipt of a written request after discussing the need for medication and the type of medication with the staff in charge and only under special circumstances as determined and agreed to by the Teacher. A form is required to be filled for this purpose.

14. To give consent to the staff to make available my/our child's records to Vancouver Coastal Health Services and for my/our child to be involved in drop-in visits by the Vancouver Coastal Health Services.

15. The Montessori Children's Community is operating as a Pilot Project with a special exemption to have 28 children in the group. This enables us to operate according to the requirements for School Recognition from the Association Montessori Internationale, the pedagogical authority for implementation of the Montessori philosophy.

September 2015 marks the beginning of the tenth year of the Pilot Project. In the Fall of 2013 we submitted an application for an extension to the timeline of the Pilot Project and that application was accepted. We are very pleased to have been granted a further extension to the timeline of our Pilot Project and, due to the success of the program, we have been given assurance that the future of the Pilot Project is secure. The MTCBC will keep parents informed of our continued progress.

16. That this is a pilot project and model school and therefore my/our child may be photographed and/or videotaped by representatives or agents of MCC, MTCBC and/or persons authorized by them for research, news, publicity or educational purposes. Any images or information obtained from these activities may be reproduced and used without liability. These will be the property of MCC and MTCBC and I/we agree to waive any claims on these materials and release MCC and MTCBC, its employees, agents and representatives from any liability or claims arising from their use.

17. To attend the full day Parent Workshop scheduled before the start of the school year and the monthly meetings of the Parent Study Program.

18. The MCC and/or the MTCBC reserve the right to request the withdrawal of a child if it is in the best interest of the child and/or the Montessori Children's Community.

19. The MCC and/or the MTCBC reserve the right to review and accept or decline a request for sibling preference at registration time (as outlined in the Parent Handbook). If it is determined that it would not be in the best interest of the child currently enrolled at the MCC, the MCC will not give registration preference to the younger sibling.

I/we acknowledge that while tuition contracts are for one year at a time, the School requires that children be enrolled with the intent of completing the three year cycle of the program. This is in keeping with sound Montessori philosophy, in the best interest of the child.

I/we understand and agree to abide by the terms of this agreement and to comply with the rules and regulations of the Montessori Children's Community.

1. **Name of Parent/Guardian (please print clearly):** _____

Signature of Parent/Guardian _____

2. **Name of Parent/Guardian (please print clearly):** _____

Signature of Parent/Guardian _____

DATED: Day _____ Month _____ Year _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

Child's Name: _____

**Schedule of Payments for the MORNING PROGRAM for
Academic Year September 2015 – June 2016**

8:30 am to 12:00 pm

DATE OF CHEQUE	AMOUNT
Current date Tuition: June	\$ 650.00 – *non-refundable deposit 960.00 – **non-refundable 3 rd year deposit \$1,610.00
May 01, 2015 Tuition: September, October, November	\$1,950.00
October 01, 2015 Tuition: December, January, February	\$1,950.00
January 11, 2016 Tuition: March, April, May	\$1,950.00

**Schedule of Payments for the EXTENDED DAY PROGRAM for
Academic Year September 2015 – June 2016**

8:30 am to 3:15 pm

DATE OF CHEQUE	AMOUNT
Current date Tuition: June	\$ 905.00 55.00 – hot lunch program \$ 960.00 – *non-refundable deposit
May 01, 2015 Tuition: September, October, November	\$2,880.00
October 01, 2015 Tuition: December, January, February	\$2,880.00
January 11, 2016 Tuition: March, April, May	\$2,880.00

Please make cheques payable to the “Montessori Training Centre of BC”

* This amount will be applied against tuition fees for June 2016.

** This amount will be applied against tuition fees for June of Third Year.