

Quiet Waters Montessori Academy - Enrollment Form

Child Information

Start Date: _____ Withdrawal Date: _____

Child's Name (Last, First): _____

Date of Birth (Y/M/D): _____ OHIP#: _____

Address: _____

Parent/Guardian Contact Information

Parent/Guardian 1: _____ E-mail Address: _____

Home Phone #: _____ Cell Phone #: _____

Work Phone #: _____

Work Address: _____

Parent/Guardian 2: _____ E-mail Address: _____

Home Phone #: _____ Cell Phone #: _____

Work Phone #: _____

Work Address: _____

Child Resides With:

Custody Concerns: Yes No *If yes, please attach legal documentation.*

Does your child have any allergies, food sensitivities and/or cultural dietary restrictions? If yes, please list.

Does your child have any medical condition(s)? If yes, please explain.

Does your child have any behaviour that would require special attention? If yes, please explain.

Does your child take any medication(s)? If yes, please list.

Has your child ever had a communicable disease (i.e., chicken pox)? If yes, please explain.

Please be advised, if you answered yes to any of the above questions you may be required to fill out additional required forms

Quiet Waters Montessori – Program Payment & Fee Policies Academic Year 2021/2022

Program Fee Schedule (please mark box of desired program)

Toddler 18 months – 2.5/3 years

Toddler 5 Full Days	\$1100/Month
Toddler 3 Full Days (Mon, Wed, Fri)	\$745/Month
Toddler 2 Full Days (Tues, Thurs)	\$540/Month

Casa 2.5/3 years – 6 years

Casa 5 Full Days	\$1030/Month
Casa 3 Full Days (Mon, Wed, Fri)	\$705/Month
Casa 2 Full Days (Tues, Thurs)	\$520/Month

Siblings are eligible for tuition discount, please inquire with school administration for further details. Before and after care availability is limited due to Covid-19 regulations, please inquire with school administration for further details.

Before Care	\$5/Day	After Care	\$5/Day
Late Pick-up Fee	\$1/Minute		

BEFORE AND AFTERCARE HOURS ARE LIMITED DUE TO COVID19

School Uniform – Casa Program

The school uniform for Casa students at Quiet Waters Montessori Academy is navy bottoms (pants, shorts, skirts, skorts or jumpers) with white tops (button down shirts, polo shirts, t-shirts, sweaters or cardigans). School uniforms reinforce the idea of community and pride in the school and the child becomes part of the whole.

Lunch

All children must participate in the lunch program. The cost of am and pm snack and hot lunch is included in your monthly fees. If your child has a special dietary or allergy need, our caterer, Whole Kids Catering, is able to accommodate special diets.

Payments & Fees

Payment is accepted by cheque or electronic funds transfer (EFT). **Payment is due in full on the 1st of each month.** A 2% discount will be applied if payment for the 2021/2022 academic year is made in full by September 1st, 2021. If paying by cheque, 10 post-dated cheques dated for the 1st of the month from September through to June are required at the time of registration. If paying by EFT payment is to be sent to quietwatersadmin@icloud.com and will be automatically deposited (no security questions required).

Please include your child/children's name(s) in the payment memo for both EFT's and cheques. This ensures your payment is applied to the correct account.

Please indicate your planned method of payment:

Cheque

EFT

There is no reduction in monthly fees due to absenteeism, professional activity days, school closure due to extreme weather and/or holidays. We strongly suggest that parents make alternate care arrangements in advance for their child so that they are prepared for such events.

Late Payments

A charge of \$20.00 will be added to your account if tuition fees are not received to the school on time. Interest will be charged at a rate of 2% per month on all outstanding accounts.

If more time to pay and/or consideration for financial hardship is needed, you must contact school administration as soon as possible, preferably before fees are due, to arrange a scheduled payment plan and make an immediate payment towards their outstanding account within two (2) business days.

Failure to set up a payment plan or meet the conditions of your payment plan may result in termination of services.

Withdrawal from Program

A minimum of 30 days written notice is required for the permanent withdrawal of a child for any reason. Withdrawals with or without notice are required to pay full fees for the month following notification.

Parent Handbook (available on school website)

I/We acknowledge that we have received and read a copy of the Parent Handbook. I/We understand and agree to adhere to the policies stated within the manual.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

Invoice/Tax Receipt Information

Person(s) on invoice(s): _____

E-mail Address: _____

Person(s) on tax receipt: _____

E-mail Address: _____

Quiet Waters Montessori Emergency Contact Information

Child's Name (Last, First): _____

Date of Birth (Y/M/D): _____ OHIP#: _____

Address: _____

Parent/Guardian Contact Information

Parent/Guardian 1: _____ E-mail Address: _____

Home Phone #: _____ Cell Phone #: _____

Work Phone #: _____

Work Address: _____

Parent/Guardian 2: _____ E-mail Address: _____

Home Phone #: _____ Cell Phone #: _____

Work Phone #: _____

Work Address: _____

Emergency Contact(s) (If parent/guardian(s) not available)

Emergency Contact 1: _____ Relation to Child: _____

Home Phone #: _____ Cell Phone #: _____

Emergency Contact 2: _____ Relation to Child: _____

Home Phone #: _____ Cell Phone #: _____

Child May Be Released To: _____

Any persons picking up students who do not usually do so, please notify the office. Anyone picking up not on the release list, the office must receive an email prior to the child being released.

Quiet Waters Montessori Medical & Photo Release Information

Child's Primary Physician Information

Primary Physician Name: _____ Phone #: _____

Address: _____

Medical Release

If at any time medical treatment, by a hospital or physician, is required due to sudden illness, an accident, or other such emergencies, I authorize such treatment deemed necessary may be administered and I will be responsible for any expenses that may occur.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

Photograph/Video/Social Media Release

I hereby give permission for Quiet Waters Montessori Academy to photograph/videotape my child for use within the school, on the Quiet Waters Montessori Academy website, social media account(s) and/or newspapers. Children's names are not published in any of the above noted media forms.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

OR

I **do not** give Quiet Waters Montessori Academy permission to photograph/video my child. Please note by choosing this option no images and/or videos of your child will be included in the monthly newsletter, website, social media and/or other promotional material.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

Quiet Waters Montessori Academy – Enrollment Package Checklist

Thank you for choosing Quiet Waters Montessori Academy, please review the below checklist to ensure your enrollment package is complete prior to submission.

Complete all registration paperwork

Sign and date all forms

Include with your application the following

A recent photograph of your child (update often)

A completed Immunization Record – Please attach your child’s Immunization Record or Statement of Conscience or Religious Belief Affidavit. Please update records as new immunizations are given to your child.

An Allergy Alert form if applicable

A copy of your child's Birth Certificate

A copy of your child's most recent progress report

Post-dated cheques for the 1st of each month and all accompanying installments (if applicable)