

BRILLIANT STAR MONTESSORI SCHOOL CORP. APPLICATION AGREEMENT

I am registering my child for the 2018/2019 school year:

____ Preschool Program

Half-day program A.M. _____

Half-day program P.M. _____

____ Elementary Program _____ Grade Level

Kindergarten (Full Day) program _____

Double Session (teacher approved) _____

Child's Name: (Legal First) _____ (Legal Last) _____

Date of Birth: (d/m/yr) _____

(Circle One): Male Female

Address: _____ Postal Code: _____

Previous Montessori experience or last school attended: _____

____ Report Card Submitted

Is this child also registered in another school for this school year? _____ Yes, School _____

____ No

To help predict future enrollment, please indicate the following: _____ I am interested in the full 3 year Casa Program

____ I am interested in the full 4 year Elementary Program

INFORMATION FOR SASKATCHEWAN EDUCATION Citizenship: ____ Canadian ____ Other (please specify) _____

Country of birth: _____ Province of origin (province you came from prior to arrival in Saskatchewan): _____

Grade being entered: _____ SaskEd Student # (if known): _____

School Division in which you live: _____

First language spoken in the home: _____ Second language spoken in the home (if any): _____

Voluntary Declaration of Aboriginal ancestry: ____ Status/Treaty/Registered ____ Non-status ____ Metis ____ Inuit

Parent/Guardian's Name: (First) _____ (Last) _____

Telephone: (Res) _____ (Work) _____ (Cell) _____

Occupation/Place of work: _____

Address, if different from child's: _____

Email: _____

Parent/Guardian's Name: (First) _____ (Last) _____

Telephone: (Res) _____ (Work) _____ (Cell) _____

Occupation/Place of work: _____

Address, if different from child's: _____

Email: _____

Siblings, Names & Ages: _____

Person's Name to whom receipts are issued: _____

EMERGENCY DAYTIME CONTACT (if parent(s)/guardian(s) cannot be reached):

Name: _____ (Work) _____ (Cell) _____

Name: _____ (Work) _____ (Cell) _____

PICK-UP INFORMATION: The following people are permitted to pick up or drop off my child from school:

MEDICAL INFORMATION:

Family Doctor: _____ Telephone: _____

Child's Hospitalization #: _____

ALLERGIES/SPECIAL NEEDS: _____

My signature on this form (see page 3) recognizes that I give full permission to Brilliant Star Montessori School Corp. and any staff or support personnel to so do whatever is deemed necessary, to the best of their knowledge and abilities, for the care and welfare of my child and to administer medication/medical product as specified below.

Please list medication your child uses:

Frequency/Dosage: _____

BRILLIANT STAR MONTESSORI SCHOOL CORP. POLICIES AND REGULATIONS:

I hereby apply for enrollment to Brilliant Star Montessori School Corp. on behalf of my child and agree to all regulations and policies of this institution as it appears in this Agreement.

REGISTRATION:

- (A) The sum of \$125.00 as a registration fee must be forwarded to the school as an indication of intention to enroll a child in the Brilliant Star Montessori School Corp. As enrollment is limited, and should no openings for said child be available, the registration fee and supply fee will be refunded in full. Otherwise, registration & supply fees are non-refundable.
- (B) A child will be fully registered in the Brilliant Star Montessori School Corp. when the following criteria are met:
- the non-refundable annual registration fee of \$125.00 is paid;
 - the non-refundable supply fee is paid;
 - this Agreement is signed and returned to the Brilliant Star Montessori School Corp.; and
 - the full amount of tuition is paid OR post-dated cheques for tuition are received by the Brilliant Star Montessori School Corp. One month's fees are due on June 1st and is non-refundable. Remaining cheques are to be dated monthly from August 1st until April 1st.
- (C) Refunds of the prepaid registration fee of \$125.00, the supply fees and one month tuition for the following school year are not given if cancellation of a child's registration occurs after April 30th of the preceding school year.

ADMISSIONS:

Preschool Admission Requirements

- child has reached 3 years of age;
- fully potty trained; and
- academically ready, as assessed through an interview with Brilliant Star Montessori School Corp. and a two week trial in the classroom. All previous report cards from other schools must be submitted with registration.

Elementary Admission Requirements

- minimum age of 5½ years;
- academically ready, as assessed through an interview with Brilliant Star Montessori School Corp. and a two week trial in the classroom. All previous report cards from other schools must be submitted with registration; and
- preference given to those with previous Montessori preschool experience.

TUITION FEES:

Preschool ½ day:	\$125 registration fee (non-refundable, per family, dated February 1 st) \$125 supply fee (non-refundable, dated February 1 st) \$25 activity fee (non-refundable, cheque dated June 1 st) \$450 per month, (first month cheque, \$450, dated June 1 st is non-refundable)
Preschool Double Session:	\$125 registration fee (non-refundable, per family, dated February 1 st) \$175 supply fee (non-refundable, dated February 1 st) \$25 activity fee (non-refundable, cheque dated June 1 st) \$800 per month, (first month cheque, \$800, dated June 1 st is non-refundable)
Kindergarten (Full Day):	\$125 registration fee (non-refundable, per family, dated February 1 st) \$175 supply fee (non-refundable, dated February 1 st) \$100 activity fee (non-refundable, cheque dated June 1 st) \$650 per month, (first month cheque, \$650, dated June 1 st is non-refundable)
Elementary:	\$125 registration fee (non-refundable, per family, dated February 1 st) \$175 supply fee (non-refundable, dated February 1 st) \$150 activity fee (non-refundable, cheque dated June 1 st) \$620 per month, (first month cheque, \$620, dated June 1 st is non-refundable)

Please note: Registration is not complete without a signed and completed registration form, registration and supply cheques dated February 1st 2018, one month's fees and activity fees dated June 1st 2018, and all other post-dated tuition cheques.

Tuition is paid in advance, so the first tuition payment is due on June 1st 2018. No exceptions. If you are paying monthly, then the 10 cheques or money orders should be dated June 1st 2018 and August 1st 2018 through April 1st 2019. If you are paying in 2 payments then the first cheque is due June 1st 2018 and the 2nd dated Dec. 1st 2018.

NOTE: In spirit of school community and service, each family will be allocated two weeks each per child to help with our school yard work throughout the year. Families can 'buy-out' at \$25/week if preferred (this will hire someone to work the week).

NOTE: There is a flat fee of \$20.00 for every N.S.F. cheque. An additional late interest fee of 2 percent per month (24 percent per annum) is assessed if the tuition owing for that month is not received by the 15th day of that particular month.

TRIALS:

There will be a 10 school day trial for all new students. During this time, teachers will assess the child's readiness and level of development. The teachers will inform the parents how the trial is going and determine if the student is ready for enrolment. If the teachers conclude the child is not ready for enrolment at that time, they will notify the parents within the 10 school day period. If the trial is not successful, we will refund the last half of the monthly tuition and all post-dated tuition cheques. The registration fee and supply fees are non-refundable.

REFUNDS:

- (A) A minimum of **three** month's written notice prior to the withdrawal of a child from the school must be received in order to withdraw without financial penalty. Such written notice of withdrawal shall be hand delivered to the school administrator or sent by certified mail to the school.
- (B) A written notice to withdraw a child from the Brilliant Star Montessori School Corp. shall be given no later than the last day of any month of the child's enrollment in the school to be effective three months from the date of delivery of the withdrawal letter.
- (C) Failure to provide at least three month's written notice of withdrawal will result in the 3 month's tuition payments being retained by Brilliant Star Montessori School except in the situation referred to in (4)(G) as stated below.
- (D) Refunds will become effective on the last day of the third month when three month's written notice of withdrawal is made in accordance with this Agreement. For greater clarity, when written notice of a child's withdrawal from Brilliant Star Montessori School Corp. is made on October 29th, a refund will be effective on January 31st and the February tuition will be returned. Refunds will be made in the following manner:
- (i) if the tuition fee has been made by monthly post-dated cheques, all further post-dated cheques will be returned;
 - (ii) if the tuition fee has been made by 2 cheques, refunds will be made on a pro-rated basis.
- (E) Such written notice to withdraw is not applicable after March 1st of the school year as no refunds will be given under any circumstances for any and all withdrawals that are made after March 1st of the given school year.
- (F) Such written notice to withdraw will be deemed accepted on the day that it is posted when sent by certified mail or will be accepted when personally received by the Administrator of the Brilliant Star Montessori School Corp.
- (G) I further understand that requests for withdrawal prior to the beginning of the September school year shall be provided by way of written notice of withdrawal, such written notice of withdrawal shall be addressed to the school office or 700 Gray Ave, Saskatoon, SK, S7N 2J3 marked to the attention of the Director of Brilliant Star Montessori School Corp. Failure to provide said written notice by April 30th for the following school year in question will result in the September and October tuition & the non-refundable June cheque being retained by the Brilliant Star Montessori School Corp.
- (H) No refunds will be issued in the situation where staffing changes over the year. The board ensures a quality of education will be maintained no matter who is running our programs.

PERMISSION:

I, _____ being the (father/mother/guardian) give my full permission for my (daughter/son) to participate in and travel to any and all such places which are part of my child's educational development. I fully understand that my child will be making these trips either by walking or public transportation, and I hereby give my permission for my child to travel in this manner. I release the Brilliant Star Montessori School Corp., its respective directors, servants, agents or employees from any claims, demands, damages, action or causes of action arising out of or in consequence of any loss, injury or damage to my person or property or to my child's person or property incurred while participating in such educational programs. My signature confirms this _____.

I consent to my child being photographed for use in publications, including, but not limited to publication via our web site, slideshows, posters, pamphlets or videos. Names are never attached to student photos. My signature confirms this _____.

As our school is making a concentrated effort to be environmentally friendly and use less paper, I consent to our email address being used as a means of communication from the school. My signature confirms this _____.

I consent to our parent committee, Star Community Builders, to use our email as a means to communicate parent involvement, social gatherings, and distribute a school directory. My signature confirms this _____.

By registering my child, I understand that both parents' names as set out herein have access to the child for pick up or drop off at the school unless documentation is made available to the Brilliant Star Montessori School Corp. which provides information otherwise.

I further consent that the extra names listed on page 1 in the "Pick-up Information" section, also have permission to drop off or pick up my child from school.

Brilliant Star Montessori School Corp. reserves the right to alter, cancel, or change programs at any time of the year without prior notice.

I have read, understood and accepted the conditions and terms as stated on all pages of this Agreement and agree to the policies and regulations of the Brilliant Star Montessori School Corp. **I have also read the Parent Handbook and agree to follow the school's policies and regulations.** These I have indicated by putting my signature to this Agreement.

This agreement is entered into on the _____ day of _____, _____ in the City of Saskatoon, in the Province of Saskatchewan.

Signature of Parent/Guardian

BRILLIANT STAR MONTESSORI SCHOOL CORP.
Per: _____

Signature of Parent/Guardian