



**APPLICATION FORM
FOR Toddler
(18 months to 2 ½ years old in September 2016)
2016-2017**

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 *Une École Pour Tous LTÉE*, for the 2016-2017 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 2016-2017
Toddler

First 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: _____

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

Address: _____ **Postal code:** _____

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

E-mail : _____ @ _____

Profession: _____

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 2016-2017
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 *Une École Pour Tous LTÉE* 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, *Une École Pour Tous LTÉE* 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

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

1 _____

3 _____

2 _____

4 _____

AUTHORIZATION FOR PHOTOGRAPHS

yes no

I authorize *Une École Pour Tous LTÉE* 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 *Une École Pour Tous LTÉE* to take my child for walks.

AUTHORIZATION FOR THE USE OF SUNSCREEN

yes no

I authorize *Une École Pour Tous LTÉE* to apply sunscreen on my child if needed.

AUTHORIZATION TO APPLY INSECT REPELLENT

yes no

I authorize *Une École Pour Tous LTÉE* 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
 (Meals and snacks included)

Please include with your enrolment forms a non-refundable cheque in the amount of \$300.00 dated with the current date as deposit along with remaining post-dated cheques a copy of your child's immunization record

Extended Time (8:00am-5:00pm)	\$13,176.10 ÷ 12 →	\$1,098.01 /mois
Full Time (8:30am-4:00pm)	\$11,951.10 ÷ 12 →	\$995.93 /mois
4 Days (Monday to Thursday only) extended time (8:00am-5:00pm)	\$10,540.88 ÷ 12 →	\$878.41 /mois
4 Days (Monday to Thursday only) full time (8:30am-4:00pm)	\$9,560.88 ÷ 12 →	\$796.74 /mois
5 mornings (8:30am-1:00pm)	\$8,766.10 ÷ 12 →	\$730.51 /mois

Before Care	(8:00am-8:30pm)	\$5.00/day
After Care	(4:00pm-5:00pm)	\$10.00/day
- Any late pick-up after 4:00pm will be billed automatically \$10.00 up until 5:00pm, and after 5:00pm, \$10.00 for the first 5 minutes and \$3.00 per minute for each subsequent minute.		
School Bag		\$6.00 each
-Each child must have one of our school bags for changes of clothing at school		

The program offered by Une École Pour Tous Ltée starts the last week of August 2016 and ends at the end of July 2017. 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.

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 10 (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 2016 to July 1st 2017 inclusive. Registration will be complete once all forms have been received and the deposit cheque has been deposited.



Contract for the year 2016-2017

1 Generalities

Between: *Une École Pour Tous Ltée*
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 *Une École Pour Tous Ltée* 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. Parent's obligations:

Parents agree to pay *Une École Pour Tous Ltée* 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 Une École Pour Tous Ltée.

e. Program's length:

The program offered by Une École Pour Tous Ltée starts August 22nd, 2016 and ends July 27th, 2017.

f. Language of instruction:

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



g. Withdrawal

If the parent decided to withdraw their child/children for any reason, 30 days written notice is required.

2 Financial responsibilities:

a. Administration and registration fee:

1) The registration of the child/children is considered valid when the non-refundable deposit of \$300 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.

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 \$40.00 will be added for all cheques that are returned to Une École Pour Tous Ltée 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 *Une École Pour Tous LTÉE*. Keep the second copy for your records.

Une École Pour Tous LTÉE _____



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Une École Pour Tous LTÉE _____