

ALLEGRO MONTESSORI SCHOOL INC. ENROLLMENT AGREEMENT

Registration for the 2017/2018 school year:

Toddler Half-Day Casa A.M Double Session
 Elementary Half Day with Allegro-In-Between Full Day / Kindergarten

Please print clearly:

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

Date of Birth (d/m/yr): _____ **Age at time of registration** _____ (Circle One): Male Female

Address: _____ Postal Code: _____

Previous Montessori experience or last school attended: _____

Information for Saskatchewan Education: Citizenship: <input type="checkbox"/> Canadian <input type="checkbox"/> Other (please specify) _____ Country of birth: _____ Province of origin (province prior to arrival in Saskatchewan): _____ Grade being entered: _____ Sask. Ed student # (if known) _____ First language spoken in the home: _____ Second language spoken in home: _____ Voluntary declaration of aboriginal ancestry: <input type="checkbox"/> Status/Treaty/Registered <input type="checkbox"/> Non-status <input type="checkbox"/> Metis <input type="checkbox"/> Inuit	
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PARENT OR GUARDIAN <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Last Name _____ Address if different from students _____ First Name _____ Phone: _____ Email: _____ Employer: _____ Cell: _____ Employer Phone: _____	
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GUARDIANSHIP RIGHTS, CUSTODY OR ACCESS RIGHTS <input type="checkbox"/> N/A Indicate if such a document(s) exist <input type="checkbox"/> yes <input type="checkbox"/> no Type of legal document <input type="checkbox"/> Access and or custody <input type="checkbox"/> Parenting <input type="checkbox"/> Guardianship <input type="checkbox"/> Protection <input type="checkbox"/> Other Copy in Student Record: <input type="checkbox"/> Yes <input type="checkbox"/> No Document expiry date (if applicable) _____	
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EMERGENCY DAYTIME CONTACT (must be available in case parent(s) / guardian(s) cannot be reached):

Name: _____ Telephone: _____ Vehicle: Yes No

PERSONS AUTHORIZED TO PICK UP STUDENTS (other than parent(s)/guardian(s)):

Name: _____ Phone #: _____
 Name: _____ Phone #: _____

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 Allegro Montessori School Inc. which provides information otherwise. Allegro Montessori School Inc. is an independent school registered under *The Education Act, 1995* of the Province of Saskatchewan and is a charitable, non-profit organization incorporated under *The Non-Profit Corporations Act, 1995*. Allegro Montessori School Inc. 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 both sides of this Agreement, filled out medical form and agree to the policies and regulations of Allegro Montessori School Inc. as outlined by the parent handbook. This I have indicated by putting my signature to this Agreement.

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

ALLEGRO MONTESSORI SCHOOL INC.

Signature of Parent/Guardian

Per: _____

Signature of Parent/Guardian

Office Use Only: <input type="checkbox"/> Registration fee <input type="checkbox"/> Supply Fee <input type="checkbox"/> Tuition <input type="checkbox"/> Cash _____ Cheques _____ Direct Deposit Date of application: _____ Date registered: _____ Program as of 09: _____ Database: _____	
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ALLEGRO MONTESSORI SCHOOL INC. POLICIES AND REGULATIONS

I hereby apply for enrollment to Allegro Montessori School Inc. on behalf of my child and agree to all regulations and policies of this institution as appear in this Agreement.

REGISTRATION:

- (A)** The sum of \$100.00 as a registration fee must be submitted with registration application as an indication of intention to enroll a child in Allegro Montessori School Inc. Registration fees are non-refundable.
- (B)** A child will be fully registered in Allegro Montessori School Inc. when the following criteria are met;
 - (i) this Enrollment Agreement is signed and returned to Allegro Montessori School Inc.;
 - (ii) the non-refundable annual registration fee of \$100.00 is paid;
 - (iii) the non-refundable supply fee (and or activity fee if applicable) is paid (please see Administrator for amount);
 - (iv) the full amount of tuition is paid OR the first installment is paid;
 - (v) the balance of the tuition is received by Allegro Montessori School Inc. in accordance with their payment options; and
 - (vi) **this Enrollment Agreement is accepted and signed by Head of School with a copy returned to the family.**

ADMISSIONS:

In order for a registered child to be admitted, the following admission requirements must be met by the child:

Toddler Admission Requirements

- Child has reached 18 months; and
- Child is developmentally ready as assessed by Head of School and Allegro Toddler educators
- Required supplies: Parents must provide diapers, wipes & daily individual snacks for their toddler.

Preschool Admission and Allegro-In-Between Requirements

- Child has both reached a minimum age of 2 ½ years and is toilet trained; and
- Child is developmentally ready as assessed by Head of School and Allegro Casa educators.

Elementary Admission Requirements

- Child has reached a minimum age of 5 ½ years; and
- Child is developmentally and academically ready as assessed by Head of School and Allegro Elementary educators
- Preference will be given to those with previous Montessori preschool experience.

TUITION FEES:

The tuition for an academic year is due on a **prepaid** basis and payment **must** be paid in one of the three following forms:

- (A) In full on or before May 1, 2017;
- (B) By two (2) equal installments dated May 1, 2017 and December 1, 2017; or
- (C) By ten (10) equal installments with one (1) dated May 1, 2017, and the balance of nine (9) installments dated the first of each month from August 1, 2017 through April 1, 2018.

Class	Total Fees for School Year	Tuition for School Year	Tuition Two (2) Installments	Tuition Ten (10) Installments	Total Payments Due on Registration
Toddler - Monday to Thursday (4 days per week) (9:00 a.m. – 11:45 a.m.)	\$225.00	\$5,000.00	\$2,500.00	\$500.00	\$5,225.00
Half Day Casa A.M. (9:00 a.m. – 12:00 p.m.)	\$200.00	\$4,300.00	\$2,150.00	\$430.00	\$4,500.00
Half Day with Allegro-In-Between (9:00 a.m. – 3:30 p.m.)	\$300.00	\$7,350.00	\$3,675.00	\$735.00	\$7,650.00
Double Session (9:00 a.m. – 3:30 p.m.)	\$250.00	\$7,350.00	\$3,675.00	\$735.00	\$7,600.00
Full Day – (Kindergarten year) (9:00 a.m. - 3:30 p.m.)	\$250.00	\$6,300.00	\$3,150.00	\$630.00	\$6,550.00
Elementary (8:45 a.m. – 3:30 p.m.)	\$350.00	\$6,150.00	\$3,075.00	\$615.00	\$6,500.00

NOTE: There is a flat fee of \$25.00 for every N.S.F. cheque. An additional late interest fee of 2 percent per month (24 percent per annum) is assessed if the instalment owing for a given month is not received by the 15th day of that particular month.

WITHDRAWAL & REFUNDS:

- (A)** To withdraw, written notice must be given a minimum of one month (thirty days) before withdrawal. Such written notice shall be addressed to the school office and marked to the attention of the Head of School of Allegro Montessori School Inc.
- (B)** The date of the written notice of withdrawal will determine the percentage of the tuition paid for the academic year that is to be retained by Allegro Montessori School. Inc. A schedule outlining those percentages is included in the Parent Handbook and on the 2017/18 Registration schedule accompanying this Enrollment Agreement.
- (C)** No refunds will be given under any circumstances for any, and all withdrawals that are made March 31st of the given academic year.
- (D)** Such written notice to withdraw will be deemed accepted on the day that it is posted when sent through the mail or when personally received by the Head of School or the Office Administrator of Allegro Montessori School Inc. if delivered by hand.
- (E)** It is further understood that requests for withdrawal prior to the beginning of the September school year must also be provided by way of written notice of withdrawal. Failure to provide said written notice by July 31st for the following academic year in question will result in the August 1st tuition installment cheque being retained by Allegro Montessori School Inc.

MAKE ALL CHEQUES PAYABLE TO: ALLEGRO MONTESSORI

Registered Office: 1401 Colony Street, Saskatoon, SK S7N 0S8
 School Office: 4215 Degeer Street, Saskatoon, SK S7H 4N6

Office Telephone: (306) 931-4000