

# **Children's Circle Montessori School**

## **Enrollment Policy**

Parents/Guardians must complete and sign a required Enrollment Form in full before a child may begin a program. One signature is acceptable on the Enrollment Form. Parents/Guardians are welcome to read policies and procedures online or in the office. Parents/Guardians must register on the school's website, [www.childrencirclemontessori.com](http://www.childrencirclemontessori.com) to access the School Calendar and other communication.

### **Immunization Policy**

Children's Circle Montessori School has the responsibility to ensure a healthy environment for its students by keeping accurate and up-to-date immunization records. Children's Circle Montessori School requires proof of immunization of children upon enrollment. If it is not immediately available, the parent/guardian is expected to provide it as soon as reasonably possible. Parents/Guardians will be expected to provide proof of immunization in accordance with the recommendation from Health Canada Immunization Schedule and the Medical Officer of Health. The records will include the child's name and date of birth.

Children do not require to be immunized if the parent/guardian objects in writing to the immunization on the grounds that the immunization conflicts with the sincerely held convictions of the parent's/guardian's religion or conscience or a medical practitioner provides a medical reason in writing as to why the child should not be immunized. The Statement of Conscience or Religious Belief Affidavit (Ministry of Health) must be completed and notarized.

Records will be maintained up-to-date and be readily available for inspection. The records will also be provided to the Region of Peel upon request. Parents/Guardian will also complete a blue form called Immunization Records Form for Children in a Child Care Centre. This completed form and a copy of the child's immunization record will be send to Peel Public Health by Children's Circle Montessori School.

### **Classroom Placement Policy**

The Toddler program is a 1-year program and the Casa program is a 3-year program. Once a child is placed in a Toddler or Casa classroom, they will remain in that classroom for the period of time they are enrolled in the program. In the best interest of the child, their peers and the staff, children will not switch classrooms from year to year nor during a school year.

### **Movement from the Toddler Program to the Casa Program Policy**

The Education Director and School Director will be responsible for the movement of a child from the Toddler Program to the Casa Program. There are various factors which determine a child's transition into the Casa Program including their age (2.5 years) as well as the availability of space in the Casa Program. The Education Director will consult with the child's support system concerning the readiness of the child. Parents/Guardians will meet with the new lead staff member during or after the transition; depending on everyone's schedules. The child will participate in a week or two of transition. Some children may not even require a full week of transition.

The School Director determines into which classroom the Toddler transitions. Parents/Guardians requests will be taken into consideration; however, this is ultimately the School Director's decision. The Casa program is a 3-year program. Once a child moves into a Casa classroom, they will remain in that classroom for the duration of their enrollment at Children's Circle Montessori School. In the best interest of the child, their peers and the staff, children will not switch classrooms from year to year nor during a school year.

## Release of Information Policy

Information collected is the minimum needed to provide services to a child. The right of every child and family to privacy is recognized and protected to the greatest possible extent. Parents have access to their child's records. Children's records are also accessible to Owners/Operators, staff members, placement students, volunteers, service providers (i.e. Accountant), authorized members of the Ministry of Education as well as individuals involved in an emergency situations (i.e. Paramedic). Written consent will be acquired if a child's information is requested for research purposes.

## Tuition and Fees Payment Policy

Enrollment must include one month's payment of tuition and fees to be applied to the last month of the school year or last month of enrollment. Paid tuition and fees are non-refundable. Tuition and fees must be paid for everyday the student is enrolled including days absent (for any reason including family vacations and illness), all statutory holidays, school closures and Winter Break. Refunds, discounts nor credits will be offered for days absent. Please refer to the School Calendar for exact dates.

Acceptable forms of payment:

1. Pre-authorized Payments debited from bank account; Pre-authorized Payment Plan must be completed
2. Cash, no transaction fee
3. e-transfer, e-mailed to [info@childrenscirclemontessori.com](mailto:info@childrenscirclemontessori.com); \$2 transaction fee
4. Interac<sup>®</sup> debit processed in the school's office; \$2 transaction fee
5. Interac<sup>®</sup> credit card (VISA<sup>®</sup>, MasterCard<sup>®</sup> & American Express<sup>®</sup>) processed in the school's office; minimum 2.5% transaction fee
6. Interac<sup>®</sup> credit card (VISA<sup>®</sup> & MasterCard<sup>®</sup>) processed by pre-authorized payments; Pre-authorized Payment Plan must be completed, minimum 2.5% transaction fee

Transaction Fees:

Type of Payment	Transaction Fee	Preauthorized Payments Available	Transaction Fee Example
Pre-authorized Payment Debit	\$0 & 0%	Yes	No example
Cash	\$0 & 0%	n/a	No example
e-transfer	\$2.00	No	\$1045 + \$2 = \$1047
Interac <sup>®</sup> Debit	\$2.00	No	\$20 + \$2 = \$22
Interac <sup>®</sup> Debit VISA <sup>®</sup>	2.5%	Yes	\$1185 x 2.5% = \$29.63; \$1185 + \$29.63 = \$1214.63
VISA <sup>®</sup> (Classic, Gold, Platinum, Infinite)			
MasterCard <sup>®</sup>			
Infinite Privilege VISA <sup>®</sup>	3.5%	Yes	\$1288 x 3.5% = \$32.20; \$1288 + \$32.20 = \$1320.20
MasterCard <sup>®</sup> World or World Elite			
American Express <sup>®</sup>	3.5%	No	\$567 x 3.5% = \$19.85; \$567 + \$19.85 = \$586.85

To be noted:

- Pre-authorized payments, cash, Interac® debit or Interac® credit card payments must be paid by the 1<sup>st</sup> of the month. If the 1<sup>st</sup> of the month occurs on the weekend, the payment must be paid on the first business day after weekend
- e-transfer payments must be paid by the 1<sup>st</sup> of the month, regardless if the 1<sup>st</sup> of the month falls on the weekend
- All e-transfers must be sent to [info@childrenscirclemontessori.com](mailto:info@childrenscirclemontessori.com)
- Cheques will no longer be accepted as of September 1, 2019
- All transactions must be completed in Canadian currency
- Transactions Fees must be applied at the time of payment
- **Paid tuition and fees are non-refundable**

Payment Plan for 2019/2020 School Year and 2020 Summer Camp			
Type of Enrollment	Payment Date	Payment Amount	Payment Applied Toward
New Enrollment	Date of Enrollment	One month's tuition	June 2020 or "last month"
Existing Enrollment	June 1, 2019	\$500 2019/2020 School Year Commitment Fee	September 2019 (partial)
New Enrollment	September 1, 2019	One month's tuition	September 2019
Existing Enrollment	September 1, 2019	One month's tuition - \$500 commitment fee	September 2019 (partial)
Existing Enrollment	September 5, 2019	One month's tuition	June 2020 or "last month"
	October 1, 2019	One month's tuition	October 2019
	November 1, 2019	One month's tuition	November 2019
	December 1, 2019	One month's tuition	December 2019
	January 1, 2020	One month's tuition	January 2020
	February 1, 2020	One month's tuition	February 2020
	March 1, 2020	One month's tuition	March 2020
Summer Camp Enrollment	March 15, 2020	\$500 Summer Camp Commitment Fee	July and/or August 2020 (partial)
	April 1, 2020	One month's tuition	April 2020
	May 1, 2020	One month's tuition	May 2020
	June 1, 2020	\$500 2020/2021 School Year Commitment Fee	September 2020 (partial)
Summer Camp Enrollment	July 1, 2020	One month's tuition less \$250 or \$500 Summer Camp Commitment Fee	July 2020
Summer Camp Enrollment	August 1, 2020	One month's tuition less \$250 or \$500 Summer Camp Commitment Fee	August 2020

### **Returning Students Policy**

Enrolled students have priority to return the following School Year, commencing the day after Labour Day in September. A commitment fee of \$500 is due June 1<sup>st</sup>, to confirm and secure a student's enrollment for the following School Year. The enrollment will not be held for a student if the commitment fee is not paid on or before June 1<sup>st</sup>.

The \$500 Commitment Fee is:

- deducted from the payment due September 1<sup>st</sup> of the following school year
- non-refundable under any circumstances
- required for each student, including enrolled siblings

### **School Closures Policy**

If the school has to close due to severe weather, it will be noted on the school's Facebook page and on the school's voice mail system as soon as possible. The school's phone number (905) 609-6900 can be called 24 hours a day to hear any changes to the recording. Parents will also receive an e-mail notification by 6:35a.m. General rule regarding severe weather: If the Peel District School Board (PDSB) bus service is cancelled but the Public Schools are open, then Children's Circle Montessori School is open. If the PDSB bus service is cancelled and the Public Schools are closed, then Children's Circle Montessori School is closed.

If the school has to close due to an emergency situation, it will be noted on the school's Facebook page and on the school's voice mail system as soon as possible. The school's phone number (905) 609-6900 can be called 24 hours a day to hear any changes to the recording. Parents will also receive an e-mail notification by as soon as possible.

Planned school closures will be posted in the School Calendar: Family Day, Good Friday, Victoria Day, Thanksgiving Day, the 2-week Winter Break which includes Christmas Day, Boxing Day and New Year's Day.

Refunds, discounts nor credits will not be offered for unplanned and/or planned school closures.

### **Additional Fees Policy**

Children's Circle Montessori School is not licensed to operate past 6:00p.m.

After-hours pick-ups (after 6:00p.m.) will be subject to a fee of \$2 per minute and will only be permitted in emergency situations.

Early drop-offs will be subject to Occasional Before School Care fees.

Late pick-ups will be subject to Occasional After School Care fees.

### **Non-Sufficient Funds on Pre-Authorized Payment Policy**

Non-sufficient funds on Pre-Authorized Payments will be subject to a fee of \$30.

### **Late Payment Policy**

Tuition paid after the 1<sup>st</sup> of the month or after the first business day following the weekend will be subject to a late fee of \$20.

### **Outstanding Fees Policy**

Payment of outstanding tuition and fees including additional fees, NSF fees or late payment fees must be paid within 3 business days; otherwise the student will not be permitted to attend school until payment is made. If payment is not made by the end of the month, the student will be withdrawn from the program. The 1 month's tuition paid in advance upon enrollment or paid at the beginning of the school year will not be refunded; it will be attributed to the outstanding tuition and fees.

### **Child Care Fee Subsidy**

Children's Circle Montessori School accepts Child Care Fee Subsidy from the Region of Peel. If a parent/guardian is required to pay a portion of the tuition, those payments are due on the 1<sup>st</sup> of each month, September 1<sup>st</sup> through August 1<sup>st</sup>. All policies and procedures apply to students who receive Child Care Fee Subsidy. Children's Circle Montessori School will provide a letter to be submitted to the Region of Peel when enrollment is available. Parents/Guardians can visit [www.peelregion.ca/hsapply](http://www.peelregion.ca/hsapply) or call 905-793-9200.

### **Discharge and Refund Policy**

If a parent/guardian withdraws their child prior to the end of the school year, 1-month advance written notice must be provided prior to the first of the month. Monthly tuition and fees are owing if written notice is provided on or after the first of the month.

For example: if a parent/guardian chooses to withdraw their child by April 30<sup>th</sup>, written notice is required by March 31<sup>st</sup> to ensure April's payment is not payable and processed on April 1<sup>st</sup>. If written notice is provided on or after April 1<sup>st</sup>, the tuition is payable and will be processed.

Should the school along with the parents/guardians decide that a student be withdrawn because the school cannot meet their needs or

should the school require to withdraw the student for any reason, the student's final day of enrollment is decided on a case-per-case basis and is upon the school's discretion.

**Refunds, credits nor discounts will not be provided for partially attended days, weeks or months.**

**Paid tuition and fees are non-refundable.**