

BYRON WOODS MONTESSORI SCHOOL

1468 Commissioners Rd. W., London, Ontario N6K 1E6

<http://byronwoodsmontessori.com>

byronwoodsmontessori@rogers.com

519-657-8098 phone 519-657-7576 fax

Toddler Registration 2012 - 2013

Please Print

Student	Surname _____	First _____	Middle _____	Sex _____
	M _____ D _____ Y _____	Date of Birth _____		Age as of Dec. 31, 2012 _____
	Home Phone Number _____			
	Address _____	City _____	Postal Code _____	

Mother	Surname _____	First _____	E-mail address (for school notices only) _____	
	Occupation _____	Employer _____		
	Employer's Address _____	City _____	Postal Code _____	
	Business Phone Number _____	Ext. _____	Cell Phone Number _____	
	Home Address if different from student _____	City _____	Postal Code _____	
	Home Phone if different from student _____			

Father	Surname _____	First _____	E-mail address (for school notices only) _____	
	Occupation _____	Employer _____		
	Employer's Address _____	City _____	Postal Code _____	
	Business Phone Number _____	Ext. _____	Cell Phone Number _____	
	Home Address if different from student _____	City _____	Postal Code _____	
	Home Phone if different from student _____			

Emergency Contact (Third Party)	Surname _____	First _____	Relationship to student _____	
	Home Phone Number _____	Business/Cell Phone Number _____		

Other Contacts	Names and relationship to whom my child may be released _____	Phone Number _____
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Physician	Name _____	Address _____	Phone Number _____
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Medical History	Health Card Number (10 numbers + 2 letters) _____
	Does your child have any allergies to food, insect bites, medicines, etc.? Any medical conditions? _____

Toddler Registration Fee Schedule

Full Day Programme 9:00 – 4:00		Half Day Programme 9:00 – 11:30		Half Day Programme with Lunch 9:00 – 12:00 <u>OR</u> 11:30 – 4:00	
5 days per week	\$1,025.00 per month	5 mornings per week	\$625.00 per month	\$775.00 per month	
3 days per week	\$750.00 per month	3 mornings per week	\$530.00 per month	\$620.00 per month	
2 days per week	\$650.00 per month	2 mornings per week	\$350.00 per month	\$410.00 per month	

**** Note:** For families with more than one child registered, a 10% discount is offered on the lowest tuition fee for each additional child.

Extended Hours/Before and After School Care

- Children may arrive at the school 10 minutes before and after regular school hours without additional fees.
- Extended hours are available for before and/or after school.

Before school hours	7:30 – 8:50 or any part of	\$60.00 per month
After school #1	4:00 – 5:00 or any part of	\$60.00 per month
After school #2	5:00 – 5:30 or any part of	\$30.00 per month

- If you need the extended before and/or after school programme on an occasional basis, the rate is \$10.00 per hour and should be arranged through the school office.
- If your child is in our half day programme and occasionally needs to stay for the lunch period, the fee is \$10.00 per occasion.

Please indicate below the programme(s) in which you wish to register your child.

	Full Days 9:00 – 4:00	AM only 9:00 - 11:30	AM with lunch 9:00 – 12:00	PM with lunch 11:30 – 4:00	AM XTD 7:30 – 8:50	PM XTD 4:00 – 5:00	PM XTD 5:00 - 5:30
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

- No adjustment in tuition fees can be made for absences due to illness, vacation, early withdrawal or parent-initiated attendance changes.
- Tuition fees are due in full the first day of the month. **Cheques returned for any reason, late payments and/or requests to defer tuition fees will incur a service charge starting at \$25.00.** Subsequent returned cheques are subject to an increased service charge.

Income tax receipts are prepared and distributed by the end of February and issued to Mr. and/or Mrs. unless indicated differently here:

If you wish to withdraw your child from Byron Woods Montessori School before the end of the school year, a minimum one month written notice must be given. Notice must be dated prior to the first day of the last month of attendance. The full tuition fee for the last month of attendance is required. The registration fee and June prepayment are non-refundable.

By signing the following, I indicate that the schedule of fees, method of payment and general information have been read and understood. Agreement to comply with all conditions stated in the above is attested to by the signature below.

Date

Parent/Guardian Signature

Toddler Registration Fee Schedule

Byron Woods Montessori School will be closed for the following:

- Labour Day Sept. 3/12
- Thanksgiving Day Oct. 8/12
- Winter Break Dec. 24/12 to Jan. 4/13
- Family Day Feb. 18/13
- March Break Mar. 11 to 15/13
- Good Friday Mar. 29 and Easter Monday April 1
- Victoria Day May 20/13
- Canada Day June 28/13
- Civic Holiday Aug. 5/13

Please choose either Option 1 or Option 2

Option 1: 10 month schedule

◆last day of school is Friday, June 21, 2013

Monthly Tuition Fee for September to June		
Extended Programme Fee(s)		
Total Monthly Fee		Nine post-dated cheques dated Sept. 1, 2012 to May 1, 2013 for Total Monthly Fee, payable to: Byron Woods Montessori School
Administration Fee *** (non-refundable) ***	\$150.00	
Total prepayment applied to June 2013 (non-refundable)		Current dated cheque for Total Monthly Fee + administration fee to be applied to the June 2013 fee, payable to: Byron Woods Montessori School

- If you choose Option 1, which is for the September 2012 to June 2013 school year, you must re-register your child for the next school year, which starts September 3, 2013, by February 28, 2013. Placement for September will depend on availability.
- No adjustment in tuition fees can be made for absences due to illness, vacation, early withdrawal or parent-initiated attendance changes.
- Tuition fees are due in full the first day of the month. **Cheques returned for any reason, late payments and/or requests to defer tuition fees will incur a service charge starting at \$25.00.** Subsequent returned cheques are subject to an increased service charge.

OR

Option 2: 12 month schedule

◆last day of school is Friday, Aug. 30, 2013

◆new school year starts Tuesday, Sept. 3, 2013

Monthly Tuition Fee for September to August		
Extended Programme Fee(s)		
Total Monthly Fee		Eleven post-dated cheques dated Sept. 1, 2012 to July 1, 2013 for Total Monthly Fee, payable to: Byron Woods Montessori School
Administration Fee *** (non-refundable) ***	\$150.00	
Total prepayment applied to August 2013 *** (non-refundable) ***		Current dated cheque for Total Monthly Fee + administration fee to be applied to the August 2013 fee, payable to: Byron Woods Montessori School

- If you choose Option 2, which is for the September 2012 to August 2013 school year, you must re-register your child for the next school year, which starts September 3, 2013, by February 28, 2013. Placement for September will depend on availability.
- No adjustment in tuition fees can be made for absences due to illness, vacation, early withdrawal or parent-initiated attendance changes.
- Tuition fees are due in full the first day of the month. **Cheques returned for any reason, late payments and/or requests to defer tuition fees will incur a service charge starting at \$25.00.** Subsequent returned cheques are subject to an increased service charge.

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Toddler Registration Information

To register your child, each of the following items must be sent to the school:

- Completed registration form and Illness Policy
- Current-dated cheque for prepayment amount (monthly tuition + admin. fee + extended fees if needed)
- Post-dated cheques for monthly tuition + extended fees if needed
- Completed Middlesex-London Health Unit immunization form

The receipt of these items will assure a placement for your child. **Due to the demand for our program and our limited vacancies, confirmation cannot be given or a placement held without receipt of all of the above items.**

GENERAL INFORMATION

- Byron Woods Montessori School will be closed for the following: Labour Day Sept. 3/12; Thanksgiving Day Oct. 8/12; Winter Break Dec. 24/12 to Jan.4/13; Family Day Feb. 18/13; March Break Mar. 11 to 15/13; Easter Mar. 29 and April 1/13; Victoria Day May 20/13; Canada Day July 28/13; Civic Holiday Aug. 5/13.
- Parents will supply disposable diapers, wipes and creams/ointments. Please do not dress your child in "onesies" as it hinders their independence during toilet-training.
- The first four to six weeks of your child's attendance at school are a probationary period for all new students. If the teacher feels that the school program is not suitable for your child, you will be informed and the balance of the tuition fee will be refunded. The administration fee and the June or August prepayment are non-refundable.
- The school **must** be notified if someone other than the custodial parent(s) will be picking up their child. This person must report to the school office first and show photo identification.
- The school requires a copy of the court order for custody to be on file if both parents do not have legal access to the child.
- All articles **must** be labeled with your child's name.
- Staff and parents frequently take photos of school life and related activities. These images may appear on our website or other forms of school publications. Please contact the school's office if you do not want any photos of your child posted publicly.
- If requested, a class list of student and parent names and home phone numbers will be given to your child's classmates unless you inform the office that you wish your information to be excluded.

HEALTH INFORMATION

All prescription medicine that the school is asked to administer must be in the original container and be accompanied by a permission form signed by the parent.

The school requires that all illnesses and absences be reported by the first and subsequent days of absence. For the health of all our students, children with communicable illnesses cannot be sent to school. All children attending school should be prepared to participate fully in both indoor and outdoor activities.

TUITION FEES

If you wish to withdraw your child from the program, written notice must be given. Notice of withdrawal must be dated a minimum of 30 days prior to the end of the last month attended. If a child is withdrawn at any time during a month, the full monthly tuition fee is due. The prepayment, applied to either June or August, is non-refundable.

No adjustment in tuition fees can be made for absences due to illness or vacation, early withdrawal or parent-initiated attendance changes.

Tuition fees are due in full the first day of each month. Returned/NSF cheques, late payments and/or requests to defer tuition fee will incur a service charge starting at \$25.00. Subsequent returned cheques are subject to a higher rated service charge.

Income tax receipts are distributed by the end of February.

PARENT/TEACHER COMMUNICATION

Parents should feel free to contact their child's teacher whenever necessary. A monthly Newsletter, interviews each semester and Open Houses help keep parents informed. Parents play an important part in Montessori training. Good communication between the parent and teacher will be most beneficial for the child.

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School Policy Regarding Peanut/Nut Products And Other Allergies

We are committed to providing a safe environment for all of our students. This is an extra challenge for us to help those children who have a life-threatening food, medical or environmental allergy. For some children, severe allergic reactions can be triggered not only by eating foods, but also by their touch and smell. This has implications for the whole school, not just individual classrooms.

Please make certain that your children have washed their hands and faces and brushed their teeth before coming to school. This will greatly decrease the chances of allergic reactions to the many foods with which our school population is concerned. Some of these foods include peanuts, nuts, milk, eggs, coconut, strawberries, food colouring and wheat.

In the Toddler and Casa programs, all food consumed by the children is purchased by the school. The food served for lunches and snacks is carefully monitored in order to prevent **any** allergic reactions.

All parents have been asked to advise the school of **any** food, medical or environmental allergies of their children. This should be indicated on the registration and immunization forms.

Parents should not send any food items to school.

Exceptions:

- The students in the elementary program may bring a peanut/nut free lunch and snack to school.
- Children in the 4:30 to 5:30 extended program may bring a peanut/nut free snack to be eaten during that time.

We have information available from the Middlesex-London Health Unit regarding ideas for peanut butter-less lunches and snacks. Please ask the school office for a copy.

The school and the parents of the children who have allergies would like to thank you for your cooperation and understanding.



MIDDLESEX-LONDON HEALTH UNIT VACCINE PREVENTABLE DISEASE FOR CHILDREN IN CHILD CARE CENTRES



Name of Child: _____ Male Female

Date of Birth: _____ (year, month, day) Ontario Health Card Number: _____

Address: _____

Child Care Centre Attending: _____

Parent/Guardian Name: _____ Telephone: _____

Please complete the box below and give a copy to your child care operator and the Health Unit.

You may send this information to the Health Unit by mail (50 King St., London, N6A 5L7), fax to 519-663-0416 or e-mail (shots@mlhu.on.ca), or the MLHU web-site @ www.healthunit.com/immunization.

You can also attach a copy of your child's yellow immunization record to this form. Your doctor or nurse must complete the yellow immunization record every time a vaccine is given and you must keep this yellow record. If your child receives more vaccines, please send the name and date of the vaccination to the Health Unit.

Dates Given (yyyy/mm/dd)	Diphtheria	Tetanus	Pertussis (Whooping Cough)	Polio – IPV (Salk) by mouth	Polio – OPV (Sabin) by mouth	Haemophilus Influenza b (Hib)	Pneumo conjugae (Prevnar)	(MMR)			Men-C Conjugate (Neisvac/ Menjugate)	Chickenpox (Varicella)	Hepatitis B
								Measles	Mumps	Rubella (German Measles)			
<i>Example 2006 Jan 31</i>	✓	✓	✓			✓							

I am aware that personal health information collected on this form may be released, when requested, to my physician, other Health Units, a hospital, youth centers, and or the Children's Aid Society to ensure vaccines are administered at the appropriate intervals and/or to prevent duplicate vaccinations. Please check if you do not wish to have your information released.

I consent to the Ontario Health Card Number (OHCN) recorded on this form being stored at my child's day care.

Signature: _____ Date: _____

Print Name: _____

If your child receives any further vaccinations OR if you have any questions, please contact the Vaccine Preventable Disease Program at 519-663-5317 ext. 2330.

Personal information is collected under the authority of the Health Protection and Promotion Act R.S.O. 1990 (as amended), the immunization of School Pupils Act, 1990, s.8 (as amended) and the Day Nurseries Act, R.S.O. 1990 (as amended) and is used to maintain an immunization record on your child and take appropriate action to prevent certain vaccine preventable diseases. The immunization information is also used to monitor immunization status in the community. Should you have questions about the collection and maintenance of this information, please contact Dr. Bryna Warshawsky at 519-663-5317 ext. 2330.

Byron Woods Montessori School Illness Policy

The health and well-being of our students is always a priority at Byron Woods Montessori School. In order for us to protect our students and staff, we ask that you read and adhere to our illness policy. Our policies are in keeping with the guidelines and policies of the Middlesex-London Health Unit.

Please keep your child home if she/he exhibits any of the following:

- Fever: a temperature of 100°F or 38°C or higher. A child must be fever-free without medication (Tylenol, Advil, etc.) for at least 24 hours before returning to school.
- An unusual rash. An exception would be a rash due to an antibiotic reaction or eczema, confirmed by a medical practitioner.
- Any contagious condition such as: flu; chickenpox; measles; mumps; pink eye; hand, foot and mouth disease.
- Active case of head lice. Children may return after treatment is completed and all nits and louse are removed.
- Any eye infection/irritation with discharge. Your child may return after being examined by a doctor and/or is on appropriate medication for a minimum of 24 hours, provided there is no longer any discharge from the eyes.
- An ear infection. Your child may return after a doctor's diagnosis has been obtained and a full 24 hour cycle of medication has been completed.
- Strep Throat: if Strep Throat has been diagnosed, your child may not return to school until she/he has been on medication for 24 hours.
- Vomiting or diarrhea: your child must be symptom free for 24 hours before returning to school.
- Breathing rapidly, nasally with effort or wheezing.
- Diagnosed with an illness or is behaving ill in any way (acute cold or flu symptoms; hacking, persistent cough; headache).

Please assess the comfort of your child before coming to school. If your child is listless, pale or unusually irritable these would be reasons to keep your child home. Please notify the school office each day your child stays at home due to illness.

Should your child become ill during the school day, parents will be notified and asked to pick up their child promptly. In the event that the school is unable to contact parents through the provided phone numbers, the child's emergency contact numbers will be called. Please ensure that the school office has all your updated contact information. When there is exposure to a communicable disease, families will be notified.

If there is any question as to your child's state of health, a doctor's certificate may be required before re-admission, at the discretion of school administration.

Medication Policy

- No medication will be administered to mask symptoms.
- Prescription medications will be administered only with a valid pharmacy label stating the doctor's name; medication's name, dosage and frequency. The medication will be administered by your child's teachers upon completion of the school's "Request to Administer Medication".

Further information regarding the school's Medication Policy is available from the Supervisor/Director.

By signing below, you acknowledge that you have read and will adhere to Byron Woods Montessori School's Illness Policy for _____.

Date

Parent/ Guardian Signature/ Please print name also