

Children's Circle Montessori School

Enrollment Policy and Procedures

Date Policy and Procedures Established: September 6, 2011

Date Policy and Procedures Updated: January 1, 2026

Parents must read, understand, and agree to comply with this Enrollment Policy before their child(ren) may be enrolled and/or continue their enrollment in Children's Circle Montessori School. One signature is acceptable on the Enrollment Form. Parents are welcome to read policies and procedures online. For the purposes of this policy, the term "tuition" will be used to represent Daily Rate Base Fees. For the purposes of this policy/all school policies/communication, the term "parent" will be used to represent parents and guardians.

Immunization Policy

Children's Circle Montessori School is required to keep accurate and up-to-date immunization records. Children's Circle Montessori School requires proof of immunization of children upon enrollment and any subsequent updates. If proof is not immediately available, the parent is expected to provide it as soon as reasonably possible along with a written explanation of the delay.

Parents 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.

If a parent chooses not to immunize their child, there are two types of exemptions:

1. A medical exemption completed by a health care provider.
2. A non-medical exemption for conscience or religious beliefs completed by the parent and signed by a commissioner of oath or notary public.

Even if a child has a valid exemption, they will not be able to attend school during a disease outbreak. One case of some diseases can be considered an outbreak. There is no time limit to the outbreak.

Records will be maintained and be readily available for inspection. The records will also be provided to the Region of Peel and/or Ministry of Education upon request.

Classroom Placement Policy

The Toddler program is approximately a 1-year program, and the Casa program is approximately a 3-year program. The length of programs may vary depending on the date of enrollment and the child's date of birth. Once a child is placed in a Toddler or Casa classroom, they will remain in that classroom for the period they are enrolled in the program. In the best

interest of the child and their peers, children will not switch classrooms unless they are transitioning from the Toddler Program to the Casa Program.

The School Director/Owner/Operator is responsible for the movement of a child from the Toddler Program to the Casa Program and determines into which Casa Classroom the Toddler transitions. There are a range of factors which determine a child's transition into the Casa Program including their age as well as the availability of space in the Casa Program.

If there is no availability in the Casa Program when a child in the Toddler Program turns 2.5 years of age, the child will remain in the Toddler Program until space becomes available, which is typically in July or September. 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 and their peers, children will not switch classrooms. Parents will meet with the new lead staff member during or after the transition.

Enrolled students have priority to return the following School Year, commencing the day after Labour Day in September.

School Closures Procedures

If the school must close due to severe weather, it will be noted on the school's Facebook Page, Instagram Feed, 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 must close due to an emergency, it will be noted on the school's Facebook Page, Instagram Feed, 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 as soon as possible.

Planned school closures will be provided in the School Calendar: Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday (August), Labour Day, Thanksgiving Day, the 2-week Winter Break which includes Christmas Day, Boxing Day, and New Year's Day.

Tuition Payment Policy

Enrollment must include one month's tuition payment to be applied to the last month of student's enrollment in Children's Circle Montessori School. **Paid tuition is non-refundable.** Tuition must be paid for every day the student is enrolled including days absent (for any reason including

family vacations and illness), all statutory and civil holidays, school closures due to inclement weather and Winter Break.

Planned Closures:

- December 22, 2025 - January 2, 2026: 2025/2026 Winter Break
- February 16, 2026: Family Day
- April 3, 2026: Good Friday
- May 18, 2026: Victoria Day
- July 1, 2026: Canada Day
- August 3, 2026: Civic Holiday
- September 7, 2026: Labour Day
- October 12, 2026: Thanksgiving Day
- December 21, 2026 - January 1, 2027: 2026/2027 Winter Break

Refunds, discounts, and/or credits will not be offered for days absent. Refunds, credits, and/or discounts will not be provided for partially attended days, weeks, or months. Refunds, discounts, and/or credit will not be offered for unexpected or expected withdrawal.

There is an exception to this policy: Parents will not be required to pay tuition if the Province of Ontario Declares an Emergency under the Emergency Management and Civil Protection Act. If the Declaration of Emergency occurs in the middle of a month, the unused tuition will be refunded or used as a credit toward a future payable month.

Child Care Fee Subsidy

Children's Circle Montessori School accepts Child Care Fee Subsidy from the Region of Peel. If a parent is required to pay a portion of the tuition, those payments are due on the 1st of each month, September 1st through August 1st. All policies and procedures apply to students who receive Child Care Fee Subsidy. Children's Circle Montessori School will provide an enrollment offer when enrollment is available. Parents can visit <https://peelregion.ca/services/child-care-subsidy> or call 905-793-9200.

Late Pick-up Fee Policy

Children's Circle Montessori School is not licensed to operate past 6:00p.m. The entrance must be closed at 6:00p.m. Leaving the school with your child after 6:00p.m. (for example, 6:01p.m.), will be subject to a Late Pick-up Fee of \$50 per occurrence and will only be permitted in emergency situations.

Non-Sufficient Funds Fee Policy

Non-Sufficient Funds on Pre-Authorized Payments will be subject to a fee of \$30. In case of non-sufficient funds, tuition is due within 3 days via e-transfer to info@childrenscirclemontessori.com. Subsequent tuition payments must be processed through

Pre-Authorized Payments.

Outstanding Fees Policy

Payment of outstanding tuition including Late Pick-up Fees and Non-Sufficient Funds 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 last month's tuition paid upon enrollment will not be refunded; it will be attributed to the outstanding tuition.

Form of Payment:

Pre-authorized Payments (PAP) debited from a bank account.

- Pre-authorized Payment Plan must be completed; the form will be provided upon enrollment.

<u>Payment Plan for 2025/2026 School Year and 2026 Summer Camp</u>			
<u>Type of Enrollment</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Applied Toward</u>
New Enrollment	The 1 st of the month following the date of enrollment.	One month's tuition	Last month of enrollment
School Year Enrollment	September 1, 2025	One month's tuition	September 2025
School Year Enrollment	October 1, 2025	One month's tuition	October 2025
School Year Enrollment	November 1, 2025	One month's tuition	November 2025
School Year Enrollment	December 1, 2025	One month's tuition	December 2025
School Year Enrollment	January 1, 2026	One month's tuition	January 2026
School Year Enrollment	February 1, 2026	One month's tuition	February 2026
School Year Enrollment	March 1, 2026	One month's tuition	March 2026
School Year Enrollment	April 1, 2026	One month's tuition	April 2026
School Year Enrollment	May 1, 2026	One month's tuition	May 2026
School Year Enrollment	June 1, 2026	One month's tuition	June 2026
Summer Camp Enrollment	July 1, 2026, unless "opted out"	One month's tuition	July 2026
Summer Camp Enrollment	August 1, 2026, unless "opted out"	One month's tuition	August 2026

Canada-Wide Early Learning Child Care Program (CWELCC)

Children's Circle Montessori School has opted-in to the Canada-Wide Early Learning Child Care Program (CWELCC), <https://www.ontario.ca/page/canada-ontario-early-years-and-child-care-agreement>,

and is collaborating with the Federal, Provincial, and Regional governing bodies to benefit our school community.

CWELCC Approved Daily Base Tuition Rates for 2026 January 1, 2026, through December 31, 2026, unless otherwise advised.				
Program	Hours	CCMS Daily Base Rate/Child	CWELCC Discounted Daily Base Rate Per Child	January 2026 through December 2026 21.75 days per month
Toddler or Casa Full-Time	8:30a.m. - 4:00p.m.	\$52.51	\$22.00	\$478.50
Toddler or Casa Full-Time with Before School Care	7:00a.m. - 4:00p.m.	\$57.66	\$22.00	\$478.50
Toddler or Casa Full-Time with After School Care	8:30a.m. - 6:00p.m.	\$59.54	\$22.00	\$478.50
Toddler or Casa Full-Time with Before School Care & After School Care	7:00a.m. - 6:00p.m.	\$64.69	\$22.00	\$478.50

- Children's Circle Montessori School has the right to charge full tuition rates if funding is not received by the 1st of the month. In which case, as much notice as possible will be provided.
- Children's Circle Montessori School has the right to opt-out of the CWELCC Program and revert to full tuition rates. In which case, 60 days' notice will be provided.

Program Included in Base Rate	
Full-Time Program Before School Care Program, if applicable After School Care Program, if applicable	Base Rate
Additional Fees (\$50 per occurrence after 6:00p.m.) Non-Sufficient Funds Fee (\$30 per occurrence) Field Trips (advised as they occur) Special Events (advised as they occur) Expenses not eligible for CWELCC funding (advised as required) Casa Uniform (3 rd party supplier) Specialized Therapies (3 rd party providers)	Non-Base Rate

Discounted Daily Base Rate Eligibility

- All enrolled children under 6 years of age are eligible for the discounted daily rate.
- All enrolled children who turn 6 years of age between January 1, 2026, and June 30, 2026, are eligible for the discounted daily rate until June 30, 2026.
- All enrolled children who turn 6 years of age between July 1, 2026, and August 31, 2026, are eligible for the discounted daily rate until the end of the month they turn 6 years old.
- Those accepting Region of Peel Fee Subsidy may also receive a discount on their parental contribution. This will be advised on a case-per-case basis.

Discharge and Refund Policy

If a parent withdraws their child during the school year (September through June), 1-month advance written notice must be provided prior to the 1st of the month. The “last month’s tuition” paid upon enrollment will be attributed to the last month of the child’s enrollment. Monthly tuition is owing if written notice is provided on or after the 1st of the month. Refunds, credits, and/or discounts will not be provided for partially attended days, weeks, or months. Paid tuition is non-refundable.

If a parent withdraws their child for the next school year commencing September, advance written notice must be provided by May 31st. The “last month’s tuition” will be attributed to the last month of enrollment. June’s tuition is owing if written notice is provided on or after June 1st. Refunds, credits and/or discounts will not be provided for partially attended days, weeks, or months. Paid tuition is non-refundable.

Parents may “opt out” of Summer Camp (July and/or August – dates to be specified on the School Calendar. Notice to “opt out” must be provided by May 31st, otherwise one month’s tuition is owing.

Last Day of Enrollment	Date of Noticed Required	“Last Month Tuition” attributed to...
First Day of School Year through September 30 th	Before or on August 31 st	September
October 1 st through October 31 st	Before or on September 30 th	October
November 1 st through November 30 th	Before or on October 31 st	November
December 1 st through December 31 st	Before or on November 30 th	December
January 1 st through January 31 st	Before or on December 31 st	January
February 1 st through February 28 th or 29 th	Before or on January 31 st	February
March 1 st through March 31 st	Before or on February 28 th or 29 th	March
April 1 st through April 30 th	Before or on March 31 st	April
May 1 st through May 31 st	Before or on May 31 st	May
June 1st through June 30th	Before or on May 31st	June

July 1st through July 31st	Before or on May 31st	July
August 1st through August 31st	Before or on May 31st	August

Should the school, along with the parents, 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.