

# Children's Circle Montessori School

## Enrollment Policy

Parents/Guardians 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/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. For the purposes of this policy, the term "tuition" will be used to represent Full-Time Tuition, Before School Care Fees and After School Care Fees.

### 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/guardian is expected to provide it as soon as reasonably possible along with a written explanation of the delay.

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.

If a parent/guardian 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 or guardian and signed by a commissioner of oath or notary public.

Even if a child has a valid exemption, they will be 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 upon request.

### 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/Guardians 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 (i.e. Paramedic). Written consent will be acquired if a child's information is requested for research purposes.

### 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 they are enrolled in the program. In the best interest of the child and their peers, 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. 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 and their peers, children will not switch classrooms from year to year nor during the school year.

**School Closures Procedures**

If the school must 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/Guardians 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 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/Guardians 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.

**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 everyday 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. Refunds, discounts and/or credits will not be offered for days absent. Please refer to the School Calendar for the statutory holidays, civil holiday, and Winter Break dates.

**There is an exception to this policy: Parents/guardians 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.**

**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

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	\$1098 + \$2 = \$1100

- Pre-authorized payments and cash 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
  - \$2 Transaction Fee must be applied to the amount owing
  - e-transfers payments must be sent to [info@childrencirclemontessori.com](mailto:info@childrencirclemontessori.com)
- **Interac® is not available**, cheques are not accepted
- Transactions must be completed in Canadian currency

<b>Payment Plan for 2020/2021 School Year and 2021 Summer Camp</b>			
<b><u>Type of Enrollment</u></b>	<b><u>Payment Date</u></b>	<b><u>Payment Amount</u></b>	<b><u>Payment Applied Toward</u></b>
New Enrollment	Date of Enrollment	One month's tuition	Last month of enrollment
Existing Enrollment	June 1, 2020 as per COVID-19 Payment Plan or \$500 on June 1, 2020 & remainder on September 5, 2020	One month's tuition	Last month of enrollment
School Year Enrollment	September 1, 2020	One month's tuition	September 2020
School Year Enrollment	October 1, 2020	One month's tuition	October 2020
School Year Enrollment	November 1, 2020	One month's tuition	November 2020
School Year Enrollment	December 1, 2020	One month's tuition	December 2020
School Year Enrollment	January 1, 2021	One month's tuition	January 2021
School Year Enrollment	February 1, 2021	One month's tuition	February 2021
School Year Enrollment	March 1, 2021	One month's tuition	March 2021
School Year Enrollment	April 1, 2021	One month's tuition	April 2021
School Year Enrollment	May 1, 2021	One month's tuition	May 2021
School Year Enrollment	June 1, 2021	One month's tuition	June 2021
Summer Camp Enrollment	July 1, 2021, unless "opted out".	One month's tuition	July 2021
Summer Camp Enrollment	August 1, 2021, unless "opted out".	One month's tuition	August 2021

**Returning Students Policy**

Enrolled students have priority to return the following School Year, commencing the day after Labour Day in September. **The last month's tuition paid upon enrollment will be moved forward to secure enrollment for the following school year.**

**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 1st 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 including additional fees, non-sufficient funds 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 last month's tuition paid upon enrollment will not be refunded; it will be attributed to the outstanding tuition.

### 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 an enrollment offer 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 during the school year (September through June), 1-month advance written notice must be provided prior to the first of the month. The "last month's tuition" paid upon enrollment (or re-enrollment for the purposes during this transition) 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 first 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/guardian withdraws their child for the next school year commencing September, advance written notice must be provided by May 31<sup>st</sup>. 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 1<sup>st</sup>. 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 31<sup>st</sup>, 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 to September 30 <sup>th</sup>	Before or on August 31 <sup>st</sup>	September
October 1 <sup>st</sup> to October 31 <sup>st</sup>	Before or on September 30 <sup>th</sup>	October
November 1 <sup>st</sup> to November 30 <sup>th</sup>	Before or on October 31 <sup>st</sup>	November
December 1 <sup>st</sup> to December 31 <sup>st</sup>	Before or on November 30 <sup>th</sup>	December
January 1 <sup>st</sup> to January 31 <sup>st</sup>	Before or on December 31 <sup>st</sup>	January
February 1 <sup>st</sup> to February 28 <sup>th</sup> or 29 <sup>th</sup>	Before or on January 31 <sup>st</sup>	February
March 1 <sup>st</sup> to March 31 <sup>st</sup>	Before or on February 28 <sup>th</sup> or 29 <sup>th</sup>	March
April 1 <sup>st</sup> to April 30 <sup>th</sup>	Before or on March 31 <sup>st</sup>	April
May 1 <sup>st</sup> to May 31 <sup>st</sup>	Before or on May 31 <sup>st</sup>	May
<b>June 1<sup>st</sup> to June 30<sup>th</sup></b>	<b>Before or on May 31<sup>st</sup></b>	<b>June</b>
<b>July 1<sup>st</sup> to July 31<sup>st</sup></b>	<b>Before or on May 31<sup>st</sup></b>	<b>July</b>
<b>August 1<sup>st</sup> to August 31<sup>st</sup></b>	<b>Before or on May 31<sup>st</sup></b>	<b>August</b>

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 and/or discounts will not be provided for partially attended days, weeks, or months. Paid tuition is non-refundable.**