

# Montessori Academy of Windsor

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## CONDITIONS FOR ACCEPTANCE

1. Tuition fees are due and payable the 1<sup>st</sup> day of every month (post-dated cheques, Sept. through June). The fee schedule is attached. Montessori Academy of Windsor reserves the right to amend the fee schedule at any time.
2. Before and after school care hours will be charged on a monthly basis as stated in the fee schedule.
3. The academic day runs from 9:00 am to 3:30 pm, September through June. Calendars will be distributed at the beginning of the school year outlining holidays, PD Days, field trips etc.
4. The academic progress, any concerns or questions that arise with your child will be open for discussion with the parent/s or main caregiver/s of the child.
5. Tuition is based on a 10-month term. All applications must be submitted with a current dated cheque which covers the child's last month's tuition, and will be considered as a deposit to secure your child's position.
6. If a parent/guardian wishes to withdraw their child from the program, a one-month's written notice is required. If a child withdraws after Feb. 1<sup>st</sup>, no post dated cheques/refund will be issued.
7. The deposit will be forfeited in all cases of early withdrawal (early withdrawal is defined as a student leaving the program within the first 60 days). Only post-dated cheques will be returned to the parent/guardian in this scenario.
8. New students are accepted on **a 60-day trial basis**. If during this time the parent or teacher feels that the child does not "fit" the program, the child's parents will be notified of all concerns and efforts made to remedy the situation; subsequently if the problems persist, the child will be withdrawn from the program and post-dated cheques will be returned and the deposit forfeited.
9. While at the school's sole discretion, if a teacher decides to dismiss any child from the school during the course of the year, notice will first be given to the parent/guardian, along with an outline of the behaviours or concerns that deemed it necessary to release the student.
10. Should a child become uncomfortable or ill, we will contact the parent / guardian to request immediate pickup of the child. Please be considerate of others and make every effort to leave your child home until they are well.
11. Children who arrive with a fever, infectious or contagious disease or illness, will not be admitted to school.
12. The school reserves the right to ban any foods that are health risks based upon allergies of others.
13. Issuance of NSF cheques incurs a fee of \$35.00; if three NSF cheques are issued through the course of the year the child will be withdrawn from the program.
14. Children must be escorted to and from our **classroom directly by the parents**.

I/we have read and agree to the above conditions.

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_