

	<p style="text-align: right;">☎ School 604.496.5115 ☎ OPERATIONS: 604-787-8604</p> <hr/> <p style="text-align: center;">PRESCHOOL PROGRAMS ❖ DAYCARE ❖ BEFORE /AFTER SCHOOL CARE</p> <hr/> <p style="text-align: center;"><i>info@gcamontessori.ca</i> www.gcamontessori.ca</p>
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ENROLLMENT CONTRACT

TERMS & CONDITIONS

GCAMONTESSORI

I/we, the undersigned herewith agree and accept the following Enrollment Contract Terms and Conditions:

1. GCAMONTESSORI(hereinafter “**GCA Montessori®**”) will provide care and education for my child, namely:

_____, starting from _____.

The parent (s) will pay **GCA Montessori®** \$ _____ per month in the form of post-dated checks payable on the first day of each month, post dated for the school year. **Registration fee of \$50 and Annual Supply Fee of \$50.00 will be payable at the time of signing this Contract or Renewal thereof. To reserve and secure the spot for my child for the _____ school year, and I will return this contract, with all post-dated checks, prior to _____, _____.**

Based on this contract, **GCA Montessori® will guarantee my child’s space in the program, thus the contracted tuition will be charged each week, whether or not my child attends. **GCA Montessori® will not credit or make up** absences due to illness, personal vacation days, snow days, etc., Statuary Holidays and 3 Pro-D-Days. This contract remains in effect until I give a month advance notice of termination or change in contract.**

2. To withdraw a child from the program, **GCA Montessori®** requires one month written prior notice. Failing to receive notification in due course, one month of applicable service fee will be charged.

3. Parents with children subject to Government Subsidy Program Approval must enroll and compensate **GCA Montessori®** as per Section 2 above, until approval and subsequent subsidy payment is received, upon which all applicable refunds will be issued within 72 hrs.

Any Subsidy received for that month will strictly be applied to that month only and cannot be used as credit for the months to follow whether or not the child is in attendance.

I have read and agree the following contract quoted from Ministry of Children on Child Care Subsidy http://www.mcf.gov.bc.ca/childcare/pdfs/cf_1701.pdf

“ Child Care Subsidy is paid for child care that is provided. If a child is absent because the child is on vacation or because the child or parent is ill, the ministry may continue to pay Child Care Subsidy for a period of up to **two weeks**.“

4. All NSF checks without any regard for the reason, will be charged \$40.00 Bank Dishonor Fee and \$50.00 Administration Fee, payable to **GCA Montessori**® within two days upon notification. Child may be dismissed immediately, solely at **GCA Montessori**® discretion.
5. Late fees of \$10.00 per family per occurrence will be charged if your child is not picked up within fifteen minutes of closing and thereafter, every additional minute of late pickup will be charged at \$1.00 per minute.
6. Each child will be enrolled subject to 30 days probation whereas **GCA Montessori**®, at its sole discretion, may terminate contract without further notice.
7. I/we shall deliver our child directly to you and agree not to take our child without advising you, prior to departure.
8. To pay all applicable fees, whether or not my/our child attends school, inclusive any absence due to illness or holiday, and herewith acknowledge that it is not exempt from payments. It is herewith acknowledged that all **GCA Montessori**® fees are based on pro-rated over ten/twelve months, therefore all Statutory Holidays and/or Pro-D Days are incorporated and therefore, no discounts will be considered. Any vacations and/or holidays may be taken by us, will NOT qualify for any discounts and/or reduction in **GCA Montessori**® Program Fees, which terms are acknowledged herewith.
9. To keep my/our child home and away from school if there is any question and/or sign of illness and required to notify the school immediately, with full disclosure pertaining to the nature of the child's illness.
10. I/we herewith grant you our permission if required and necessary, to call a physician or an ambulance in case of accident or illness when neither parent (s) can be immediately available and/or reached for permission.
11. In the event my/our child needs to have medication administered, the medication will be *given directly to you, with written instructions and a Permission Form signed* and we will never send medication with our child.
12. You are herewith authorized to use Fraser Health and/or Vancouver Coastal Health Services, if and when required.
13. To give permission for teachers at **GCA Montessori**® to take photographs of my child during class time. These photographs will be used for bulletin board displays, school website and the school album. **GCA Montessori**® herewith warrants that any photographs and/or videos taken at premises will be taken for the sole use by **GCA Montessori**® and will not be transferred, sold and/or distributed to third parties, without your prior permission.

Extended Montessori Preschool*
(9:00am - 2:30pm)

Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

Out of School Care*
(7:00am - 9:00 am) and (2:45pm - 6:00 pm)

Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

** NOTE: Actual times may vary depending on specific locations' opening hours and/or services offered. Please refer to Hours of Operation and Service Program Fees.*