

	 School 604.496.5115
	 OPERATIONS: 604-787-8604
	<b>PRESCHOOL PROGRAMS ❖</b>
	<b>DAYCARE ❖</b>
	<b>BEFORE /AFTER SCHOOL CARE</b>
	<i>info@gcamontessori.ca</i>
	www.gcamontessori.ca

**ENROLLMENT CONTRACT**

**TERMS & CONDITIONS**

**GCA MONTESSORI**

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

- 1) **GCA MONTESSORI**(hereinafter “**GCA Montessori**®”) will provide care and education for my child, namely:  
\_\_\_\_\_, starting from \_\_\_\_\_.
- 2) 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, or e-transfer e-mail [info@gcamontessori.ca](mailto:info@gcamontessori.ca) password gca.
  - a) \$100 Non-refundable Registration fee,
  - b) \$50 field trip/special treat day will be payable at the time of signing this Contract or Renewal thereof.
  - c) \$30 refundable deposit for access card (upstairs room if needed).
    - i) \$5 (non-refundable) the first card,
    - ii) \$10 (non-refundable) the second card,
    - iii) \$1 (non-refundable) the third card.
- 3) 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 \_\_\_\_\_, \_\_\_\_\_.
- 4) Based on this contract, **GCA Montessori**® will guarantee my child’s space in the program, thus the contracted tuition will be based on monthly fee, 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 or any other preference by parents.
- 5) To withdraw my child from the program, **GCA Montessori**® requires **one month written advance notice**. This contract remains in effect until I give a month advance notice of termination or change in contract. One month notice does not include the month the advance written notice is submitted, the date is counted on the first day till the end of the following month of the date notice is submitted. For instance, if I give the written notice on January 5, the one month advance notice is dated from the first day until the end of February. Therefore, the contract terminated by the end of February and I will pay the full month fee of February.

- 6) If I am applying the Government Subsidy Program, I pay 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 hours or I might decide to use it as credit for the month to follow.
- 7) ***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.***
- 8) **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](http://www.mcf.gov.bc.ca/childcare/pdfs/cf_1701.pdf)
- 9) “ 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**.”
- 10) 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.
- 11) GCA have a right to terminate the enrolment if payments have not paid any outstanding balance for longer than 3 weeks.
- 12) 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.
- 13) Each child will be enrolled subject to 30 days probation whereas **GCA Montessori**®, at its sole discretion, may terminate contract without further notice. If parents decide to terminate the enrolment, I will give one month advance notice (please refer to no.2 policy).
- 14) I/we shall deliver our child directly to you and agree not to take our child without advising you, prior to departure or contract termination.
- 15) To pay all applicable fees, whether or not my 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 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 or other reasons may be taken by me, the registrant, will NOT qualify for any discounts and/or reduction in **GCA Montessori**® Program Fees, which terms are acknowledged herewith.
- 16) To keep my 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.
- 17) I/we herewith grant you my 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.

- 18) In the event my 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.
- 19) You are herewith authorized to use Fraser Health and/or Vancouver Coastal Health Services, if and when required.
- 20) 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.
- 21) **GCA Montessori®** reserves the right to request the withdrawal of a child if the school decides it is best for the interest of the child and/or **GCA Montessori®**
- 22) To notify **GCA Montessori®** in writing and in advance if any person other than the undersigned is picking up my child. *To make sure that the person undersigned will show his/her ID on the first pick up.*
- 23) Further to Section 2 above and in reference to “school year”, please be advised that our School Year is;  
01 September to 31 August of each calendar year.

**24) PARENT/GUARDIAN**

**25) Date:** \_\_\_\_\_  
Please Print First/Last Name Signature

---

I, CHRISTINA PASARIBU-PURNOMO, on behalf of **GCA Montessori®** herewith advise that I/we confirm your Enrollment and the receipt of your Registration Fee, Field Trip Fee, post-dated checks and are pleased to advise that your child, namely:  
\_\_\_\_\_, herewith reserved for admission to the school, commencing \_\_\_\_\_.

**Date:** \_\_\_\_\_  
First/Last Name Signature

**GCA Montessori**  
**Group Daycare 3 – 5 years old\***  
**(7:30am - 5:30pm)**

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

**Group Preschool & Daycare 12 months – 3 years old\***  
**(7:00am - 5:30pm)**

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

**Extended 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 - 5:30 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.*