

	 School 604-496-5115
	 OPERATIONS: 604-787-8604
	EARLY LEARNING PROGRAM ❖ DAYCARE BEFORE/AFTER SCHOOL CARE
	info@gcamontessori.ca 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 “**GCAMontessori**[®]”) will provide care and education for my child (full name) _____, starting on _____.

2) To reserve and secure the spot for my child for the year of _____, I will return this contract, with the \$150 dollars non-refundable registration fee, or my child might be on the waiting list upon the availability of the space. Priority is given to parents who already paid the enrollment fee in full.

3) I, the parent (s)/guardian(s) will pay **GCA Montessori**[®] \$_____ per month.

e-transfer e-mail eric@gcamontessori.ca

Post-dated-checks: GCA Montessori

(I will write my child’s name and what’s the payment for on every e-transfer I make).

a) **\$150 Non-refundable Registration fee.**

b) **\$30 refundable deposit for access card (upstairs room if needed). Upon returning the access card (if no longer needed), I will get the refund from GCA.**

- **\$5 (non-refundable) for the first card,**
- **\$10 (non-refundable) for the second card,**
- **\$1 (non-refundable) for the third card.**

4) **Based on this contract, GCA Montessori**[®] my child’s will be enrolled in the designated program, thus the contracted tuition will be based on a monthly fee, whether or not my child attends. However, **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 monthly fee for February.

6) If I am applying for 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) I agree that 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 to the following contract quoted from the Ministry of Children on Child Care Subsidy <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

9) I agree that "Child Care Subsidy is paid for child care that is provided. If my child is absent because s/he is on vacation or because my child or parent is ill, the ministry may continue to pay Child Care Subsidy for a period of up to **two weeks**."

10) I agree to pay the **Late Payment Fee**

- All child care payments payable TO **GCA EDUCATION SERVICES INC.**, are due & payable by e-transfer effective the 1st day of each month. Unless payment is received in full as of the due date, directly and/or indirectly ie: Ministry of Children Subsidy if/when applicable, it is my responsibility in ensuring payment is sent or transferred in due course & therefore, GCA does reserve the right to charge me a **LATE PAYMENT FEE OF \$50.00** if payments are 5 days overdue.

11) I agree to pay \$40 cheque returned fee

- In the event of any DISHONORED (NSF) CHECKS, GCA reserves the right to Charge \$40 cheque returned fee.

12) I agree that GCA has a right to terminate the enrolment if payments have not been paid to any outstanding balance for longer than 3 weeks.

13) I agree to pay **GCA Late Pick-up Fees**

- GCA Montessori Facilities close at 5:30 pm, and GCA **encourages parents/guardians to pick up their children no later than 5:00 pm. Late fees of \$10.00 per family per occurrence will be charged** if my child is not picked up within fifteen minutes after closing at 5:30 pm, every additional minute of late pickup will be charged at \$1.00 per minute, payable to **GCA** within seven days. For example: If I come at 5:35 pm, the first 15 minutes late is \$10. Then if I pick up after 5:45 pm, the extra minutes will be \$1 every minute (e.g. If I pick up my child at 5:47 pm, the charge will be \$12).

14) I agree that my child's enrolment will be subject to 30 days probation whereas **GCA Montessori** at its sole discretion, may terminate the contract without further notice. If I decide to terminate the enrolment, **I will give one-month advance notice** (please refer to no.5 policy).

15) I shall deliver my child directly to you and agree not to take my child without advising GCA staff, prior to departure or contract termination.

16) I agree to pay all applicable fees, whether or not my child attends school, inclusive of 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 that 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.

17) I agree to keep my child home and away from school if there is any question and/or sign of illness and I am required to notify the school immediately, with full disclosure pertaining to the nature of the child's illness.

18) 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.

19) In the event my child needs to have medication administered, teachers will not administer any medication (drug) unless they have received a doctor's note and a signed permission form from us, the parent(s)/guardian(s). If my child suffers from a mild to severe allergy, I will provide a doctor's note, and a complete permission form, specifically indicating the approved course of action for such scenarios.

20) I am herewith authorized to use Fraser Health and/or Vancouver Coastal Health Services, if and when required.

21) I give permission to teachers at **GCA Montessori**® to take photographs of my child during class time. These photographs will be used for Himama Online Portal, for bulletin board displays, the school website (**unless otherwise informed: attached is the "Media Opt Out Form" on page 12**). **GCA Montessori**® herewith warrants that any photographs and/or videos taken at the premises will be taken for the sole use of **GCA Montessori**® and will not be transferred, sold and/or distributed to third parties, without your prior permission.

22) I agree that **GCA Montessori**® reserves the right to request the withdrawal of my child if the school decides it is best for the interest of my child and/or **GCA Montessori**® or I as the parent/s/guardian of the child enrolled have breached the contract or the Policy.

23) I agree 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.*

24) I agree that further to Section 2 above and in reference to "school year", that GCA School Year is; from 01 September to 31 August of each calendar year.

25) It is my responsibility to download then use *GCA Himama* apps to facilitate communication with my child's teacher and stay informed about the activities and announcements from GCA Montessori. I agree to regularly check the apps for messages and updates.

26) As a parent/guardian of the enrolled child at GCA Montessori, I understand that it is my responsibility to read and familiarize myself with the GCA Parents Policy Handbook to gain a comprehensive understanding of the regulations and services provided to the children at the daycare. I can find the electronic version of GCA Parents Policy Handbook at <http://www.gcamontessori.ca>

27) PARENT/GUARDIAN

Date: _____

Please Print First/Last Name

Signature

I, ROSHAN PERERA-ANTHONISZ, or CRISTINA UGALDE, on behalf of **GCA Montessori®** herewith advise that I/we confirm your Enrollment and the receipt of your Registration Fee, post-dated checks and are pleased to advise that your child, namely:

_____, herewith reserved for admission to the school, commencing _____.

Date: _____

Please Print First/Last Name

Signature

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Please mark the correct group for your child.

Infant and Toddler*
10 – 36 months old

(7:00am - 5:30pm)

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

Daycare 3-5 years old*
(7:00am - 5:30pm)

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

Early Learning Program*
(9:00am - 11:30pm)

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

Extended Early Learning Program*
(9:00am - 2:00pm)

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

Out-of-School Care*
(7:00am - 8:15am) and (2:15pm - 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.*

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Fee Schedule

Fees Type	Age range	Price	Hours
Registration	Infant & Toddler	\$150	n/a
	3–5-year-old	\$150	n/a
Program	Junior Toddler (10-24 months)	\$200 (lunch included)	5 days a week: 7:00am - 5:30pm
	Senior Toddler (24-36 months)	\$200 (lunch included)	5 days a week: 7am - 5:30pm OR 9:00am - 2:00pm
	Early Learning Program	\$140	5 days a week: 9:00am - 11:30 am
	3-5-year-old	\$200 (Hot lunch + Snacks & Milk are offered with an additional \$165 per month)	5 days a week: 7am - 5:30pm OR 9:00am - 2:00pm
Before and After school	School age Note: there is an additional \$25 for extra fee i.e. field trip for "longer day" (e.g., on a Pro D day, early dismissal, spring or summer break, etc.)	\$200	7:00am – 8:15am AND 2:15pm – 5:30pm
After school		\$140	2:15pm - 5:30pm

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REGISTRATION FORM

Starting date (day/month/year):
Child's full name:
Preferred name (if different)

PERSONAL INFORMATION	
Child's date of birth (year/month/day):	Gender:
Home address:	
City:	
Postal Code:	

Mother's name:	Father's name:
Home address if different from above:	Home address if different from above:
Phone number:	Phone number:
Work address/alternate location:	Work address/alternate location:
Work phone number: Hours at this location:	Work phone number: Hours at this location:
Email address:	Email address:

PERSON (S) AUTHORIZED TO PICK UP YOUR CHILD

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

PERSON (S) NOT AUTHORIZED TO PICK UP YOUR CHILD

Name:	Relationship:	Phone:
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EMERGENCY HEALTH INFORMATION

CARE CARD NUMBER (MSP, PHN)

Family Doctor Name:

Address:

Phone:

CHILD'S IMMUNIZATION HISTORY

(Please record dates / year-month-day / of immunization)

Birth Date: (year/month/day)

Diphtheria	Pertussis	Tetanus	Polio	Measles	Mumps	Rubella
1.	1.	1.	1.	1.	1.	1.
2.	2.	2.	2.	2.	2.	2.
3.	3.	3.	3.			
4.	4.	4.	4.			
5.	5.	5.	5.			

COMMENTS

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HEALTH INFORMATION

(Please attach a separate sheet, if necessary)

Regular medication(s) and reasons for taking it:

Allergies and treatment of:

Injury(s), illness(s) or operations your child has had. Include the date(s):

Other health care professionals involved in your child's life:

GROUP EXPERIENCES

Has your child had previous playgroup experiences? YES - NO
If yes, how did he/she adapt?

How does your child react when left with unfamiliar people and/or unfamiliar situations?

Does your child have any particular fears?

What suggestions do you have that would help staff make your child's transition into this program easier?

CUSTODY AGREEMENT

YES - NO

If applicable, supply a copy of the Custody Order to the licensee as soon as possible.

FAMILY AND GENERAL HOUSEHOLD INFORMATION

Please list the names of the significant people in your child's life (e.g., siblings, grandparents, pets, etc.)

The primary language spoken at home:

Other languages:

English-speaking contact (if applicable):

Phone:

ANY OTHER COMMENTS

NOTE: All information provided herein above will be held CONFIDENTIAL, however, the above information may be reviewed by Fraser Health Authority Licensing Department as per legislation.

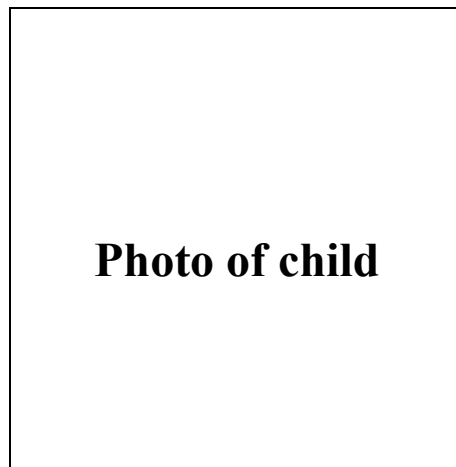
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MONTESSORI CHILDCARE SERVICES

Please mark the correct group for your child.

Infant & Toddler _____
 Early Learning Program _____
 Daycare _____
 Out of School Care _____
 (_____ AM - _____ PM)

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



I acknowledge that fees are due on the 1st of each month. Upon payment 5 days overdue, I agree to pay late fee payment of \$50. Upon NSF (dishonored checks) may apply, I agree to pay \$40 .

PARENT / GUARDIAN

 Date Please print First & Last name Signature

CHILD'S WITHDRAWAL DATE: _____

REASON FOR WITHDRAWAL: _____

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MEDIA OPT OUT FORM

ONLY sign if you are refusing permission on GCA **Contract Agreement** no. 21.

Please note that:

- At GCA Website, GCA will not write a reference of your child by name or provide any specific information regarding your child.
- GCA will never sell pictures and videos of your child.
- GCA will use them *exclusively* for GCA MONTESSORI's program purposes.

IF you don't grant a permission, please fill the following form:

✂️ -----

Name of Parents/Guardians _____

Name of the child/children _____

_____ NO. I DO NOT grant GCA MONTESSORI permission to use my child's picture on the **GCA website UNLESS in a group pictures.**

_____ NO. I DO NOT grant GCA MONTESSORI permission to use my child's picture on the **GCA website.**

Parent/Guardian's signature

Date

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PERMISSION FOR OUTINGS

I hereby give permission to GCA Montessori to have my child (full name) _____
 _____ leave the school premises to participate in walks at any day or time
 throughout his/her enrollment with GCA Montessori accompanied by his/her teachers.

Print name / Parent – Guardian

Signature of the parent–guardian

Date

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SUPPLY LIST

IMPORTANT: PLEASE KEEP THE LIST WITH YOU, DO NOT RETURN WITH THE REGISTRATION FORM. THANKS.

The child will need the following items, please make sure he/she brings everything on the first day.
Please clearly label every single item with your child's name.

- 2 photographs 5cm X 7cm (passport size)
- Change of clothes
- Inside shoes or slippers
- Healthy lunch – **see below for information**
- Cut fruit for snack time
- Extra snack for the afternoon
- Blanket
- All-in-One Modern Daycare 'Nap Mat' (22 X 48 or 55 cm X 121 cm) with elastic corner straps. Roll up, close with Velcro straps, and carry the handle. Please check the brand name Tot-Cot as an option. **No large bed sheets, please.**
- Diapers and wipes if needed.

LUNCH GUIDELINES

Please bring your child's lunch that includes a nutritious balanced meal; to ensure that your child is able to finish his/her lunch, it is a good idea to listen to his/her input regarding the contents and the quantity they eat. It is our policy that we send home the leftover food so parents can monitor their intake of food.

LUNCH BOX MUST INCLUDE:

- An ice pack (two ice packs will be even better) to make sure that the food items stay fresh.
- Cutlery – Please don't send any special or expensive items.
- All containers and cutlery must be clearly labelled.
- Insulate and microwave-safe containers (including soup containers) to make sure it stays warm by lunchtime or if reheating is requested.
- Safe water bottle. We found drinking bottles that are leaking or not fully closed that dripped and wet the whole lunch box.

PLEASE DO NOT INCLUDE:

- **PEANUTS** and **ALL OTHER NUTS** (e.g., tree nuts, cashews, hazelnuts, almonds, etc.)
- Candies, chocolate, or any sugar-laden items, etc.
- "Cup of noodles" or "Instant macaroni" and other foods that take a long time to heat or prepare.
- Processed, pre-packaged foods are **highly discouraged**.

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EMERGENCY / DISASTER PLAN

IMPORTANT: PLEASE KEEP THIS PAGE WITH YOU, DO NOT RETURN IT WITH THE REGISTRATION FORM, THANKS.

The child will need the EMERGENCY SUPPLIES, please make sure he/she brings everything on the first day. **-SEE BELOW FOR THE FULL LIST.**

We are required by law to be prepared, should an earthquake strike or any other disaster while your children are at our childcare facility. A plan had been set in place to make sure that your child will be safe and as comfortable as possible while he/she must wait for someone to take them home. Staff will remain at the facility site or alternative shelter until all children have been picked up, even if this will take several days.

PROCEDURES

- In the case of a Fire and Disaster Emergency, all children and staff will exit the building and assemble at the designated area (Save Place) at **Mary Jane Shannon Elementary School playing field.**
- The Supervisor will be the last person to exit the building and shall make a final review/assessment of all children and make sure that there was nobody left in the classroom or washroom and take the attendance sheet with them.
- Once the children and the supervisor(s) have assembled outside at the designated area, the supervisor will take attendance again.
- Children will be familiarized with emergency evacuation routes and fire/earthquake procedures as we go over them repeatedly, monthly.
- Records will be kept to record the date and time of each fire/earthquake drill (s).
- In case of an Earthquake, children will take cover under a solid table or furniture in assuming a crash position on their knees, head down, hands clasped on the back of their neck and count loud to 60. Earthquakes rarely last longer than 60 sec., and counting may help to calm children.
- In the event of an emergency, (e.g., earthquake, snowstorm, etc.) class may be cancelled so please listen to CKNW 980 or call Christina (604) 787-8604 and or Roshan at (778) 837-1103.

In case of Disaster, we may need to evacuate children to THE SAFE PLACE.

The designated SAFE PLACE is **Mary Jane Shannon Elementary School.**

It is adjacent to GCA facilities, just 75 meters to the west of our facilities at:

10682 – 144 Street Surrey BC, V3T 4W1

School Principal: Linda Chau

Tel: (604) 588-5991 (September to June)

For the months of **July and August,** the designated SAFE PLACE IS: **Guilford Childcare Centre**
10553- 148 Street, Surrey BC, V3R 3X7

Childcare principal: Jasdip Sadhra

Emergency phone numbers, in the event of GCA Montessori Daycare number (604) 496-5115 is not operational, are:

Roshan (Manager)	(778) 837-1103
Christina Purnomo (Director)	(604) 787-8604
Mr. Basuki	(778) 772-1800

An emergency kit, which is ready and available by the main entrance, will be brought to our SAFE PLACE. It will be checked every 6 months for expiry dates on each item included therein.

As soon as possible, we will contact all parents whose children are at the SAFE PLACE, to let them know what is happening and where they can pick up their children.

EARTHQUAKE & DISASTER EMERGENCY – INDIVIDUAL SUPPLIES REQUIRED

We require the following items to be provided by YOU, the parent and/or the authorized person to pick up your child, and therefore, these emergency supplies need to be brought to our facilities for safekeeping.

Emergency Pack – Zip-Lock bag:

- 1 litre bottle of commercially prepared, sealed, filtered water per child. This will remain fresh for an entire year.
- Please write a loving letter of reassurance and comfort to your child, and place it in an envelope. You may enclose a family picture and a small toy.
- 3 dried food bars (sport, granola, dried fruit bars, etc.) per child.

In addition, GCA will provide, a flashlight, radio and batteries, garbage bags, dried foods, a first aid kit and other necessary emergency items. All staff will be trained and kept up to date with all fire/earthquake disaster practices and procedure.

