



355 Michael Cowpland Drive
Kanata, ON K2M 2C5
Phone (613) 592-2189
Fax (613) 592-3705
e-mail admin@kanata-montessori.com

About the student

First Name: _____

Boy

Last Name: _____

Girl

Date of Birth: _____

(dd/mm/yy)

Address: _____

Postal Code: _____

Home Phone: _____

Email: _____

About the Mother

About the Father

Name: _____

Name: _____

Occupation: _____

Occupation: _____

Work Phone: _____

Work Phone: _____

Additional Information

Please provide any other pertinent information for our records. (eg schools previously attended, previous playgroup experience, language spoken at home, special health issues, dietary restrictions etc.)

Requested Start Date: _____

Hours Required: _____

Application Procedure

For Casa, Elementary & Adolescent programs, an interview will be scheduled with the Director/ess for the parents and the child prior to participation in the program. The Directress of the Toddler program will schedule an integration meeting with parents only, prior to the start date.

Registration Procedure

Upon registration, the first month's tuition fees (non-refundable) will be due for the Casa, Elementary & Adolescent program. For those registering in the Toddler program a \$1500 non-refundable deposit is required. All other registration forms including your payment schedule will be sent to you and fees will be pro-rated according to the actual start date. Fees are payable two months in advance with the payments received upon registration being applied to these fees. Your payment schedule will outline the automatic withdrawal dates and amounts and will also include a \$350 yearly donation (per family) to our capital fund.

Program Placement

Program placement is at the discretion of the principal. The principal reserves the right to prioritize applicants on the waiting list in order to achieve a balanced gender and age distribution, and/or to enroll students transferring from other Montessori schools.

Withdrawal of Student-Casa/Elementary/Adolescent

Registration in the program obligates parents/guardians for payment of a full year's tuition. If the decision to withdraw is at the discretion of the parents/guardians prior to February 1st, the termination date will be sixty (60) days from the date that the school receives written notice of withdrawal by registered mail or hand delivery. If the notice of withdrawal is received after February 1st, the parents/guardians are obligated to pay the tuition up to and including the last day of the school year in June.

Withdrawal of Student-Toddler

Registration in the program obligates parents/guardians for payment of a full year's tuition. If the decision to withdraw is at the discretion of the parents/guardians, the termination date will be sixty (60) days from the date that the school receives written notice of withdrawal by registered mail or hand delivery.

Parent Volunteer Opportunities

Kanata Montessori School is owned by the parents with children enrolled in the school. Parents are welcome to volunteer to help with numerous special events throughout the school year. Parents who are interested in more involvement in the school can run to be elected to the Board of Directors. Despite the many roles parents can play in helping make the school successful, parents are not required to donate their time to the operation of the school.

I have read and understood the terms of the application and registration, and the signature(s) below indicate my/our agreement with these terms.

Date: _____

Signed: _____



Program Registration Form 2009 – 2010

Student's Name: _____

Casa

<u>Program</u>	<u>Fees</u>	<u>Age</u>	<u>Hours</u>	<u>Initials</u>
Mornings	\$7,600 annual or \$760/mth	3 to 6 yrs	9:00 - 11:50	_____
School Day	\$9,550 annual or \$955/mth	3 to 6 yrs	9:00 - 3:30	_____
Full Day	\$12,850 annual or \$1,285/mth	3 to 6 yrs	7:30 - 5:45	_____
<u>Hot Lunch</u>	\$115 per month			_____
Extra Hours	\$4.00 per half hour or \$8.00 per hour			
Program Changes	Changes are subject to an administration fee of \$75.00			
Late pick-up	\$13 per portion of 15 minutes after scheduled pick up			
NSF payments	\$25.00 administration fee will apply			

Elementary

<u>Program</u>	<u>Fees</u>	<u>Hours</u>	<u>Initials</u>
School Day	\$9,550 annual or \$955/mth	9:00 - 3:30	_____
Full Day	\$12,850 annual or \$1,285/mth	7:30 - 5:45	_____
Extra Hours	\$4.00 per half hour or \$8.00 per hour		
Program Changes	Changes are subject to an administration fee of \$75.00		
Late pick-up	\$13 per portion of 15 minutes (after scheduled pick up)		
NSF payments	\$25.00 administration fee will apply		

Note: There is a 15% discount for one sibling
There is a 30% discount for a second sibling