



1115 Roch St, Winnipeg, MB R2G 1R9

(204)-306-5666

rivereastmontessori@gmail.com

Application for Admission - Preschool Program

Age Requirement: The child should be 2 years of age

Please answer all the questions that are appropriate to your child. Complete one form for each child who attends River East Montessori Preschool.

Enrollment Date (dd/mm/yyyy): _____

Program

- 5 Full Days (8:30 am - 4:30 pm)
- 3 Full Days (8:30 am - 4:30 pm)
- 5 Half Days (8:30 am -12:00 noon)
- Morning Extended Care (7:30 am - 8:30 am)
- Lunch Program (12:00 - 1:00 pm)
- 4 Full Days (8:30 am - 4:30 pm)
- 2 Full Days (8:30 am - 4:30 pm)
- 5 Half Days (1:00 pm - 4:30 pm)
- Afternoon Extended Care (4:30 pm - 5:30 pm)

* All fees are based on a monthly basis - September to June.

* ADDITIONAL FEE - REGISTRATION FEE (PAYABLE AT TIME OF ENROLLMENT) \$100 (PLEASE NOTE THAT IT IS NOT REFUNDABLE)

Child Information

Legal Name (First, Middle, Last): _____

Sex: M F

Date of Birth (mm/dd/yy): _____/_____/_____

Home Address: _____

(Apt. /Building# & Street name, City, Province, Postal code)

Mother /guardian

Name: _____

Home Address: _____

(Apt./Building# & Street name, City, Province)

Home Phone: _____

Cell Phone: _____

Email: _____

Work Address: _____

Work Phone: _____

Father/ guardian

Name: _____

Home Address: _____

(Apt./Building# & Street name, City, Province)

Home Phone: _____

Cell Phone: _____

Email: _____

Work Address: _____

Work Phone: _____

Emergency Numbers: Other than parent or guardians

1. Name: _____

Relationship to child: _____

Address: _____

(Apt./Building# & Street name, City , Province)

Home Phone: _____

Work/Cell Phone: _____

2. Name: _____

Relationship to child: _____

Address: _____

(Apt./Building# & Street name, City , Province)

Home Phone: _____

Work/Cell Phone: _____



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Names of individuals to whom child may be released:

Name	Relationship	phone number
_____	_____	_____
_____	_____	_____

If there are separation agreements, or court order parent or guardian will inform to the school of the custody and access arrangement.

(Please specify type and duration of arrangement)

Names & Ages of Siblings:

Please note any medical, physical, developmental or emotional conditions relevant to the care of your child:

I/We have read and understood the information of River East Montessori Preschool Parent Guide and information disclosed are accurate.

(Signature of Parent /Guardian)

(Date)

CHILD MEDICAL INFORMATION

Manitoba Health Services Commission Registration Number Manitoba

Registration Number(6 digit): _____

Personal Identification Number(9 digit): _____

Doctor's Name: _____

Doctor's Phone: _____

Doctor's address: _____

(Apt./Building# & Street name, City , Province, postal code)

Any Medical Allergies: _____

Other Medical Concerns: _____

Medical Release: I give the directors of River East Montessori Preschool permission to act on my behalf to deal with any medical emergency, which may arise.

(Signature of Parent /Guardian)

(Date)



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Permission to Photograph

I, _____ (Parent/Guardian name), give permission for River East Montessori preschool to photograph my child, _____ (child's name), for the following purposes:

Type of Use	Allow	Decline
Still Photographs display in child personal scrapbook		
Give photographs possibly containing your child to current clients		
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients		
Display still photos on child care website*		
Videos		
Give video to current parents		

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment

(Signature of Parent /Guardian)

(Date)

TRANSPORTATION POLICY

River East Montessori does not provide transportation to or from school. It is the sole responsibility of parents to transport their child to and from school for the regular daily program. At the event of field trips special transportation are arranged by the school with the consent of the parents/guardian. River East Montessori Preschool needs the consent of the parents/guardian to take their children for walking trips in the neighborhood.

AUTHORIZATION FOR WALKING TRIPS

I, (name of parent) _____ will permit staff of the river East Montessori Preschool to take my child, (name of child) _____ For walking trips in the neighborhood

(Signature of Parent /Guardian)

(Date)



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AGREEMENT FOR SERVICES

This agreement is a legal and binding contract between River East Montessori Preschool Inc. and parent(s)/guardian(s) of _____ (the child) for preschool or prekindergarten and kindergarten services.

- Parent(s)/guardian(s) agree to pay monthly fees on the 1st day of the month. Fees are non-refundable and non-transferable.
- Parent(s)/guardian(s) agree to provide one-month written notice to change to a different program.
- Parent(s)/guardian(s) agree to pay fees when River East Montessori Preschool Inc. is closed for statutory holidays, civic holidays, and in-service days, one week over the summer (late June - early July), and one week over the Christmas holidays.
- Parent(s)/guardian(s) agree to pay late-pickup and early drop off penalty of \$10 for every 15 minutes of extra supervision.
- Parent(s)/guardian(s) agree to pay late payment fee of 10% of the monthly fee for first 5 days, and then \$5 per additional late day.
- Parent(s)/Guardian(s) agree to pay a 30\$ fee for a dishonored cheque.
- Parent(s)/Guardian(s) agree to provide one month written notice for withdrawal of a child from River East Montessori Preschool Inc. and pay the fees in lieu of notice.
- Parent(s)/Guardian(s) agree to pay one-month fees in the event of immediate withdrawal or withdrawal without notice.
- In the event of non-payment of fees within two weeks of the due date, River East Montessori Preschool reserve the right to immediately terminate the service without notice.
- River East Montessori Preschool will recover outstanding fees and penalties through an appropriate collection method.
- River East Montessori Preschool reserve the right to issue notice for withdrawal of the child due to aggressive, detrimental, threatening, or abusive behavior of the child, parent(s)/guardian(s) or common law partner. Parent(s)/guardian(s) agree to withdraw the child within two weeks from the date of notice.
- In circumstance when River East Montessori Preschool staff determine that any child or parent is unable to adapt to the school or programs, River East Montessori Preschool reserve the right to terminate services with two weeks' notice.
- Parent(s)/guardian(s) agree to abide by policies of the River East Montessori Preschool Parent's Guide.
- In Case of any disaster or pandemic, if your child is enrolled and coming to the center, the fees has to be paid.



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I hereby acknowledge that I am aware of the conditions stated in this agreement and agree to abide by the requirements stated.

(Parent's/Guardian's name) (Signature of parent/Guardian) (Date)

(Director's Name, River East Montessori) (Signature of the director) (Date)

- You must pay advance one-month fees as security deposit, when your child leaves the center, you will get it back unless fees is fully paid for the program till date.

Fees once paid will not be refunded as you are paying for your spot.