



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)

☐ Kinder garden 2/3 days (8:30 AM - 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) \$200 (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: _____

Emergency Numbers: Other than parent or guardians

1. Name: _____

Relationship to child: _____

Address: _____

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

Home Phone: _____

Work/Cell Phone: _____

Father/ guardian

Name: _____

Home Address: _____

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

Home Phone: _____

Cell Phone: _____

Email: _____

Work Address: _____

Work 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
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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 or family holidays, if your child is enrolled and coming to the center, the fees has to be paid.
- I willingly embrace the code of conduct and wholeheartedly agree to abide by it during the online or filled registration process. It serves as an integral part of our agreement.

CODE OF CONDUCT

CENTRE/NURSERY SCHOOL NAME

River East
Montessori School . INC

FACILITY NUMBER

102660

LOCATION ADDRESS

1115 Roch Street
Winnipeg MB
R2G1R9

CONTACT PERSON

Harpreet Kaur Randhawa

CENTRE PHONE NUMBER

204 306 5666

CENTRE CELL NUMBER

204 915 8041

EMAIL ADDRESS

Rivereastmontessori@gmail.com

MAILING ADDRESS

1115 Roch Street
Winnipeg MB
R2G1R9

CODE OF CONDUCT

At Early Learning and Child Care Centre, we strive to provide a safe, caring, learning environment for children, staff and families.

We believe in the equality of all people and respect diversity.

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre

Guiding Principles for Appropriate Behaviour

Be Respectful

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

Be Safe

We work and play safely to help keep ourselves and others from getting hurt.

Be Cooperative

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

Be Supportive of Learning

We learn to the best of our abilities and support the learning of others.

Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

Appropriate Use of Technology

All children, parents, staff and others involved in our centre must use e-mail, electronic devices and the Internet according to our policies. This protects people's privacy and the confidentiality of information.

Children and adults are not allowed to put photos, audio or video recordings or information about the children, the children's families or staff on their cell phone, electronic device or the Internet without the person's (or parent's) written permission.

Unacceptable Behaviours

The following behaviours by children, staff, parents and others involved in our centre are unacceptable:

- all forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
- harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability
- actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone

Proactive Strategies

We actively strive to create an environment that supports the health, safety and well-being of the children by:

- having realistic and developmentally appropriate expectations for behaviour
- setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
- planning a program based on children's interests and developmental needs
- establishing consistent yet flexible schedules and routines that help children gain trust, security and self control

We create a positive environment for children, parents, staff and others involved in our centre by:

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits, rules, policies and procedures
- stating limits in a positive way and periodically reminding people
- providing explanations for limits, rules, policies and procedures
- working together to solve problems
- modelling and encouraging appropriate behaviour

Consequences for Inappropriate Behaviour

We will consistently respond to inappropriate behaviour by children, parents, staff and others involved in our centre by:

- reminding people of expectations, limits, rules, policies and procedures
- using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected
- talking only about the behaviour, not labelling the person
- responding sympathetically and acknowledging feelings
- establishing natural, logical consequences

Depending on the severity and frequency of the behaviour, we will consider further steps such as:

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- developing a written contract with an adult or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behaviour continues
- accessing outside resources for help, such as:
 - > a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
 - > child and family services to access parenting supports
 - > mediation services to resolve conflicts between adults
 - > the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment
 - > the police to assist with threatening behaviour

In extreme cases, we will take additional steps such as:

- suspending or dismissing a staff member
- suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour
- in the case of a visitor not allowing the person to return to the centre
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person



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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.
- When you withdraw your child, there is a one-month notice period and one month's payment required.
- When you immediately withdraw your child, there will be a payment of two month's fee.
- Registration and supply fee - 200\$.
- Fees once paid will not be refunded as you are paying for your spot.
- Early drop off at 7:30 AM to 8:30 AM - 20\$ per day.
- Late pickup 4:30 AM to 5:30 PM - 20\$ per day.