

## Application for Enrolment – Before and After Care

I hereby make application for the enrolment of the following child as a student in Ridley Orchard School. I agree to abide by all the terms and conditions outlined in the Procedures for Application for Enrolment and by the rules and regulations of the school and the resolutions and by-laws as outline in the Policies and Procedures and Parent Handbook. Ridley Orchard School is a community based Early Learning Enrichment facility licensed by the Ministry of Education.

**CHILD'S INFORMATION**

FULL NAME		MONTH OF ADMISSION:	
BIRTH DATE	GENDER	HEALTH CARD NUMBER	
FULL ADDRESS			
POSTAL CODE	BIRTH PLACE		

**PARENT / GUARDIAN #1**

FULL NAME		DATE OF BIRTH	
FULL ADDRESS IF DIFFERENT FROM CHILD			CELL PHONE
EMAIL		BUSINESS ADDRESS & TELEPHONE	

**PARENT / GUARDIAN #2**

FULL NAME		DATE OF BIRTH	
FULL ADDRESS IF DIFFERENT FROM CHILD			CELL PHONE
EMAIL		BUSINESS ADDRESS AND TELEPHONE	

**CHILD'S PHYSICIAN**

NAME	PHONE
FULL ADDRESS	

**CHILD'S MEDICAL**

HISTORY OF COMMUNICABLE DISEASES	
CONDITIONS REQUIRING MEDICAL ATTENTION	
ALLERGIES	EPIPEN OR ALLERJECT
SPECIAL REQUIREMENTS IN RESPECT OF DIET REST OR EXERCISE	
IMMUNIZATION OR MEDICAL REASON WHY YOUR CHILD SHOULD NOT BE IMMUNIZED	

**EMERGENCY INFORMATION**

NAME		PHONE
RELATIONSHIP	ADDRESS	

**PERSONS AUTHORIZED TO PICK-UP CHILD**


**SIBLINGS NAME**
**BIRTH DATE**


**PROGRAM (CIRCLE ONE)**

Kindergarten (3-5 years old)	School Age (6-13 years old)
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**DAYS (CIRCLE AND FILL)**

5-Days (Monday-Friday)	4-Days Which Days: _____	3-Days Which Days: _____
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**DURATION (CIRCLE ONE)**

Before School Care (7:30am-9:00am)	After School Care (3:30pm-6:30pm)
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**WHO REFERRED YOU TO US?**

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The undersigned acknowledges that all fees, once deposited, are non-refundable and non-transferable. To the best of my knowledge, the information contained within this application is correct and complete.

Date: \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_

**For Office Use**

Date Received: \_\_\_\_\_

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

## Procedures for Application for Enrolment

The following is procedures for application for the enrolment of your child in Ridley Orchard.  
Ridley Orchard is a community based Early Learning Enrichment facility licensed by the Ministry of Education.

### APPLICATION WITH ADMINISTRATIVE FEE AND FIRST MONTH PAYMENT

- The administrative fee and first month tuition payment is sent by cheque or e-transfer with your application for enrollment form.
- Once deposited fees and tuition are non-refundable and non-transferable.
- The remaining balance payments are due on the 1st in monthly installments.
- The installment balance payments once deposited are non-refundable and non-transferable.
- The school fees are tax deductible and a receipt is issued.
- As soon as space becomes available, the applicant will be notified and enrolled.
- Should space not become available, the deposit and installment balance payments will be returned.
- Please email completed application to [hello@ridleyorchard.ca](mailto:hello@ridleyorchard.ca) and make payments by e-transfer to [hello@ridleyorchard.ca](mailto:hello@ridleyorchard.ca) (please contact us if another form of payment is needed).
- Tuition fees are applicable even if your child is absent due to family vacation, temporary illness, or school closures due to inclement weather or any other reasons.

### DEADLINE FOR APPLICATION

- A 2-week Priority Applications for Enrolment with discounted school fees is given to returning students and siblings of present and former students.
- After this time all complete Applications for Enrolment are processed as they are received, on a first come first serve bases and at the regular school fee, no exceptions.

### ACCEPTANCE

- Upon receipt of your completed Application for Enrolment, administrative fee and first month payment you will receive Confirmation of Enrolment Acceptance.
- Further information will follow and an orientation appointment will be arranged.

### PROGRAM AGES

- Kindergarten (3-5 years old)
- School Age (6-13 years old)

### DAYS, HOURS, AND MONTHS

- **Before School Care (7:30am-9:00am)**
  - Breakfast included (when children are dropped off at 7:30 or one hour before they leave for school)
  - 10-month program (September-June) closed for Statutory Holidays, 2 weeks of Winter Break, 1 week of March Break
  - Winter, March, and Summer Camp options available
  - Free access to our full-day PA Day programs
- **After School Care (3:30pm-6:30pm)**
  - Afternoon snack included
  - 10-month program (September-June) closed for Statutory Holidays, 2 weeks of Winter Break, 1 week of March Break
  - Winter, March, and Summer Camp options available
  - Free access to our full-day PA Day programs

### WITHDRAWAL

- If a child is withdrawn from the school, further payments will cease upon receipt of written letter of intent and explanation for withdrawal to the program director 60 school days prior to the next payment date.