

Application for Enrolment – Grades 1, 2, 3

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.

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 8:30AM - 3:30PM (CIRCLE ONE)

Grade 1 (6 years old as of December of the enrollment year)	Grade 2 (7 years old as of December of the enrollment year)	Grade 3 (8 years old as of December of the enrollment year)
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BEFORE AND AFTER CARE (CIRCLE IF NEEDED)

Before Care (7:30am-8:30am)	After 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 School.

APPLICATION WITH DEPOSIT

- The deposit 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 installment balance payments are due on September 1, October 1, November 1, and December 1 of enrollment year.
- The installment balance payments once deposited are non-refundable and non-transferable.
- A receipt is issued for all payments.
- Please email completed application to hello@ridleyorchard.ca and make payments by e-transfer to 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 and deposit payment you will receive Confirmation of Enrolment Acceptance.
- Further information will follow and an orientation appointment will be arranged.

PROGRAM AGES

- Grade 1 - 6 years old as of December of the enrollment year
- Grade 2 - 7 years old as of December of the enrollment year
- Grade 3 - 8 years old as of December of the enrollment year

DAYS, HOURS, AND MONTHS

- Program runs 8:30am-3:30pm Monday – Friday
- Before and After Care programs available
- All learning materials, enriched curriculum, enhanced and specialty programs, catered hot lunch and two snacks included.
- 10-month program (September-June) closed for Statutory Holidays, 2 weeks of Winter Break, 1 week of March Break, 2-months of Summer Break, and seven scheduled professional development days.
- Winter, March, and Summer Camp options available.

WITHDRAWAL

- Fees are for a 10-month school program, September through June. If a child is withdrawn early, payments that have not been deposited will be returned upon receipt of written letter of intent and explanation of withdrawal.