

Application for Enrolment – Nursery School 2023/2024

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	BIRTHPLACE		

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 CONTACT INFORMATION (not a parent)**

NAME		PHONE
RELATIONSHIP	ADDRESS	

PERSONS AUTHORIZED TO PICK-UP CHILD (include parent's names and emergency contact)

SIBLINGS NAME **BIRTH DATE**

YEAR (CIRCLE ONE)

10-Months September through June	12-Months September through August Only available for 5-Day Child Care
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PROGRAM (CIRCLE ONE)

Pre-Kindergarten (3 years old as of starting month)	Pre-School (2 ½ years old as of starting month)	Toddler (18 months as of starting month)
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DAYS (CIRCLE ONE)

5-Days (Monday – Friday)	3-Days (Monday, Wednesday, Friday)	2-Days (Tuesday, Thursday)
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DURATION (CIRCLE ONE)

Child Care (7:30am-6:30pm)	Full-Day (8:30am-2:30pm)
Three-Quarter (9:00am-1:00pm)	Half-Day (9:00am-12:00pm)

WHO REFERRED YOU TO US?

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I hereby make application for the enrolment of my child as a student in Ridley Orchard School. To the best of my knowledge, the information I filled in this application is correct and complete. I acknowledge and 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. I acknowledge and agree that all fees, once deposited, are non-refundable and non-transferable. Ridley Orchard School is a community based Early Learning Enrichment facility licensed by the Ministry of Education.

Date: _____ Signature of Parent or Legal Guardian 1: _____

Date: _____ Signature of Parent or Legal Guardian 2: _____

For Office Use

Date Received: _____
 Start Date: _____
 Completion Date: _____

Procedures for Application for Enrolment – Nursery School

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 MONTHLY TUITION PAYMENTS

- The administrative fee and last month tuition payment is sent by cheque or e-transfer with your application for enrollment form.
- Once deposited administrative fees and tuition payments are non-refundable and non-transferable.
- The remaining balance tuition payments are due on the 1st in monthly installments. Late payment service fee of 10%.
- The installment balance tuition payments once deposited are non-refundable and non-transferable.
- School fees are tax deductible, annual receipt is issued.
- As soon as space becomes available, the applicant will be notified and enrolled.
- Should space not become available payments are returned.
- Please email completed application to hello@ridleyorchard.ca and make payments by cheque or 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, 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 last month payment you will receive Confirmation of Enrolment Acceptance.
- Further information will follow, and an orientation appointment will be arranged.

PROGRAM AGES

- Toddler Program: students are 18 months as of starting day.
- Pre-School Program: students are 2½ years old as of starting month.
- Pre-Kindergarten Program: students are 3 years old as of starting month.

DAYS, HOURS, AND MONTHS

- 5-Day (Mon-Fri), 3-Day (Monday, Wednesday, Friday), and 2-Day (Tuesday, Thursday) options are available for all programs
- Child Care (7:30am – 6:30pm)**
- All extra curriculum, enhanced and specialty programs, materials, breakfast, hot lunch and 2 snacks included.
 - 10-month program (September-June) closed for all Statutory Holidays, 2 weeks of Winter Break.
 - 12-month program (September-August) closed for all Statutory Holidays, 2 weeks of Winter Break, last week of August
 - Winter and Summer Camp options available (dependent on enrolment numbers), additional Application for Enrolment forms and fees required.
- Full-Day (8:30am-2:30pm)**
- Extra curriculum, enhanced and specialty programs, materials, breakfast, hot lunch and 2 snacks included.
 - 10-month program (September-June) closed for Statutory Holidays, 2 weeks of Winter Break, 1 week of Spring Break, TDSB PA Days.
 - Winter, Spring, Summer Camp options available (dependent on enrolment numbers), additional Application for Enrolment forms and fees required.
- Quarter-Day (9:00-1:00pm)**
- Enriched curriculum, enhanced and specialty programs, materials, hot lunch and snack included.
 - 10-month program (September-June) closed for Statutory Holidays, 2 weeks of Winter Break, 1 week of Spring Break, TDSB PA Days.
 - Winter, Spring, and Summer Camp options available (dependent on enrolment numbers), additional Application for Enrolment forms and fees required.
- Half-Day (9:00-12:00pm)**
- Enriched curriculum, enhanced and specialty programs, materials and snack included.
 - 10-month program (September-June) closed for Statutory Holidays, 2 weeks of Winter Break, 1 week of Spring Break, TDSB PA Days.
 - Winter, Spring, and Summer Camp options available (dependent on enrolment numbers), additional Application for Enrolment forms and fees required.

WITHDRAWAL

- Sixty (60) day prior notification required from the date a child is withdrawn from the school. Further tuition 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.