



Application for Enrolment – First Years, Nursery, Pre-Kindergarten

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 and Primary School 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 Full Day
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PROGRAM (CIRCLE ONE)

Pre-Kindergarten (3 years old as of starting month)	Nursery (2 ½ years old as of starting month)	First Years (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)

Full Day (7:30am-6:30pm)	Extended Day (8:30am-2:30pm)
Half Day (9:00am-1:00pm)	Morning (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 and Primary School 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 – First Years, Nursery, Pre-Kindergarten

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

APPLICATION WITH ADMINISTRATIVE FEE AND MONTHLY TUITION PAYMENTS

- To enroll, email completed Application for Enrolment forms to hello@ridleyorchard.ca including the administrative fee and last month tuition payment sent by cheque or e-transfer to hello@ridleyorchard.ca (please contact us if another form of payment is required).
- Upon acceptance the administrative fees and last month tuition payment is deposited.
- The remaining balance tuition payments are due on the 1st of each month in monthly installments. Interest on late payments is 10% monthly. A fee of \$30.00 will be levied on NSF payments.
- The administrative fees, last month tuition payment and installment balance tuition payments once deposited are non-refundable and non-transferable.
- Should space not be available tuition payments are returned and a waitlist option made available.
- School fees are tax deductible, annual receipts issued.
- 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

- First Years Program: students are 18 months as of starting day.
- Nursery 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
- Full Day (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.
- Extended 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.
- Half 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.
- Morning (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.