



### Application for Enrolment Before and After Care 2025-2026

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 completed on this application is correct and complete. I acknowledge and agree to abide by all the terms and conditions outlined on page 3 of this 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, Before and After Care and Primary School licensed by the Ministry of Education.

#### CHILD'S INFORMATION

FULL NAME		DAY AND 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**


**PROGRAM (CIRCLE ONE)**

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

5-Days (Monday-Friday)
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**DURATION (CIRCLE ONE OR BOTH)**

Before School Care (7:30am-drop off)	After School Care (pick up-6:30pm)
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**WHO REFERRED YOU TO US?**

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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 – Before and After Care

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, Before and After Care 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](mailto:hello@ridleyorchard.ca) including the administrative fee and last month tuition payment sent by cheque or e-transfer to [hello@ridleyorchard.ca](mailto:hello@ridleyorchard.ca) (please contact us if another form of payment is required).
- Please email school to request tuition fee for chosen program.
- Upon acceptance of enrolment the administrative fee 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 fee, 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.

### APPLICATION DEADLINE

- Mid-October of each year, priority re-registration opens to all returning applicants at previous year fees.
- On November 1<sup>st</sup> of each year, registration opens to all applicants. New applicants receive a 10% discount when payment is made in full by November 30<sup>th</sup> of registration year.
- 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. Payments are non-refundable and non-transferable.

### 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

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

### DAYS, HOURS, AND MONTHS

#### Before School Care (7:30am-drop off)

- Materials, and (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 Spring Break.
- Winter, Spring, and Summer Camp options available (dependent on enrolment numbers), additional Application for Enrolment form and fee required.
- Free access to our full-day PA Day programs (9am-4pm).

#### After School Care (pick up-6:30pm)

- Extra curriculum, enhanced and specialty programs, materials, and afternoon snack included.
- 10-month program (September-June) closed for Statutory Holidays, 2 weeks of Winter Break, 1 week of Spring Break
- Winter, Spring, and Summer Camp options available (dependent on enrolment numbers), additional Application for Enrolment form and fee required.
- Free access to our full-day PA Day programs (9am-4pm).

### CANCELLATION

A minimum of sixty (60) days prior notification is required from either the next payment due date or the date of the child's enrollment cancellation from the school, whichever comes first. Deposited payments are non-refundable and non-transferable. However, further tuition payments will be cancelled upon receipt of a written letter of intent and explanation for enrollment cancellation to the school director at least sixty (60) days prior to the next payment due date and the child's enrollment cancellation date.