



Application for Early Learning Enrolment

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 CWELCC Centre licensed by the Ministry of Education.

CHILD'S INFORMATION

FULL NAME			MONTH AND YEAR OF ADMISSION	
BIRTH DATE	BIRTHPLACE	GENDER	HEALTH CARD NUMBER	
FULL ADDRESS			POSTAL CODE	

PARENT / GUARDIAN #1

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

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	FULL ADDRESS	POSTAL CODE

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

SIBLINGS NAME

BIRTH DATE

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YEAR

12-Months September through August	10-Months September through June
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PROGRAM (CIRCLE ONE)

Toddler (18 months as of starting month)	Pre-School (2 ½ years old as of starting month)	Kindergarten (4 or 5 years old as of starting year)
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DURATION

Full Day (8:00am-6:00pm)	Extended Day (8:00am-2:30pm)
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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 Early Learning Enrolment

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 CWELCC Centre licensed by the Ministry of Education.

APPLICATION WITH MONTHLY FEES

- To enroll, email completed Application for Enrolment forms to hello@ridleyorchard.ca include the last month fee payment sent by cheque or e-transfer to hello@ridleyorchard.ca (please contact us if another form of payment is required).
- Monthly fee is \$478.50 (based on \$22/day and 261 days/year)
- Upon receipt of your completed Application for Enrolment, and last month fee payment you will receive Confirmation of Enrolment Acceptance.
- The remaining fee payments are due on the 1st of each month in monthly installments of \$478.50.
- Interest on late payments is 10% monthly. A fee of \$30.00 will be levied on NSF payments.
- All payments once deposited are non-refundable and non-transferable.
- Should space not be available fee payments are returned and a waitlist option made available.
- School fees are tax deductible, annual receipts issued.
- 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 for the following year opens to all returning applicants.
- On November 1st of each year, registration opens to all applicants.
- After this time all complete Applications for Enrolment are processed as they are received, on a first come first serve bases.

ACCEPTANCE

- Upon receipt of your completed Application for Enrolment, and last month fee 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.
- Kindergarten Program: students are 4 and 5 years old as of starting year.

PROGRAM DAYS, HOURS, AND MONTHS

- Full Day (8:00am – 6:00pm) and Extended Day (8:00am-2:30pm)
- 12-month program (September-August) closed for all Statutory Holidays, 2 weeks of Winter Break, last week of August

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 fee 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.