Ridley Orchard

Early Learning Enrolment Application

Ridley Orchard School is a community-based Early Learning and Enrichment Centre licensed by the Ontario Ministry of Education and participating in the Canada-Wide Early Learning and Child Care (CWELCC) system. Submission of this Application for Enrolment constitutes a request for consideration for admission to Ridley Orchard School and does not guarantee enrolment or placement. I/We certify that all information provided in this Application is true, complete, and accurate to the best of my/our knowledge. I/We understand and agree that parents/guardians are responsible for disclosing all known allergies, medical conditions, diagnoses, medications, dietary restrictions, support needs, and any other information relevant to the child's health, safety, well-being, and participation in the program. I/We further agree to promptly notify Ridley Orchard School of any changes to the information provided.

CHILD'S INFORMATION

FULL NAME			ADMISSION REQUEST DATE/MONTH/YEAR
BIRTH DATE	BIRTHPLACE	GENDER	HEALTH CARD NUMBER
FULL ADDRESS INCLUDING POSTAL CODE			

PARENT / GUARDIAN #1

FULL NAME	DATE OF BIRTH
FULL ADDRESS IF DIFFERENT FROM CHILD	PHONE NUMBER
EMAIL	BUSINESS ADDRESS AND PHONE NUMBER

PARENT / GUARDIAN #2

FULL NAME	DATE OF BIRTH
FULL ADDRESS IF DIFFERENT FROM CHILD	PHONE NUMBER
EMAIL	BUSINESS ADDRESS AND PHONE NUMBER

CHILD'S PHYSICIAN

NAME	PHONE NUMBER
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	

Ridley Orchard

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

SIBLINGS NAME	BIRTH DATE

PROGRAM (CIRCLE ONE)

Toddler (18 months as of starting month)	Pre-School (2 ½ years old as of starting month)

YEAR

12-Months September through August

DURATION (CIRCLE ONE)

Full Day (8:00am-6:00pm)	Part Day (8:00am-2:30pm)

HOW DID YOU HEAR ABOUT US?

I/We acknowledge that the undersigned have read and understood, and agree to comply with, all terms and conditions contained in these four (4) pages of the Application for Enrolment and Procedures, together with all applicable policies, procedures, rules, regulations, and provisions set out in the Ridley Orchard School Parent Handbook, as amended from time to time. I/We further acknowledge and agree that all fees, deposits, and payments made to Ridley Orchard School are final once received and processed and are non-refundable, non-transferable, and not eligible for credit, except where otherwise expressly provided in Ridley Orchard School's written policies.

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: _____

Ridley Orchard

Early Learning Enrolment and Procedures

Ridley Orchard School values collaborative relationships with families and recognizes parents and guardians as important partners in supporting each child's learning, well-being, and sense of belonging, consistent with How Does Learning Happen? Ontario's Pedagogy for the Early Years.

REGISTRATION AND FEES

Ridley Orchard School participates in the Canada-Wide Early Learning and Child Care (CWELCC) program. Parent fees are established in accordance with applicable CWELCC funding guidelines, Ministry of Education requirements, and Ridley Orchard School's approved fee schedule. Fees may change as required by legislation, Ministry directives, CWELCC funding requirements, or approved revisions to the program fee schedule.

PROGRAM ELIGIBILITY

Toddler Program: Children must be at least 18 months of age by their start date.
Preschool Program: Children must be at least 2½ years of age by their start month.

PROGRAM HOURS AND CALENDAR

Full-Day Program

The Full-Day Program operates from September through August and is closed on all statutory holidays.
Hours: 8:00 a.m.-6:00 p.m.
The program includes: enriched curriculum programming; specialty programs; learning materials; breakfast; hot lunch; and two daily snacks. Additional scheduled closures include Winter Break and the Annual Classroom Preparation and Set-Up Week. Specific closure dates are communicated to families annually.

Part-Day Program

The Part-Day Program operates from September through August and is closed on all statutory holidays.
Hours: 8:00 a.m.-2:30 p.m.
The program includes: enriched curriculum programming; specialty programs; learning materials; breakfast; hot lunch; and one daily snack. Additional scheduled closures include Winter Break and the Annual Classroom Preparation and Set-Up Week. Specific closure dates are communicated to families annually.

APPLICATION FOR ENROLMENT TO JOIN THE WAITLIST

Placement on the waitlist is determined by the date on which a completed application is received.
The waitlist includes the child's name, parent/guardian contact information, application date, and requested program.
No deposit is required to submit a waitlist application.

APPLICATION FOR ENROLMENT UPON ACCEPTANCE APPROVAL AND ORIENTATION

Upon acceptance and approval for enrolment, families must submit:

- a completed Application for Enrolment form; and
- the required last month's fee deposit.

Applications and supporting documentation may be submitted electronically to hello@ridleyorchard.ca.
Payments may be made by cheque, e-transfer, or another payment method approved by the School. Upon confirmation of placement, the last month's fee deposit will be processed and will be non-refundable, except where otherwise provided in the School's written policies. Following acceptance, the family will receive written Confirmation of Enrolment. Additional program information will also be provided, and a new-family orientation meeting may be scheduled to support a successful transition into the program.

Fee Payments

Fees are payable in monthly instalments and are due on the first (1st) day of each month.
School fees are based on enrolment rather than attendance and remain payable during:

- family vacations;
- temporary illness;
- statutory holidays;

- scheduled school closures;
- inclement-weather closures; and
- other temporary absences.

Annual child care receipts are issued for income tax purposes.

Base Fees

Fees are subject to change in accordance with CWELCC requirements and approved revisions to the program fee schedule.
Based on 261 operating days per year, the monthly fee is $478.50.
The following fees apply to both the Full-Day Program and the Part-Day Program:
Toddler Program (18 months and older): $22.00 per day
Preschool Program (2.5-3.5 years old): $22.00 per day
Full-Day Program Hours: 8:00 a.m.-6:00 p.m.
Part-Day Program Hours: 8:00 a.m.-2:30 p.m.

Additional Fees

Late-payment charge: $50.00 per month on any outstanding balance
NSF fee: $30.00 per occurrence
Late pick-up fee: $1.00 per minute, per child. Late pick-up fees are payable directly to the educator(s) who remain with the child beyond program hours.
Annual farm excursion and special field trips: Fees vary annually and are approximately $20.00 per attending person.

REFUNDS AND CREDITS

Fees are based on enrolment rather than attendance.
Refunds or credits may be issued in the following circumstances:

- an administrative or billing error by the School;
- where required by applicable legislation or CWELCC requirements;
- where otherwise provided in the School's written policies; or
- at the discretion of the Director.
- The following fees are non-refundable and are not eligible for credit:
- fees for absences;
- fees payable during statutory holidays and scheduled closures;
- fees for services already provided; and
- fees payable during the required withdrawal-notice period.

To apply the last month's fee deposit toward the child's final month of enrolment, parents/guardians must provide a minimum of sixty (60) calendar days' written notice of withdrawal to the Director or designate.

WITHDRAWAL AND TERMINATION OF CARE

Family-Initiated Withdrawal

Parents/guardians wishing to withdraw their child from Ridley Orchard School must provide a minimum of sixty (60) calendar days' written notice to the Director or designate. The notice period begins on the date the written notice is received. Fees remain payable throughout the full notice period, regardless of attendance, and cease only once the notice period has ended.

School-Initiated Withdrawal

Ridley Orchard School may discontinue care in any of the following circumstances:
the program is no longer able to safely or appropriately meet the child's needs despite reasonable efforts to support continued participation;
required fees remain unpaid;
a parent/guardian, family member, or authorized pick-up person repeatedly fails to comply with the School's Code of Conduct, policies and procedures, or applicable licensing requirements; or conduct by a parent/guardian, family member, or authorized pick-up person adversely affects the safety, well-being, rights, or dignity of children, families, or staff, or the operation of the program.

Immediate termination of care may occur where necessary to protect the health, safety, well-being, or security of the school community. Whenever reasonably possible, written notice will be provided.