



Lakewood Montessori Christian School

EST. 1986

PARENT CONTRACT

Internal Use ONLY:

Class: _____ Age: _____ Program: Toddler ___ PreCasa ___ 1 ___ 2 ___ 3 ___ Gr. 1 ___ 2 ___ 3 ___ School Year: _____

Lakewood Montessori Christian School located at 2054 Mountainside Dr. provides services for _____. As a parent of the school, you agree to abide by the rules and regulations as set out below.

- Lakewood Montessori Christian School agrees to provide childcare services for your child Full Time/Part Time at a rate of \$_____per month plus the initial payment of _____per year. Initial Fee Chq # _____ Date: _____ Paid in Full: **YES** or **NO**. Paid all Cheques on Registration: **YES** or **NO**. Montessori fees are due and paid for as stated in the Tuition Fee Schedule. All fees are due on registration in full and are non-refundable regardless of absence, transfer or withdrawal, for the full academic year. All accounts must be paid in full before academic records will be released or transferred. There is a **\$50.00** charge for any cheques that are returned NSF by the bank. **Parents Initial** _____
- Sick days and vacation days are paid in full. In February of each year an income tax receipt will be issued to you. Receipts will not be issued if there is an outstanding balance. If you need a replacement, there will be a \$20.00 charge. Lakewood Montessori Christian School may terminate services if policies are not followed. Lakewood Montessori Christian School reserves the right to terminate a child's enrolment if this action is for the benefit of the child or classroom. If Lakewood Montessori Christian School withdraws a child the current month at time of withdrawal is to be paid and the balance of the tuition will be refunded. Toddler Community is a 12-month program, Casa and Lower Elementary are a 10-month programs. **Parents Initial** _____
- CWELCC Canada-Wide Early Learning and Child Care** Lakewood Montessori has decided not to opt-in to the CWELCC program **Parents Initial** _____
- Withdrawal**– Toddler Community program requires 60 days notice for withdrawal from the program (Toddler tuition payments after the 60 days will be returned). Casa and Lower Elementary programs are a 10-month program and yearly tuition is non-refundable. **Parents Initial** _____
- School Calendar** – All families will receive a school year calendar upon registration or in September which will outline the days of events and school closures. These will also be outlined in monthly newsletters. It is the parent's responsibility to note these dates. **Parents Initial** _____
- When you bring your child into school, you must release the child personally into the care of the staff, so that attendance is recorded, you are responsible for your child until the teacher has accepted the child into her care. **Parents Initial** _____
- All children must be inside their class by **8:30am** as late children are a disruption to the classroom environment. Students arriving after 9am are to knock on the classroom door and wait for a teacher before being admitted to the classroom. **Parents Initial** _____
- Student Absence:** Lakewood Montessori School requires that student absences be reported by calling in to the school before 9am. If your child has not been reported as absent the school will make every effort to contact parents/guardians to be informed as to why the student is not at school. **Parents Initial** _____
- Illness Policy** please refer to pages attached titled *Illness Policy*. **Parents Initial** _____
- Late Pick up Fee:** Lakewood Montessori Christian School requires that families inform the school in advance of any delay in picking up your child, and make arrangements for someone else to come instead. If the person coming is not on the list, then you must call and inform the staff. Ensure the person coming brings picture identification in order to confirm their identity. There is a late charge of \$2.00 per minute after 5:30 p.m. that will automatically be charged to parents who are late and paid to the teacher on duty. **Parents Initial** _____
- A Child who is dropped off before 8:30am or picked up after 4:00pm and is not registered in the Extended Care Program will automatically be charged the daily rate for each program. **Parents Initial** _____
- We ask you to bring in spare weather appropriate clothing for your child. The school will not be responsible for lost or stolen clothes. Please ensure to label all of your child's belongings to ensure there is no confusion. **Parents Initial** _____
- Please be advised that we are a **Christian School** and the children will be part of Bible stories, songs and virtues and will say prayers before each meal and we welcome, respect and celebrate all cultures, religions and races. **Parents Initial** _____
- Dismissal Policy:** Lakewood reserves the right to dismiss a parent/student where the continued attendance of that family/student would not be in the best interest of that student or the school. The school reserves the right to dismiss a parent/student when his/her behaviour seriously jeopardizes the ability of the school to guarantee the dignity and safety of its students or interferes with learning. **Parents Initial** _____
- Curriculum Nights:** Lakewood Montessori Christian School will conduct some curriculum nights per school year to discuss classroom procedures, parent teacher communication, Montessori Method, different areas of the Prepared Classroom Environment etc. We ask that each family commit to assist to our school community by attending and participating. **Parents Initial** _____
- The **Casa and Lower Elementary Programs** are a 3 Year Program. Lakewood Montessori Christian School requires that families make every effort to complete the 3-year cycle in order for each child to reach their fullest potential. **Parents Initial** _____
- The parent releases Lakewood Montessori Christian School from all liability for any accidents and illness that may occur while the child is in attendance, except for injury or illness occurring from negligence undertaken by Lakewood Montessori Christian School. This includes such trips and outings as undertaken by Lakewood Montessori Christian School with the children during the normal program. **Parents Initial** _____
- Responsibility of supervision:** Once your child is greeted by their classroom teacher the child is under the supervision of Lakewood. At the end of the day once your child is dismissed from the classroom your child is now under the supervision and responsibility of his/her parent/s. **Parents Initial** _____
- Snow Days:** Occasionally Lakewood Montessori Christian School may close the school, for instance in the case of severe weather or power failure. Parents will be informed by email/parent app by 6:30am alternatively parents may call the supervisor by 6:30am at 647.218.6443. Parents are asked to use their own judgment on these particular days for their family's safety. **Parents Initial** _____

I hereby acknowledge that I have fully read and understand the above contract and will comply with the agreement.

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Head of School Signature: _____

Date: _____