



19785 55 A Avenue, Langley B.C V3A 3X1

## Parent Enrolment Agreement

I the undersigned, understand and agree to the following:

1. I understand that Global Montessori School will be referred to as "the school" in this document.
2. I understand that this parent enrolment agreement form is valid if my child is enrolled in the school or an updated version replaces it.
3. All newly enrolled families pay a Non-Refundable Application Fee upon acceptance of a start date within our school. A deposit will be required which will be used to cover the tuition of your final month at Global Montessori School. Any balance available will be returned to your account before the end of your final month in the school. Two full calendar months notice is required when withdrawing from the school. The deposit is forfeited if these terms are not met.
4. A child will begin care when all paperwork required for their file is completed including your pre-authorized debit form.
5. Acceptance of an application will be confirmed by the Head of School by receiving a copy of this signed agreement and the deposit and application fee has been paid in full.
6. I will ensure to pay my fees on time each month. Upon notice of insufficient funds charges will be applied. The fee is \$50 for the first NSF if it is returned a second time this increases to \$100. The school track NSF's and may choose to terminate care if more than one per school year occur.
7. Any nonpayment of any fees will result in a suspension of care until the balance has been paid. I understand I must maintain my financial obligations to the school as failure to do so will have an impact on all my children enrolled and any opportunities to enroll future siblings.
8. Supply and Emergency Funds are to be used at the discretion of the school. Each child will have a care kit supplied by GMS for Emergencies that provides them with enough food, liquid and comfort for 3 days.
9. The school reserves the right to modify the cost of tuition and fees with 30 days written notice.
10. The educational model at the school is based on a collaborative relationship between the Family, School and Child. It requires an investment of trust, cooperation, time and energy in support of each child's education at home and at school. Parents are encouraged to attend facility events and Open Houses to have a connection to your child's school experiences.

11. All families must read the Parent Handbook and sign that they have read and understood the booklet- it can be located on our webpage under admissions. We will update the Handbook periodically sending updated version to families via email.
12. I acknowledge that enrolment at the school does not guarantee continued enrollment as your child ages out of their department. We aim to accommodate every enrolled family however space availability will determine if your child can transition to the next program. Two months notice will be provided if space is not available to your child.
13. I understand that my newly enrolled child has a 6-week admission period to determine that the program we offer is in alignment with your family and child.
14. The school reserves the right to terminate care if the school feels it is in the best interest of the child, classroom, facility.
15. I acknowledge that the school hours are 7.30am - 5.30pm, a door code is provided to the families for easy access, I agree not open the door to any other party as it breeches the safety of the facility.
16. If I arrive past 5.30pm I agree that I will be billed a Late Pick Up Fee of \$20 for each 15 minute window of time.  
Late fees are tracked, if you receive three late fees within a school year your enrollment will be jeopardized. Late fees are paid in cash to the office and passed along to the educator that remained with your child. Staff will call your Emergency Contacts if you do not arrive by 5.30pm.
17. I consent to having the school collect personal information that may include, students birth certificate, legal guardianship, court orders, contact numbers, emails, doctor information including any development or health concerns and health card number. All are required for your child's file.
18. I agree to be transparent in sharing medical information regarding my child. A care plan will be created for your child by the school to support their needs.
19. I acknowledge that the school will communicate with both verbal and electronic communication I will update the school of any changes to my email address.
20. I consent to having my child photographed by the teachers and have work samples on display, this may be shared through notice boards, group class emails, newsletters and on our website.
21. I acknowledge that class configurations may change due to staffing and or enrolment. The school reserves the right to adjust the classes and teachers based on these criteria.
22. I understand and agree that my child will be in school ready for their Work Cycle by 9am. The next opportunity for drop off would be at 11.30am. No picking up of children during resting hours of 12.30pm-2.30pm is permitted.
23. I consent to my child attending walking trips with their class. Children will remain within 1.5 kms of the school.
24. I consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of the school for the purpose of establishing, maintaining and

terminating care of the child and their family from the school. The information you provided is required by Fraser Health Authorities for your child's file. It allows the school to make informed decisions and allows for the facility to respond to an emergency immediately.

25. I hereby state that all information provided to the school is accurate and true. Any misleading or lack of transparency will result in termination if it affects the school in a negative manner.

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Parent Name

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Parent Signature

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Date

Michelle Edwardes

Head of School

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Signature

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Date