**GENERAL AND CONSENT INFORMATION FORM**

It is hereby agreed that parents will abide by the following conditions:PLEASE READ, SIGN AND RETURN

1. The word “Centre” as used in this agreement shall be deemed to refer to theRocking Horse Montessori and Nursery.
2. The word “Parents” as used in this agreement shall be deemed to refer to thesignatories on the registration form no matter what relationship to the child.
3. The word “Child” as used in this agreement shall be deemed to refer to the personnamed on the registration form and enrolled in the Centre pursuant to thisagreement.
4. You can review The Parent Handbook on our website at any time.
5. There is a $158.25 application fee to register, non refundable,

non-transferable.

1. Two deposit cheques equivalent to your monthly tuition for first and

last month – dated the day your application is received .

This deposit is not transferable or refundable, should you wish to withdraw your child, school needs one month notice (Beginning of the month).

1. You understand that a 30 day written notice must be given to withdraw your childfrom school to be given at the beginning of the month.
2. The Centre operates all year round for your convenience. Formal enrollment is required and a “pay as you use” service is not offered. The Centre is open everyday from 7:00 am to 6:00 pm . One calendar day prior to the start of the September school year. The centre will be closed for our CASA classes to prepare for the summer camp and new school year ( last day of June/ Last day of August).That will be communicated to the Parents ahead of time. Full fees are applicable for all statutory holidays and absenteeism including sick days. We offer services toInfants 3 month are up-to 12 years old before & after school. The Board of Education buses run between the Centre and the local schools. Please check with the schools in your neighbourhood.
3. Centre serves hot lunches which are made on the premises and 2 snacks. Infants have a separate menu in addition to the current menu. The menu is posted on ourHIMAMA.
4. Parents are required to provide the Centre with a copy of the child’s immunizationrecord prior to the admission and to update it periodically and Birth Certificate.
5. Parents should notify the Centre immediately should any change of home or employment telephone number and address for either parents or the emergency contacts occur. It is very important to be able to contact the Parents in case of an emergency. The Centre’s Website is www.rockinghorsemontessori.com and the email address is info@rockinghorsemontessori.com.
6. The Centre shall not be responsible for any loss or damage to the belongings of the child. We request that you do not send any toys with your child to the Centre.For birthdays, we will bake a cake and decorate it at the school for the child.
7. The Centre will post information about Serious Occurrences as defined by theMinistry of Education that happen at the day care in the lobby next to our license and inspection summary for 10 days from the date of the final update.
8. Discharge of a child will occur if he/she does not seem to be able to adjust to the program. A written notice of two weeks will be given in these cases.
9. Parents must let the school know by 9:00am if your child will be away/sick that day. If your child does not show up to school and you did not let us know by 10:30am we will be calling to ask where your child is. If there is no answer by 12:30pm the Director of the school and police will be contacted.
10. If there is any change in pick up or drop off please let us know in writing by email or HIMAMA. If someone that is not on your child’s list is coming to pick up your child please inform us by writing and we will ask for ID.
11. Parents are required to pick up their child from the Centre by 5:00 PM. A charge of $1.00 per minute (payable to the teacher) will apply to late parents after 5:00pm.
12. Parents can enrol their child(ren) into aftercare program, 5pm to 6pm by paying an extra monthly fee.
13. Parents are asked not to block the driveway when dropping off or picking up their children. A clear driveway is the Fire Department’s Regulation. Parents are asked to minimize their pick up and drop off time to avoid traffic jams in the driveway.
14. All applicable fees must be paid in advance. Please do not submit cheques or cash to the classroom teachers. In order to keep the administration cost low, fees must be paid on time; there is a $50.00 charge for returned (NSF) cheques. The NSF cheque should be replaced by either cash or certified cheque right away. Parents will be given an official annual receipt for taxes.
15. An ill child who has a known alternative diagnosis provided by a health care provider may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours. The child may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours. In general, if your child is not feeling well, they need to stay home.
16. If a child is on medication while attending the daycare, the parents are required to fill a medication form, sign it, and leave it with the Supervisor or the Director. Prescribed medication must be in the original container with the child’s name, doctor’s name, dosage and time to administer. Non-prescribed medication such as Tempra or Tylenol is not accepted without a doctor’s note. All medication must be accompanied by the signed Medication Form. No medication will be accepted on the Premises without a signed form and a doctor’s note.
17. Parent authorization is given to Rocking Horse Montessori School to administer/apply as needed, one or all of the following items: sunscreen, moisturizing skin lotion, lip balm, hand sanitizer and diaper cream. These items above must be provided by the parent to the school. These items must be stored in accordance with the instructions for storage on the label and the container or package is clearly labelled with the child’s name and the name of the item; and administered to a child only from the original container or package and in accordance with any instructions on the label and any instructions provided by the parent of the child.
18. In the event of an accident or illness involving the child while at school, I hereby authorize the administration of any medical procedure deemed necessary, including anaesthetic, by the child’s family Doctor or any Hospital Emergency Department, or by any other qualified physician. In no case will the staff or the school be financially liable for the costs incurred as a result of emergency procedures undertaken.
19. No child is supervised by a person less than 18 years. Student placements are supervised by a teacher at all times and they are not counted in the staffing ratio.
20. Smoking and handling a cigarette/cannabis is strictly prohibited at all times at the entire daycare premises.
21. Nuts and peanut butter are strictly forbidden at the Centre due to potential allergy. This is a Peanut/Nut Free Center.
22. You allow/permit the school to use any pictures, still shots or videos taken of the children at the school for school use(s).

* I/we acknowledge that I/we have read the terms of this agreement and consent to the above information.

This “general permission” form will be kept in your children’s file.

I have read and understood the above information and I have read

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents/Guardian’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_