

Brooklin Mill Montessori School Inc. Application for Enrolment Policies & Forms

Thank you for your interest in Brooklin Mill Montessori School and for the time you have spent learning about our programs.

Because we are a small school, we have limited spaces for enrolment. Our application process allows you to express an interest in enrolling your child(ren). Should we have a suitable placement, we will extend an offer. You will then have 10 business days to register your child(ren) and complete the enrolment process.

Please read the following policies carefully before submitting your application.

Application Fee

A non-refundable application fee of \$100 is payable *per family* to process your application(s). Please submit the completed application form and fee estimate schedule together with a cheque in the amount of \$100 for the application fee. Your cheque should be made payable to Brooklin Mill Montessori School Inc. and be dated the same date as your application form. ***Your cheque will be cashed only if we are able to offer your child(ren) a position.*** The application fee is valid for any new applications or revisions by the family within 15 months from date of payment. There is no refund of the application fee should you decline to enroll your child.

Admission Interview

Upon receipt of your application, we will schedule an admission interview to meet with you and your child. The purpose of the interview is to determine whether the school is a good fit for your family and vice versa. We will share our educational philosophies and discuss our mutual learning objectives for your child(ren). Please don't be concerned – there are no tests to complete at this interview!

Offer of Placement

Should an offer of enrolment be extended by the school following the admission interview, you will have 10 business days to complete the enrolment process. Acceptance at Brooklin Mill Montessori School is conditional upon the completion of all enrolment forms including the Enrolment Agreement and the full payment of the current year's school fees by post-dated cheques. A ***security deposit*** of the last month's school fee is required upon enrolment. Please refer to our Withdrawal / Refund policy for details on the conditions of refund for this security deposit.

School Calendar

The school year runs from September to June, and generally follows the Durham District School Board calendar. The school is closed for 2 weeks in December and 1 week in March. In addition to statutory holidays, the school is also closed for 2 professional development days per school year.

Fee Policies

Our school year extends over 43 weeks, and includes 3 non-instructional weeks (2 weeks during the Winter Break and 1 week in March). Our fees are based on the 40 instructional weeks divided into 10 equal payments due at the first of each month. Accordingly, there is no reduction in fees during the months containing non-instructional weeks.

Total monthly school fees are payable by post-dated cheques, dated the first of each month. Alternatively, fees may be remitted in one lump sum upon enrolment. Cheques are made payable to Brooklin Mill Montessori School Inc. N.S.F. cheques or late fees are subject to a penalty of \$35 per cheque and 2% per month interest.

Although we make every effort to maintain our fee schedule throughout the school year, school fees are subject to change with one month's written notice. Annual school fees paid in a lump sum are not subject to subsequent fee increases during the school year.

A **5% discount** is available on fees paid in one annual installment by June 1st for the upcoming school year.

A **10% sibling discount** applies to the tuition fees for a second and third child of the same parents when the children are enrolled in our Montessori classes. This discount does not apply to bus, lunch or Campus Club program fees.

Income tax receipts for tuition fees received by December 31st will be issued in February of the following year provided there are no outstanding fees due.

Late Pick-Up Fees

Late pick-up fees apply to all programs, including half-day programs, without exception. Brooklin Mill Montessori School provides a 15-minute grace period following school dismissal at noon for the morning class and at 3:30pm for the afternoon class. A late fee of \$10 for every 15-minute interval will apply for pick-up after 6 pm. Upon arrival, the person picking up the child will be asked to initial the attendance register to acknowledgement the departure time. Late fees are due within 10 days of occurrence.

Absence From School

Please be aware that if your child is absent, the child's place is held for him/her. As our expenses continue and this space cannot be replaced with another student from the waiting list, we regret that we cannot provide refunds or permit him/her to make up time outside of the regular class and time assigned.

Withdrawal / Refund Policy

Our enrolment commitment extends for the duration of the school year from September through June. Upon acceptance of enrolment, families are responsible for the school fees for the year, unless released from this financial obligation through school policy or Director's discretion.

A full refund of the security deposit and release from the school year financial commitment will be provided for withdrawals pertaining to an upcoming school year if written notice is received prior to June 1, 2005. For notice received after June 1, 2005 and before the first day of school, a refund of the security deposit will only be provided if a child on the waiting list accepts your vacated position.

During the first term of the school year, (i.e. before February 1, 2006), a family may withdraw a child from the School without further obligation to pay school fees, provided that written notice of an intended withdrawal (partial or total) is given to the School Director at least one month in advance of the withdrawal date. In the event that written notice is not provided, one month's school fees (i.e. the security deposit) will be forfeited in lieu of notice. Please note that upon withdrawal, the 5% discount for prepaid fees will no longer be valid and your refund will be calculated as if full fees were applied for the school year.

Withdrawals during the second term of the school year (i.e. February 1, 2006 or later) are not eligible for refund of the security deposit or release from the financial obligation for school fees covering the duration of the school year, unless an exception is granted at the discretion of the School Director.

The School reserves the right to request a child's withdrawal for any one of the following reasons:

- 1) Failure to abide by the School's policies or the Enrolment Agreement;
- 2) If the child's behaviour is extremely disruptive to the well-being of the class at large, in the opinion of the child's teacher and School Director;
- 3) If the child's parents fail to support the School's teaching philosophy and administrative decisions.

In the event that the School requests a child's withdrawal, a full refund of the security deposit and pro-rated refund of the month's fees will be issued based on the actual date of withdrawal.

For the best investment in your child's future

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