

Parents'/Guardians' Contract 2016/2017

The undersigned herewith agrees to the following terms and agreements with the Bowen Island Montessori School Society (BIMS).

1. I/We has already paid a non-refundable registration fee of \$100.00. I agree to pay to the order of Bowen Island Montessori School Society tuition fee/child care payments as follows:

- ❑ **Non-refundable enrollment deposit in the amount of one month's tuition (August 1, 2016), which will pay for June 2017 in advance.**
- ❑ **Remainder of Tuition: monthly post-dated cheques or pre-authorized withdrawal plan form (September 1, 2016 to May 1, 2017).**

2. I/We understand there is **no exemption from tuition fees or childcare costs for absence due to illness or vacation**. I/We agree to notify BIMS of any major illness, liability or special needs of my child. I/We will not send my child to the school if there is any question that s/he is ill. If my child contracts a communicable disease, I/We will notify the teacher or administrator immediately.

3. In the unlikely event that I/we have to withdraw my child, _____ from the BIMS programs, I/we agree to provide the school with a one full month's written notice. I/We understand that there is a one-month's tuition/child care costs penalty for early withdrawal. If I/we give notice of withdrawal after March 1, 2017, I/We will forfeit my/our April and May fees.

4. I/we have read and agree to the guidelines set out in the BIMS Admissions Policy and Parent Handbook. I/We agree to abide by the BIMS' policies and procedures and to keep myself apprised of the events at the childcare facility.

5. Volunteer hours are essential to the success of our Montessori program. I/We agree to support and participate to the best of my/our ability in BIMS activities.

6. I/We agree that the BIMS board and staff have the authority to request my withdrawal if it is judged that my actions are having a negative impact on the school or its students. I/We understand and accept that BIMS reserves the right to request the withdrawal of any child at the discretion of the teachers, administration, and board of directors.

7. I/We will make every effort to be prompt in bringing my child to BIMS (8:45 am for the morning class, 12:30 pm for the afternoon class – no earlier please) and in picking up him/her after class (11:45 am for the morning class, 3:30 pm for the afternoon class). I/We will deliver my child directly to a staff member and will not take my child without letting a staff member know.

8. I/We will keep the teachers informed of any event or change of routine at home, which might affect my child's behavior and emotional state.

9. I/We understand that if my child needs to have any medication administered, the medication will be given directly to a staff member (with written instructions and in the original packaging) and not sent in the care of the child.

10. I/We hereby give my permission for the staff to send my child home in the care of an authorized, responsible adult (one listed upon my child's emergency pick up consent form or one whose name I/we have given to the teachers verbally if s/he becomes ill and I am/we are not available.

11. In the case of an emergency, I/we hereby give consent for the staff to call a qualified physician, my/our family doctor, an ambulance if needed, and to authorize treatment for my/our child in the event that I/we cannot be reached.

12. In case of injury to my/our child while in the care, custody or control of the staff of BIMS, I/we hereby waive all claims against Bowen Island Montessori School Society, including its directors, staff, contractors, volunteers and the society's membership, in excess of public liability insurance carried by BIMS.

13. I/We agree to furnish BIMS with a record of my/our child's immunization status, a photograph and a proof of my/our child's age (i.e. birth certificate) and I/we understand that this may be provided to Vancouver Coastal Health upon request.

14. If my/our contact information changes, I/we will inform BIMS promptly.

15. As part of Bowen Island Montessori Child care program, we use photographs of the children in the classroom, in our newsletters and promotional materials, on our website, and in the local newspapers. I/We give consent to BIMS to use photographs/videos of my child taken during our program and activities.

16. I/We understands and agrees that the foregoing are conditions of my child's enrollment at BIMS.

Signature of mother/guardian

Date

Signature of father/guardian

Date