

# Registration Form

For each child attending our licensed childcare facility, **we require a recent photograph or digital image; please include this with your registration form and fee.** Please attach a photocopy of the student's Birth Certificate.

Non-Refundable Registration Fee: \$100 per child or \$150 per family

Student's legal name:

\_\_\_\_\_

<b>First</b>	<b>Middle</b>	<b>Last</b>
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Birth date: \_\_\_\_\_ Male:  Female:   
*Day/month/year*

Age: \_\_\_\_\_

*A child must be at least 30 months old on entrance to the program.*

Please supply the following information for our records:

Mailing/street address: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Father/Guardian: \_\_\_\_\_

Parents' Phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Home Work Cell/other*

Parents' Email: \_\_\_\_\_ / \_\_\_\_\_

Legal Custody of the student belongs to the following:

Mother/Father  Mother  Father  Other

Student resides with:

Mother/Father  Mother  Father  Other

Is there any court or restraining order that the school should be made aware?

If yes, please explain and attach a photocopy: \_\_\_\_\_

**I, hereby give permission to BIMS to use artwork, photographs, videotapes, and or movies taken of my above-named child for the school's promotional use. Yes  No**

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

Do you anticipate that your child will need special education assistance in the classroom? Yes  or No

The teachers will be in contact with you to plan and confirm your child's schedule at BIMS. To help us in planning, **please indicate your first choices for care in the table on the back.** Every effort will be made to accommodate your first choices, but spaces will be filled with a view to the needs of both individual students and the classroom as a whole. Students may be registered for either morning or afternoon half-days or for extended hours.

## BIMS' Schedule:

- Morning care: Monday to Thursday 8:45 to 11:45 am
- Afternoon care: Monday to Thursday 12:30 to 3:30 pm
- All Day care: Monday to Thursday 8:45 am to 3:30 pm

## Extended Hours of Care:

- Early drop-off: Monday to Thursday 8:00 to 8:45 am
- Late Pick-up: Monday to Thursday 3:30 to 4:00 pm

**At the present time, BIMS does not offer care Fridays however would seriously consider opening if there was sufficient enrollment to warrant employing a staff member Friday.**



**Bowen Island  
Montessori School**

*It's in our Nature to Learn*

587B Artisan Lane  
Bowen Island, B.C.  
Canada V0N 1G2

604 947 9039  
admin@bowenmontessori.ca

## Registration

Parents can choose 2, 3, or 4 days, Note Early drop off and Late Pickup are only available with an adjoining morning, afternoon or all day session.

	Monday	Tuesday	Wednesday	Thursday	
Morning					
Afternoon					
All Day					
Early Drop Off					
Late Pickup					

## Fees

There are two options for payment, Annual or Monthly. Please refer to the schedule of fees for the exact childcare costs. *Families can apply for childcare subsidy from the Ministry of Children and Family Development if the family's income level is not sufficient to support preschool care.*

### Monthly Option

A non-refundable deposit, equivalent to one month's fees is due upon enrollment. The balance is payable by post dated cheque due on the 1<sup>st</sup> of the month from September to May.

### Annual Option

A single payment must accompany the Registration Fee and can be dated for the later of August 1 or date of registration. The annual option represents a 5% discount from the monthly option.

### Extended Hours of Care Options

The early drop off or late pickup options are available on an unscheduled basis with 24 hours notice for \$8 per session. Unscheduled sessions will be invoiced at the end of each month.

### Daily Drop in

If your child is registered in one of the scheduled programs and you wish to extend their attendance on a specific day, the following fees will apply. Note that attendance is subject to availability and priority is offered to children who are registered for that session on a monthly/annual basis

Drop in fees will be invoiced at the end of the month.

### *Changing Enrolment during the year*

#### **Increasing your child's attendance during the year:**

Should you wish to increase your child's attendance during the year, written notice is required. Confirmation will be immediate pending confirmation of places in the requested session. No additional registration fee is required if you have already submitted a registration fee for this year.

If you are on the annual option, the difference is payable immediately. The difference will be calculated using the difference in fee pro-rated for the number of months remaining in the school year.

If you are on the monthly option: the difference in the deposit is due immediately. You can either provide additional post-dated cheques or replace the existing cheques with the new monthly fee.

#### **Decreasing your child's attendance during the year:**

30 days written notice is required for any reduction in attendance.

If you are on the annual option, a refund will be provided within 30 days of receipt of the notice of change of attendance.

If you are on the monthly option, all post-dated cheques that have not been deposited will be returned when replacement cheques are provided.

#### **Withdrawing your child before the end of the year:**

30 days written notice is required for withdrawal.

If you are on the annual option, a refund will be provided within 30 days of receipt of the notice of withdrawal. Note that the refund will comprise of the fee for all full months not attended less the non-refundable deposit of 10% of the annual fee.

If you are on the monthly option, all post-dated cheques that have not been deposited will be returned.

Office Management:

Date Rec'd: \_\_\_\_\_ Rec'd By: \_\_\_\_\_  
Reg. Fee: Cash/ Check # \_\_\_\_\_