



ROYAL MONTESSORI SCHOOL

Registration Checklist for New Students

Please find the following registration checklist to ensure that you have completed all the necessary requirements to enrol your child at Royal Montessori School. Please complete the following details in the process of your application.

- Completed application form for admission
- Photocopy of your child's immunization records
- Medical information
- Illness Policy
- Consent of Parent/Guardians
- Child release authorization
- Completed and signed enrolment agreement form
- Payment options: post-dated cheques, e-transfer or cash
- Two recent photographs of your child

Should you have any questions regarding any of the above requirements, please do not hesitate to contact our school supervisor for clarification. All information provided is kept in strict confidence and under any circumstance will Royal Montessori School share your personal information with anyone.

Thank you in advance for your co-operation in providing all of these items.



Medical Information

To be complete all sections

Students Name: _____
(Surname) (First Name) (Middle Name)

Physician Name: _____ Physician Phone No. _____

Physician Address: _____ City: _____

Postal Code: _____

Does your child have any allergies whether food, drugs or environment?

Yes No If yes, please describe list allergies and reaction below:

Does your child take any medication regularly? Yes No

If yes, please name the drug, reason, reactions and dosage:

Has your child ever had his/ her eyes tested? Yes No Result: _____

Has your child ever had his/her hearing tested? Yes No Result: _____

If your child is not able to participate in certain school activities, please specify:

Please comment on your child's overall health: _____

If you have any special concerns or requirements in respect of rest period or exercise for your child, please specify: _____

Dietary Restrictions:

List any foods your child should not eat for medical, dietary, or religious reasons:



Illness Policy

It is in the highest interest of your child and other children at Royal Montessori School to keep your child at home when he/she is ill.

- After a fever, your child's temperature must be normal 37°C for 48 hours before returning the child to school.
- Any child with a loose bowl movement may not return to the school until he/she has had a normal stool for more than 48 hours.
- Any child with discharging eyes may not return to the school until eyes have been free of discharge for 48 hours.
- Any child, who has vomited, may not come to the school until he/she has not vomited for 48 hours and is taking and retaining a regular diet.

If your child becomes ill at school, and you are called, you are requested to please pick up your child promptly. You will not be called unless your child needs to be at home.

Parent/Guardian(s) Signature

Date

Supervisor Signature

Date



Health History

Allergies or Food Restrictions:

Medical Concerns: _____

Check and Date Any illness or communicable disease your child has had in the past:

Illness/Communicable Disease

Date: Month/Year

- Chicken pox
- Roseola
- Strep Throat
- E. Coli
- Giardiasis
- Hepatitis A
- Norwalk Virus
- Rotavirus
- Measles
- Meningitis
- Mumps
- Rubella
- Scarlet Fever
- Whooping Cough
- COVID 19

Has your child had any major surgery? _____

Is your child taking any medication on a regular basis? _____

Is there any other health information you wish to share with us? _____



Additional Information

Immunization:

Please provide a photocopy of you child's personal immunization record.

Emergency Contact Information:

Relative or person to be notified if parents cannot be reached

1. Emergency Contact: _____

Telephone: _____ Relationship: _____

2. Emergency Contact: _____

Telephone: _____ Relationship: _____

3. Emergency Contact: _____

Telephone: _____ Relationship: _____

Additional Information:

Home Language: _____ Does your child speak English? _____

Name and ages of brothers and sisters: _____

How did you learn about Royal Montessori School?

Newspaper: _____ Website: _____ Friend: _____ Sign: _____ Other: _____



Consent of Parent/Guardian(s)

In case of emergency resulting from an accident or illness, if prompt medical attention is deemed necessary, and the parents have not been contacted immediately, permission is hereby given to take the above-mentioned child to the nearest medical facility and to proceed with medical treatment. I understand that any medical expenses incurred for such treatment are my responsibility.

Signature of Parent(s)guardian(s): _____

Permission to go on Community walks

I/We give permission for the above-named student to take part in community walks during the school year. Field Trip permission forms will be sent out weeks before the event.

Signature of Parent(s)guardian(s): _____

Photograph/ Video Waiver

I/We authorize the above-named student to have their picture taken and video made and the photographic or video graphic image to be used for the school.

I hereby consent to have my/our child, _____, to have the following used for advertisement.

Newsletter only

Yearbook only

Video only

Pictures only



Child Release Authorization

In order to protect your child, we require an authorization by the parent of guardian when other individuals pick up your child. Please list below ALL individuals who will come to get your child.

This form will be kept on file and additional names may be added at a later date.

YOUR CHILD WILL NOT BE RELEASED TO ANY PERSON NOT LISTED BELOW:

1. Name: _____

Address: _____

Telephone: _____ Relationship: _____

2. Name: _____

Address: _____

Telephone: _____ Relationship: _____

3. Name: _____

Address: _____

Telephone: _____ Relationship: _____

4. Name: _____

Address: _____

Telephone: _____ Relationship: _____

5. Name: _____

Address: _____

Telephone: _____ Relationship: _____



Enrolment Agreement

PLEASE READ CAREFULLY:

This AGREEMENT is between “Royal Montessori School” and parent(s) guardian(s) whose name and signature(s) appear below.

- Tuition fees payments are separate to the before and after school program. Please inform us if your child requires these programs. There will be a \$20 service charge for any cheques returned as NSF.
- A written notice of a student’s withdrawal must be received one month prior to the intended date of withdrawal. There are no refunds for mid-month withdrawals, holidays, sick days, or days missed for any other reason throughout the school year. Royal Montessori School will remain closed for all statutory holidays including the last two weeks of December including Christmas day and Boxing day, however the school will remain open for March Break.
- There is a late pick-up charge, which is applied at the rate of \$10.00 per 10 minutes after the schedules pick-up time.
- Royal Montessori School reserves the right to withdraw services in case of non-payment and reserves the right to dismiss a student if we feel he/she is not benefiting from our Montessori program and the curriculum that we offer.
- Upon the signing of this AGREEMENT, I/We agree to pay Royal Montessori School a \$150 Registration Fee, this is to confirm your child’s position. This payment is non-refundable and only applies to NEW STUDENTS ONLY.
- I/We have read the terms of enrolment agreement and tuition fee schedule for the Royal Montessori School and agree to the same. I/We have the obligation to pay all tuition fees unconditionally regardless of absence due to illness, vacation or withdrawal.

I/ We understand fully understood the terms of the enrolment agreement for Royal Montessori School.

Parent/Legal Guardian(s) Signature: _____ Date: _____

_____ Date: _____

School Representative Signature: _____ Date: _____



Uniform Requirements

It is expected that students wear school uniform during school hours, and when engaged in school-based activities out of normal school hours such as field trips, unless indicated otherwise suggested by the school.

All school uniforms must be purchased at Royal Montessori School, except for the boy's shirts, shoes and socks.

All school uniforms must be purchased at Royal Montessori School, except for the girl's blouses, shoes and socks.

Articles of clothing to be purchased at Royal Montessori School.

Boys

- 1.) Youth Polar Fleece Vest
- 2.) Youth Long pants
- 3.) School tie
- 4.) School badge

Articles of clothing to be purchased outside of Royal Montessori School

- 1) White, collared dress shirts short or long sleeves.
- 2) White, collared polo white long
- 3) Black socks (any brand)
- 4) Black soft non-marking soled shoes (any brand)



Articles of clothing to be purchased at Royal Montessori School

Girls

- 1.) Plaid pleated Tunic dress
- 2.) School pin
- 3.) School badge

Articles of clothing to be purchased outside of Royal Montessori School

- 1) White, collared blouse short or long sleeves.
- 2) Black, brown, white socks/ tights/leggings (any brand)
- 3) Black, brown or white soft non-marking soled shoes (any brand)

Student's Information

Student's Name: _____ Date of Birth (D/M/Y) _____

Address: _____ City/ Postal Code: _____

Gender: _____ Language (s) Spoken at home: _____

RE-REGISTRATION INFORMATION

Name of present teacher(s) at Royal Montessori School:

PARENT INFORMATION

Father's Name:

Street Address:	City / Postal Code:
Home Tel:	Business Tel: Ext:
E-mail Address:	Cellular Tel:

Employer Name and Full Address:

Occupation:

Mother's Name:

Street Address:	City / Postal Code:
Home Tel:	Business Tel: Ext.
E-mail Address:	Cellular Tel:

Employer Name and Full Address:

Occupation:

OFFICE USE:

Start date: _____ Full time/ Part time _____

Registration Received _____ Signature: _____ Date: _____

Withdrawal date: _____

Orientation Checklist

- _____ Completed application form

- _____ Post-dated cheques

- _____ Immunization Records

- _____ A profile of your child's personality

- _____ Two recent photos

- _____ Child size backpack with extra clothing

- _____ Indoor/Outdoor shoes

- _____ Crib sheet with elastic at every corner

- _____ Blanket

- _____ Pillow

- _____ Hat

- _____ Diapers/ Wipers (if needed)

- _____ Sunscreen

- _____ Water bottle

** Everything must be labelled with your child's name.